



IN ATTENDANCE:

Raymond Domey, Chairman	Diane Baldyga, Recording Secretary
Donald Reim, Vice Chairman	Patrick O'Connor, District Clerk
William Jalbert, Clerk	Michael Hassett, District Counsel
John Sasur, Water Superintendent	Scott Majka, Water Department Employee
John Chmura, Treasurer	Representatives of the Quaboag Valley Co-Op

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

Oaths of Office

District Counsel, Michael Hassett, administered the Oath of Office to newly-elected District Clerk, Patrick O'Connor. District Clerk, Patrick O'Connor, performed the Oath of Office for re-elected Prudential Committee member, Donald Reim.

Reorganization of Prudential Committee

Positions that needed to be filled were Chairman, Vice Chairman, and Clerk. Raymond Domey nominated William Jalbert for Chairmanship of the Prudential Committee. Jalbert respectfully declined the nomination.

MOTION (REIM, JALBERT): To appoint Ray Domey as Chairman of the Prudential Committee. Approved 3-0.

After accepting the office, Chairman Domey noted that he understands the importance of the position and appreciates the time commitment of the entire Committee. He feels that the present Committee has accomplished a great deal for the good of the District and that it is a pleasure to work with its members.

MOTION (DOMEY, JALBERT): To appoint Donald Reim as Vice Chairman of the Prudential Committee. Approved 3-0.

MOTION (DOMEY, REIM): To appoint William Jalbert as Clerk of the Prudential Committee. Approved 3-0.

MOTION (JALBERT, REIM): To appoint Michael Hassett as District Counsel of the Prudential Committee. Approved 3-0.

MOTION (JALBERT, REIM): To reappoint the seven (7) existing members of the Finance Committee (Committee of Seven): Fred Orszulak, Chester Topor, Alan O'Connor, Roger Trudell, Ralph Fredette, John Mowduk, and Stephen Coache. Approved 3-0.

Approval of Minutes

The Committee reviewed the minutes from the meeting of May 13, 2013. W.S. Sasur requested that the amount of funds to be transferred from the Monat Street Project be amended to \$30,000 (page 2 of minutes).

MOTION (JALBERT, REIM): To approve the minutes as amended from the meeting of May 13, 2013. Approved 3-0.

Report of the Fire Chief

No Report

Report of the Water Superintendent

W.S. Sasur submitted the Annual Water Department Report to the Prudential Committee. It will be placed in the District File.

Although abatement in the amount of \$21,627 was recommended by W.S. Sasur to the Quaboag Valley Cooperative's Board of Directors appeal, Attorney Hassett's research and review determined "that abatements are not available under the current circumstances." In a prepared three-page legal opinion, which Hassett read at the meeting, it concluded that "the Three Rivers Fire District does not have the legal authority to abate Quaboag Valley Cooperative, Inc.'s water bill" Copies of Hassett's legal opinion and Sasur's abatement recommendation will be placed in District files.

MOTION (DOMEY, REIM): To follow the recommendation of the District Counsel to refuse the request for abatement at this time. Approved 3-0.

The representatives of the Quaboag Valley Cooperative thanked the Water Superintendent for his ongoing aid and advice in monitoring leakages more quickly and conveniently. By providing the Co-Op with a special meter to easily check its water usage, leakages will be noted sooner reducing water consumption and costs.

The Water Superintendent explained the history of the water abatement process. With only one employee, it was more cost effective to issue abatements than to read meters every quarter. He believes that in the near future, abatements may be modified or unnecessary as new technology is employed.

W.S. Sasur noted some minor revisions to the Water Department's Rules and Regulations:

- The Abatement Process was modified to agree with the Abatement Policy.
- The water rate for hydrant use drawn under permit will be determined and approved by the Commission.
- Adjustments on the specifications for water line construction were noted.
- Domestic water service options and alternatives were provided.

MOTION (REIM, JALBERT): To accept and approve the revisions to the Water Department Rules and Regulations. Approved 3-0.

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

- A list of potential water shut-offs. Certified letters of the shut-off date will be sent on or about July 10.
- Hydrant use by tankers (bulk use). Tankers are billed at 50 cents per thousand gallons more than District customers. Actual records were available illustrating the tracking and billing of gallons used by individual tankers. The average cost to fill a tanker is about \$21.50. Other towns charge \$3.75 to \$4.00 a gallon. Sasur said that this method has experienced no discrepancies in five years. He commented that it was a good revenue maker (approximately \$15,000 a year) due to the reasonable cost.
- Certification status of Water Department employee. Scott Majka has passed his Grade 2 Water Operator's License and his T1 License. He still needs to fulfill the number of state required hours to become fully licensed. Majka asked the Committee if his salary will change now or if he has to wait for the state issued licenses. Chairman Domey explained that the appropriated money was for an Assistant Water Superintendent. Majka had been put on probation for one year to meet the license requirements. Since he cannot continue to be on probation, the Water Superintendent was requested to complete an evaluation for the Committee's next meeting.
- Building Committee for the Water Department/District Office Building. The five members serving on the Committee (Clerk Jalbert, District Clerk O'Connor, Chuck McCabe, Chris Geoffrion, and W.S. Sasur) will be sworn in at their first meeting by District Clerk, Patrick O'Connor. A preliminary meeting is set for June 17.
- Capital Efficiency Plan. It is unknown if a vote has been taken by Bondsville or Thorndike. W.S. Sasur will put the Prudential Committee on Bondsville's July meeting agenda to move things along.

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

Report of the Treasurer

Treasurer Chmura presented the Committee with checks, Balance Sheet, and Profit and Loss Statement for the month of May. Committee members took these items under consideration and review.

Chairman Domey expressed his interest in learning more about the breakdown of expenses and the article numbers that apply to each expense. District Clerk O'Connor and Treasurer Chmura explained the process involved. W.S. Sasur mentioned that he would like a separate bill from Attorney Hassett for work applying to the Water Department. The Treasurer suggested including not only the monthly expenses on the Profit and Loss Statement but also year-to-date expenses and total budget.

Chairman Domey suggested calling Paul Holcomb for maintenance at Anderson Street Reservoir. The grass is extremely high and tree limbs are down. W.S. Sasur informed the Committee that he was going to submit a bill for Saturday work on the pit with Al Nardi.

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

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

The Annual Report of the Treasurer as prepared by the Accounting Firm has not been submitted. Chairman Domey will check into it.

Old Business

Chairman Domey has signed the contract with William B. Meyer, Inc. for records management and storage of District files until the new Water Department facility is completed. He asked the Committee when would be the best time to transfer the files. He said that Stephen Marhelewicz advised him to do it over the summer. Vice Chairman Reim recommended it be done immediately. Domey is waiting for Fire Chief Turner to download the booklet from the Secretary of State explaining what to keep and for how long. In the new Water Department facility, some files will be stored electronically. No decision was made about a transfer date.

Chairman Domey said there must have been a mix up. Fire Chief Turner was to have the call members’ checks done before he left, and that the Committee should authorize the printing of the rest of the checks: The Prudential Committee, the clerks, the Treasurer, and whatever other money owed. The firemen will have to wait. Fire Chief Turner still must create an Operations Manual as requested in the auditor’s report. On Monday night, June 17, the Fire Chief is appointing his officers. District Clerk O'Connor will swear them in. Domey suggested that Treasurer Chmura should have all the keys and access codes of the District.

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 July 8, 2013.

MOTION (JALBERT, REIM): To adjourn from the Open Meeting at 9 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____