



Three Rivers Fire District
50 Springfield Street
Three Rivers, MA 01080

Prudential Committee Minutes

April 9, 2014

Chairman Domey called a meeting of the Prudential Committee to order at 7:05 p.m. The Pledge of Allegiance was recited.

IN ATTENDANCE:

Raymond Domey, Chairman
Donald Reim, Vice Chairman
William Jalbert, Clerk
John Chmura, District Treasurer

John Sasur, Water Superintendent
Scott Turner, Fire Chief
Patrick O'Connor, District Clerk
Diane Baldyga, District Secretary

Approval of Minutes

The Committee re-voted the minutes from the meeting of December 11, 2013 as Clerk Jalbert had not been present at that meeting, but inadvertently voted on their acceptance.

MOTION (DOMEY, REIM): To approve the minutes from the meeting of December 11, 2013. Approved 2-0.

The Committee reviewed the minutes from the meeting of March 12, 2014.

MOTION (JALBERT, DOMEY): To approve the minutes from the meeting of March 12, 2014. Approved 2-0.

Minutes of the Finance Committee Meeting on March 31, 2014, become official after 90 days and do not need approval or vote.

Public Comment

None.

Report of the Treasurer

- Annual Audit. Discussion on the audit was postponed until next month's meeting.

MOTION (DOMEY, REIM): To postpone discussion of the annual audit until May. Approved 3-0.

- Annual District Meeting. This meeting will be held on Tuesday, May 20. District Clerk O'Connor reported that budgets were all set. The original copy of the budgets will go into the District's files. Copies are given to Stephen Marhelewicz, District Accountant. Two sets of nomination papers were taken out. Treasurer Chmura inquired about the Treasurer's report for the District Meeting. Chairman Domey and District Clerk O'Connor advised him to get a printout from Stephen Marhelewicz about how the District stands financially and to check the audit report from the last fiscal year.
- Anderson Street Reservoir Project. Chairman Domey received two invoices for the ads placed in the newspapers for this project— one from the Palmer Journal and one from the Springfield Republican. Eleven bid packages have already been taken out. The Finance Committee approved the additional funds needed to complete this project.
- Property Lease for the Communication Tower. After negotiating several lease points with AT&T's project manager, District Attorney Hassett requested that other attorneys familiar with similar lease negotiations and agreements be consulted. In doing so, he feels that "potential lease pitfalls" may be avoided in the future. He knows of two individuals with backgrounds in this area. All Committee members supported this request. Clerk Jalbert feels that legal costs should be reimbursed by AT&T. Chairman Domey said that AT&T will contribute to pay for architectural fees, but that attorney fees are limited to \$1,000.
- Easement for North Street Property. W.S. Sasur will examine the completed easement before reviewing it with Gerry Skowronek, Superintendent of Palmer's Wastewater Treatment Facility. It will then be given to Town Manager, Charles Blanchard, to present to the Town Council.
- Finance Committee Meeting. Chairman Domey remarked that the meeting on March 31, 2014, was the best Finance Committee Meeting that he has attended. The members were very involved. A lot of discussion took place, and a lot of questions were asked.
- District Insurance Plan. Michael Garrod, a representative of MIAA Insurance (Massachusetts Interlocal Insurance Association), will provide quotes for the District's insurances to compare with present plans. Chairman Domey asked Crimmins/Graveline for the cover pages of present policies to obtain similar quotes for comparison.

An adjusted insurance premium for the antique Mac Truck was received, reducing the cost from \$3,324 to \$1,733. This amount still seemed somewhat high, so Fire Chief Turner will get other quotes.

- Fire Chief's Credit Card Status. On-going.
- Financial Statements. Treasurer Chmura submitted March's Profit & Loss Statements to the Committee.

Chmura reported that with three months remaining this year, the District expenses were under budget by about \$23,000. Legal expenses, however, were over budget. Due to the confusion encountered with similarly named articles (ex., Article 5 District Expenses vs. Article 5 Fire Department Expenses vs. Article 5 Water Department Expenses), Chairman Domey asked Treasurer Chmura to work out a better system. Chmura explained a new organization of the expenses in the Fire Department Articles making expenses easier to track.

