

**ANNUAL  
*REPORT OF THE OFFICERS*  
FIRE DISTRICT NO.2**



**TOWN OF SOUTH HADLEY  
MASSACHUSETTS  
July 1, 2014 through June 30, 2015**



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REPORT OF THE OFFICERS  
FIRE DISTRICT NO. 2



TOWN OF SOUTH HADLEY  
MASSACHUSETTS

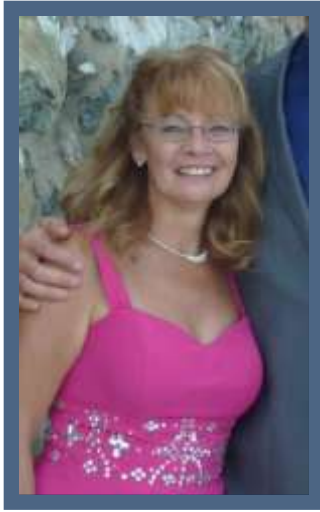
July 1, 2014 through June 30, 2015



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## Dedication



Sandy Selkirk joined the South Hadley Fire District No. 2 in 1985 and has been part of the fabric of the District ever since. In Sandy's case this idiom might be taken one step further. She was often the loom upon which the fabric of the District was formed.

When Sandy first started it was a very different place, and the responsibility of the position changed tenfold during her thirty years as Treasurer/Clerk. She provided us with a firm footing for the future, with the knowledge to move forward. Although, sadly for us, it is a future we will now have to face without her guiding hand as Sandy retired on June 30, 2015.

Sandy wore many hats; she was the Financial Manager, Health Advisor, Human Resource Specialist, Insurance Consultant, Payroll Clerk, Counselor and District Clerk. She was a good listener and delegator; it was as if she followed the maxim 'The best way to keep power is to share it, and the best way to influence is to listen'.

Sandy didn't have any great business philosophy that one could discern-she just seemed to concentrate on getting the basics right. Using your talents and leaving a legacy is something we all desire to do and Sandy has succeeded in doing just that. Yet, in her self-effacing, humble manner she never sought recognition for her achievements. Of the many kind things said of Sandy since she retired the sentiment shared by many is that she is essentially the same person who joined the District all those years ago. We at South Hadley Fire District No. 2 are indeed fortunate to have had the privilege of sharing Sandy's expertise, work ethic and commitment.

Sandy, you have left a remarkable legacy behind, one which will remain with us for years to come. You are leaving this District a better place than when you found it, and in it, will remain a lasting tribute to your professionalism.

We will miss you, our colleague, a consummate professional, a confidant, a friend, a wise counselor, a shoulder to lean on, a visionary, a leader and indeed a lady of note.

Heartfelt Congratulations on Your Retirement,  
From Your Friends in South Hadley Fire District No. 2

## Memoriam

### Patricia H. Mullen

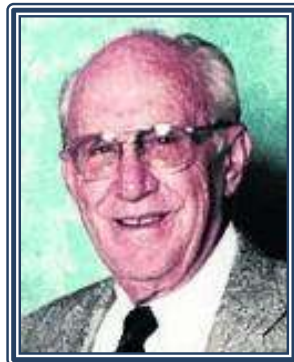
The District Officers would like to recognize Patricia Mullen for her many years of dedicated service as Water Department Secretary. Sadly Mrs. Mullen passed away on March 6, 2015.



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### William Chaffee

The District Officers also wish to recognize William Chaffee for his many years of service as a Fire Fighter for the South Hadley Fire District No. 2 Fire Department. Sadly Mr. Chaffee passed away on April 28, 2015.



## DISTRICT OFFICERS

Name, position, year term expires

### PRUDENTIAL COMMITTEE

KENNETH J. McKENNA, Chairman 2017  
ROBERT LAK, Clerk 2018  
RICHARD A.CONSTANT, Member 2016

### MODERATOR

CHRISTOPHER H. PYLE 2016

### WATER COMMISSIONERS

FRANK DeTOMA, Chairman 2017  
KATHARINE M. BEDARD, Clerk 2016  
DONNA J. RUSSELL, Member 2018

### CLERK/TREASURER

BARBARA F. MILLER

## DISTRICT POSITIONS

### FIRE CHIEF

DAVID KEEFE

### ASSISTANT FIRE CHIEFS

WILLIAM J. SELKIRK  
TODD A. CALKINS

\*\*\*\*\*

### WATER SUPERINTENDENT

MARK F. AIKEN



## **ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE**

July 1, 2014 through June 30, 2015

This has been a very productive year for the Prudential Board bringing resolution to some of our most pressing concerns.

