



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

Prudential Committee Minutes

May 13, 2013

IN ATTENDANCE:

Raymond Domey, Chairman
Donald Reim, Vice Chairman
William Jalbert, Clerk
Scott Turner, Fire Chief
John Sasur, Water Superintendent

Toni Mackenzie, Treasurer
John Chmura, Appointed Treasurer
Diane Baldyga, Recording Secretary
Patrick O'Connor, Retired Fire Chief
Members from the Quaboag Valley Co-Op Board of Directors

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

Approval of Minutes

The Committee reviewed the minutes from the meeting of April 8, 2013.

MOTION (REIM, JALBERT): To approve the minutes from the meeting of April 8, 2013. Approved 3-0.

Report of the Treasurer

Treasurer MacKenzie presented the Committee with the checks and the Profit and Loss Statement for the month of April. Committee members took these items under consideration and review.

Chairman Domey expressed his concerns in hiring separate employees for the billing and collecting duties in the Water Department. Although separating these two jobs as recommended by the auditor has merit, the expense to a small district like Three Rivers may be too costly. Additionally, the new fully automated billing system further legitimizes having only one person responsible for both the billing and collecting in the Water Department. Future bills will be generated electronically and automatically from meter readings.

MOTION (JALBERT, REIM): To delay implementation of the auditor's recommendation to separate the billing and the collecting in the Water Department. Approved 3-0.

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

Treasurer MacKenzie submitted her letter of resignation as District Treasurer to the Committee.

MOTION (JALBERT, REIM): To accept the resignation of Antoinette MacKenzie as Treasurer of the District. Approved 3-0.

MacKenzie proceeded to swear in appointed Treasurer, John Chmura, as the new District Treasurer. He asked about expectations and duties of this position. Chairman Domey explained briefly that the three (3) full-time employees were the Fire Chief and two (2) members in the Water Department. The Treasurer coordinates their time off, goes over insurance, and signs weekly checks between 5 p.m. on Friday and Monday morning. The By-Laws summarize his duties. MacKenzie will give Chmura the laptop and printer that she used as District Treasurer, and they will get together to bring Chmura up to date with the position's duties. W.S. Sasur gave him a key to the Water Department's office. The bank will be contacted to change over to his official signature.

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

Report of the Fire Chief

Fire Chief Turner submitted the call report for the month of April 2013. A total of nineteen (19) calls were received: twelve (12) all calls and seven (7) duty-officer calls.

The Fire Chief's employment contract was discussed and approved.

MOTION (JALBERT, REIM): To accept and approve the Fire Chief's employment contract. Approved 3-0.

The Fire Chief informed the Committee about unexpected problems with the Department's vehicles resulting in major financial expenditures. Engine 1 experienced a malfunction with the computer that runs the truck costing almost \$4,000 to repair. The Brush

Truck had problems with its clutch, springs, universal, and shocks amounting to over \$4,200 to fix. As a result, the Department's budget was depleted with over a month left in this fiscal year. Turner will ask Stephen Marhelewicz to transfer \$2,500 from the reserve account into the Fire Department's active account.

MOTION (JALBERT, REIM): To transfer \$2,500 from the reserve fund into the active account. Approved 3-0.

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

Report of the Water Superintendent

Three members of the Quaboag Valley Cooperative Board of Directors were in attendance to present circumstances of numerous water leaks over the past several years causing excessive water usage and burdening them with excessive increases in water costs. W.S. Sasur had prepared handouts showing the history of the Co-Op's water usage since 1999, and its current balance of \$31,920. Jerry Mange from the Board described the efforts made to locate and repair leaks, the substandard piping system at the Co-Op, and numerous increases in homeowners' fees. Ed Choquette provided more information about the financial hardship to members of the Co-Op.

The Water Superintendent corroborated that the Co-Op's system was in "rough shape" and that efforts have been made by the Co-Op to maintain it. In the past few years, the water consumption has tripled normal consumption. Sasur has helped and advised the Co-Op frequently and is in the process of installing an outside digital reader to help monitor future leakages more quickly and conveniently. Since no standard policy exists for this situation, the Co-Op is requesting special consideration.