Billing Clerk/Collector Toni MacKenzie informed Chmura that \$261,000 in water receipts had been collected this year. This brought the outstanding water receipts down by \$50,000. Chairman Domey asked for an update on the new software program. W.S. Sasur said that MacKenzie has been using the existing collection method to get used to it and would like to complete this fiscal year with the system in place. He explained that next fall on the first water bills of the 2015 fiscal year as a more appropriate time to implement the new system of quarterly readings. Domey expressed concern that the meter readings are not yet on the bills. The Water Superintendent said that the readings would be the same every quarter because meters are still read only once a year. Further discussion revealed that a lot of manual input was required to enter meter readings into the computer program. The Water Department's collection device does not transfer the meter readings into the computer program to automatically record the readings or electronically calculate quarterly usage. The Department is working on developing this capability. The other Districts should also be considered as one person might be enlisted to do the readings for all three Districts with the developing coordinated water study.

MOTION (JALBERT, REIM): To accept and approve the Treasurer's Warrant. Approved 3-0.

MOTION (DOMEY, JALBERT): To accept and approve the Treasurer's Report. Approved 3-0.

Report of the Fire Chief

Fire Chief Turner presented his report:

- Call Report. The month of March 2014 received a total of eleven (11) calls—six (6) all calls and five (5) duty-officer calls and one (1) special call about a cat in a tree.
- Credit Card. The Chief's credit card status had already been discussed.
- Insurance. Insurance for the Mac Truck had already been discussed.

MOTION (REIM, JALBERT): To accept the report of the Fire Chief. Approved 3-0.

Report of the Water Superintendent

W.S. Sasur discussed the following items:

- Water Department/District Office Building Update. The Committee determined that \$20,000 needed to be budgeted for a request for qualifications (RFQ) for architectural services. Al Nardi, Project Manager for Anderson Street and the AT&T Tower, gave the Committee an RFQ to use to help with preparing this request.
- Coordinated Water Study Update. The final report, recommendations, and intermunicipal agreement were received. Chairman Domey agreed to represent the Three Rivers Fire District on a Committee with the other two Districts. This Committee will set the foundation for the future coordination of the three water districts.

MOTION (JALBERT, REIM): To appoint Raymond Domey to serve on the Intermunicipal Coordinated Water Study Committee for the three water districts. Approved 3-0.

- Pump Station. Modifications to the pump station, preparing it for the bulk delivery of chemicals, have been completed. Buying chemicals in bulk will provide a considerable savings to the Department.
- Rate Increase Proposal. W.S. Sasur recommends having an informal rate hearing to go over the details before bringing it to a meeting for approval. Although he has his own estimate, Sasur would like a recommendation of a proper rate increase from Treasurer Chmura and Stephen Marhelewicz, District Accountant. The auditor had recommended a 10% increase in his last report. The Rate Increase Proposal will be presented at the June meeting.

MOTION (DOMEY, JALBERT): To postpone setting a water rate increase until the June meeting. Approved 3-0.

MOTION (JALBERT, REIM): To accept the report of the Water Superintendent. Approved 3-0.

Old Business

- Chairman Domey met with Charles Blanchard, Palmer’s Town Manager, for information about wholesale electricity from Blue Wave LLC. Blanchard said 15% to 20% might be saved on the cost of electricity. The Town of Palmer said yes to Blue Wave’s offer, but Pathfinder did not. Domey told him that the Three Rivers Fire District is definitely interested. The District will be sent specific information when it becomes available.
- Chairman Domey sent a letter to the Town’s Planning Board informing it of the Proposal by AT&T to erect a communication tower on Three Rivers Fire District property and requesting its approval. W.S. Sasur was asked to represent the District with AT&T. He agreed. Domey will ask Al Nardi, Project Manager for the AT&T tower, to send emails about this project to Sasur.

New Business

No New Business.

Having no further business to conduct in open session, Chairman Domey requested a motion to adjourn. The next regular meeting is scheduled for 7 p.m. on May 14, 2014.

MOTION (JALBERT, REIM): To adjourn from the Open Meeting at 8:47 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____