



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

Prudential Committee Minutes

August 13, 2014

Chairman Domey called a meeting of the Prudential Committee to order at 7:06 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
Michael Matthieu, TRFD

Approval of Minutes

The Committee reviewed the minutes from the meeting of July 9, 2014.

MOTION (REIM, JALBERT): To approve the minutes from the meeting of July 9, 2014. Approved 3-0.

Public Comment

None.

District Records Retention

A letter from the William B. Meyer Record Center was received notifying the District of a 2% rate increase for the storage of District records.

AT&T Tower Lease

The AT&T Tower Lease has been completed to each party's satisfaction. The Prudential Committee is awaiting the final copy for its signature.

Anderson Street Reservoir Project

The District is waiting for approval of the work completed at the Reservoir by Project Manager, Al Nardi, before paying the current bill. Approximately \$37,917 has already been disbursed. Pictures of the project were sent to Chairman Domey by Nardi showing the work completed. Clerk Jalbert asked if the rock that was lodged in the pipe had been found. W.S. Sasur said that it had not been dislodged, but that the line was marked at its approximate location. Its 20-foot depth and proximity to the structure complicates its removal. Domey said that Nardi is still trying to find an economical solution.

Report of the Treasurer

- Update on District Insurance Plans. Insurance agent, Marc Graveline, researched the cost-of-living increase on the firefighters' policy for Accident and Sickness Insurance. Domey noted that the cost of living increase now on the policy is the same dollar amount as it had been in the 1960s. The Committee feels that an updated amount is required for the proper care of the firefighters. Graveline will attend the September meeting to go over additional coverage and to provide pricing details. Treasurer Chmura mentioned that the premium for the additional coverage previously approved had been received and cost the District \$6,300. Graveline did verify that the census of firefighters was based on 31 volunteers and 1 career firefighter as provided by District Clerk O'Connor.
- Update on BMSI Water Department Billing Software. The company will be contacting Billing Clerk, Toni MacKenzie, about implementing the new software. She will be ready to initiate it next month.
- Financial Statements. Treasurer Chmura submitted last year's Profit & Loss Statements (Year ending June 30, 2014) to the Committee. He pointed out that the Fire District and Fire Department had a net income of \$24,317.24. The Water Department's net income was \$10,740.06. Chmura reported that the District stayed under budget except for legal expenses, which went over budget by about \$18,000. He questioned the Committee about what Articles were still open. Some confusion exists concerning Article #6997—Ware River Land, which is found on both the Water Department Budget and the District Budget. Also, money still remains in the Article from the purchase of a rescue truck.

- Water Department Receipts. Currently, \$74,000 is still overdue for Water Department receipts. A majority of this amount falls on rental properties. W.S. Sasur said that letters had been sent to the occupants informing them that they may pay their water bills directly to the Water Department deducting the payment from their rent to prevent their water from being shut off. He had scheduled some shut offs to occur this week, but certain issues had prevented that from occurring. Vice Chairman Reim was frustrated with the delay in collecting overdue payments. In response, Domey cited a bookkeeping change over that involved a new bookkeeper and a new clerk; Chmura says that the amounts have substantially been reduced; Sasur maintains that every business has outstanding receipts and that every dollar owed eventually is collected; District Clerk O'Connor mentioned that overusage is reflected in the July bill. Chairman Domey feels that progress is being made.
- Profit & Loss Statement for July. July's Profit & Loss Statement is not ready. It will be submitted at next month's meeting.

MOTION (REIM, JALBERT): 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.

Report of the Fire Chief

Fire Chief Turner presented his report:

- Call Report. The month of July 2014 received a total of eight (8) calls.
- Chicken Barbecue. The profits of the Fireman's Association Chicken Barbecue were over \$4,300. Turner was exceptionally pleased with the entire operation of the Department's first chicken barbecue. Although too many chickens were ordered, selling the excess to attendees at the end of the day was an easy task. He heard no complaints, and no one got out of line. The Committee thought it was well organized and that everyone did a fine job.
- Open House. This year's Open House will be on August 23. The Open House will be modeled after last year's because it had gone so well. Western Mass Safe will be set up at the Fire Station with various stations. Safety material will be handed out. Fire trucks may be explored by the children. The Jaws of Life will cut up a car. The Ladies Auxiliary will supervise the bounce house at the Three Rivers' playground and conduct a bake sale. Hot dogs will be served again. The Palmer Police Department will have fingerprinting kits available.
- Family Picnic. The annual Firemen's Association Family Picnic is on September 6 at Pulaski Park.
- Zodiac Rescue Boat. During a river rescue training practice, the Department's Zodiac boat became overheated and was irreparably damaged. The Chief is considering several ideas about how to replace it in the future.
- TRFD Associations' Charters. Chairman Domey asked about the status of the charters from the Department's associations. Turner said the associations are working on them.

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:

- Emergency Water Usage. The Water Superintendent informed the Committee that an emergency water interconnection was required by Bondsville and Thorndike on five occasions between April and July. A table was distributed showing the estimated number of gallons used that will be billed to Bondsville and Thorndike. He anticipates a charge of approximately \$300 for Thorndike and \$210 for Bondsville. W.S. Sasur mentioned that the Committee has the prerogative of setting a different rate if they wished, but he was using the normal billing rates.
- Iron & Manganese Requirements. Sasur reported that the State had new requirements for iron and manganese levels in the water supply. His tests showed low levels of iron and manganese in District wells, which is good. He is currently negotiating to see if additional testing is necessary.
- Chudy Street Main Replacement. An appropriation of \$30,000 had been set for water main replacements on Chudy Street. Although the job was scheduled for September, work on the sewer lines was moved up. As a result, other Water Department projects needed to be put on hold while the new mains were installed. The Department's work was completed within a week. The construction company putting in the sewer lines had already hit one of the new mains just installed.
- BMSI Asset Management and Operation Program. W.S. Sasur received an email late this afternoon (August 13) from BMSI with contact information. He has records on his data base that will be supplied to the company because his data makes the billing software work.
- New Email Address. The new email address for Water Department correspondence will be supt.trwd@gmail.com.

- Water Department Accounts. Chairman Domey wants Scott Majka to be knowledgeable about Water Department account numbers and invoices. Sasur said that he, too, has to look up account numbers and will show Majka. For example, gas comes out of Truck Maintenance.
- Employee Assessment. Domey asked how Majka was doing. Sasur said that learning the new computer software is a good place for him to start being more responsible for recording the Department’s information, and he expects Majka to take the lead in learning the new program. Vice Chairman Reim requested that Majka come to September’s meeting. Domey agreed that it would be good for him to attend meetings. Sasur concurred that it would be advantageous for him to understand what is going on and how to do the presentation.
- Budgetary Item: Software Package. Sasur asked which account and line item the new software was billed to for his Department’s budgetary records. Domey said that the invoice had just been received and had not been paid so he did not know. Treasurer Chmura did not have a record of it either.
- Workman’s Comp Claim. The Water Superintendent notified the Committee that he will have a Workman’s Comp claim due to his finger injury earlier in the week.

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

Old Business

No Old Business.

New Business

District Counsel, Michael Hassett, asked for a letter of recommendation from the Committee regarding his work in respect to the District. Domey said that a copy of the letter of recommendation he sent to Hassett will be on file with the District.

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 September 10, 2014.

MOTION (JALBERT, REIM): To adjourn from the Open Meeting at 8:02 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____