Chairman Domey commented that this was a tough situation to resolve as the water belongs to the TRFD. The Water Superintendent explained about the costs of water delivery and the total operation. The Prudential Committee members were concerned and sympathetic to the situation of the Co-Op. Sasur suggested determining a district-wide past consumption average and applying it as a one-time deal for the Co-Op's highest usage as a reasonable way to offset some of their expense. They would still be charged what a normal consumer would be using. The Committee would have to vote to abate one year of water consumption leakage as a one-shot deal. W.S. Sasur offered his expertise in recommending equipment and methods that might help find leaks as he had done in the past. The Quaboag Valley Cooperative Board of Directors was very grateful to the Committee and to the Water Superintendent, in particular, for their support and assistance.

MOTION (JALBERT, REIM): To postpone any action on the request from the Quaboag Valley Co-Op until next month. Approved 3-0.

W.S. Sasur explained that numbers were transposed on last year's meter reading for the Patel household at 2390 Main Street. He recommends an abatement of \$417. Because of repairs being done in the basement of that residence, a new meter was installed as the older one was not in good shape.

MOTION (JALBERT, REIM): To abate the residence at 2390 Main Street for \$417. Approved 3-0.

The Water Superintendent suggested transferring funds (\$30,000) from the Monat Street Project to the Water Surplus Account. The funds have been on the books since 2002. The Town is not going to repair sewers on the street as had been planned.

MOTION (REIM, JALBERT): To transfer appropriated funds from Monat Street Project to Water Surplus Account. Approved 3-0.

W.S. Sasur presented the following informational items to the Committee:

- Effective January 30, 2013, EPA Emissions Standards restrict standby generator use to 100 hours a year. These new standards may increase electrical costs as the generator was used during peak periods to reduce electrical consumption.
- The Water Department employee has his T1 and D1 licenses. He will take the test for his D2 license next week. If he passes the test, he will have all his tests completed, but he will still need two years of experience to get his final license (D2). His educational expenses will be paid in full by July 1 with \$50 being deducted for that purpose from each paycheck.
- The water tie-in and hydrant at the new Palmer Police Station was relocated to the Sykes Street side entryway, which is more conducive to access and dual use.
- Work on Well #3 (pitless adapter modification) will be postponed until next fall when consumption rates drop.

- Five members is an adequate number to serve on a Building Committee for the Water Department/District Office Building. The five members are Clerk Jalbert, Former Fire Chief O'Connor, Chuck McCabe, Chris Geoffrion, and W.S. Sasur.
- It is unknown if a vote has been taken on the Capital Efficiency Plan in Bondsville or Thorndike. The three villages are splitting the \$12,000 cost proportionally. Three Rivers has already appropriated its portion.

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

Old Business

The Rt. 20 Project is tabled until after the Town Elections.

Al Nardi has received the prevailing wage rates from the Commonwealth for the Anderson Street Project. He may start the bidding process in June. W.S. Sasur noted that Nardi has been informed about a boulder stuck in the pipe that he cannot dislodge.

Chairman Domey reported that William B. Meyer, Inc. will provide records management and storage of District files until the new Water Department facility is completed for a fee of \$85 a month (\$1,020 per year). He provided the Committee with copies of the contract.

MOTION (REIM, JALBERT): To employ William B. Meyer, Inc. to store District records until the Water Department Building is completed. Approved 3-0.

The Annual District Meeting is on May 21. Chairman Domey suggested Fire Chief Turner talk to Stephen Marhelewicz as soon as possible if he needs more funds as this might change Article V.

The committee reviewed the proposed District Surplus, Salvage and Scrap Policy.

MOTION (REIM, JALBERT): To accept the District Policy for Surplus, Salvage and Scrap items pursuant to MGL Chapter 30B. Approved 3-0.

The District needs a Procurement Officer, which is usually the Treasurer. The Procurement Officer will need to arrange for the District's old call boxes to be auctioned off at the next Town Auction.

MOTION (JALBERT, REIM): To appoint the Treasurer as Procurement Officer of the District. Approved 3-0.

Fire Chief Turner asked for clarification regarding the Fire Chief's salary being reviewed every three (3) years. Chairman Domey stated that the salary stays the same for the three-year duration of the contract. A Bonus System of up to \$5,000 a year replaces annual salary increases.

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 at 7 p.m. on June 10, 2013.

MOTION (REIM, JALBERT): To adjourn from the Open Meeting at 8:40 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____