The ongoing issues with the Granby Selectboard have been resolved. With an agreement in place, things have been working smoothly. I would like to thank the Granby Selectboard and especially Town Administrator, Chris Martin, for their professionalism during the negotiations, making for better fire protection in the Granby area.

The Prudential Board has engaged in conversations with Mount Holyoke College concerning a new fire truck. These negotiations are going well and should be finalized soon.

We wish to express gratitude for the Water Commissioners agreement to pay for half of the indirect costs of the District and to recognize the employees of the Water Department for their excellent work and over all commitment to the District.

We would also like to thank Fire Chief David Keefe, and all the professional Fire Fighters and EMTs for their continued dedication and service to the District. They are exceptional.

We are pleased to dedicate the Fiscal Year 2015 Annual Report to the former Clerk/Treasurer, Sandy Selkirk, for her 30 years of service to the District. Our heartfelt thanks for the fantastic job she did and for her devotion to the District. We wish her well and many happy years of retirement.

In August of 2014 the Prudential Committee retained the services of Municipal Resources, Inc. (MRI) to aide them in the search for the new Clerk/Treasurer. There were 17 initial candidates. Candidates were asked to provide written responses to six essay questions. The final round of candidates was asked to attend a six hour meeting at the Willits-Hallowell Conference Center. The meeting included a meet and greet with the Prudential Committee, Water Commissioners, Fire Chief and District Clerk/Treasurer. Followed by time to prepare both a written and oral response to questions handed out at the meet and greet and a final interview. Prior to appointing the finalist to the position a complete background check was performed by MRI. On March 5, 2015 the Prudential Committee with the support of the Water Commissioners voted unanimously to appoint Barbara Miller as the District's new Clerk/Treasurer. Barbara has worked very hard during the transition and is doing a great job. Thank you, Barbara.

Respectfully submitted,  
Kenneth J. McKenna, Chairman

## STATEMENT OF CHANGES IN FINANCIAL POSITION

### South Hadley Fire District No. 2

July 1, 2014 through June 30, 2015

#### FIRE AND WATER OPERATING ACCOUNTS

|                          |                |
|--------------------------|----------------|
| Beginning Balance 7/1/14 | \$ 409,109.92  |
| Net Changes              | \$ (17,847.20) |
| Ending Balance 6/30/15   | \$ 391,262.72  |

#### STABILIZATION FUND NON- SPECIFIED

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 21,976.51 |
| Net Changes              | \$ 10,010.90 |
| Ending Balance 6/30/15   | \$ 31,987.41 |

#### STABILIZATION FUND LAND

|                          |               |
|--------------------------|---------------|
| Beginning Balance 7/1/14 | \$ 10,238.75  |
| Net Changes              | \$ (9,981.43) |
| Ending Balance 6/30/15   | \$ 257.32     |

#### OTHER POST EMPLOYMENT BENEFITS STABILIZATION FUND

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 33,952.34 |
| Net Changes              | \$ 5,210.46  |
| Ending Balance 6/30/15   | \$ 39,162.80 |

#### LAND ACQUISITION STABILIZATION FUND

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 19,253.42 |
| Net Changes              | \$ 48.20     |
| Ending Balance 6/30/15   | \$ 19,301.62 |

#### FIRE DEPARTMENT CAPITAL REPLACEMENT STABILIZATION FUND

|                            |               |
|----------------------------|---------------|
| Beginning Balance 7/1/2014 | \$ 408,604.58 |
| Net Changes                | \$ 7,205.44   |
| Ending Balance 6/30/15     | \$ 415,810.02 |

#### WATER SYSTEMS IMPROVEMENT STABILIZATION FUND

|                          |               |
|--------------------------|---------------|
| Beginning Balance 7/1/14 | \$ 111,183.84 |
| Net Changes              | \$ (7,077.26) |
| Ending Balance 6/30/15   | \$ 104,106.58 |

#### WATER DEPARTMENT VEHICLE STABILIZATION FUND

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 92,039.92 |
| Net Changes              | \$ 222.44    |
| Ending Balance 6/30/15   | \$ 92,262.36 |

#### WATER DEPARTMENT TANK STABILIZATION FUND

|                          |               |
|--------------------------|---------------|
| Beginning Balance 7/1/14 | \$ 128,964.70 |
| Net Changes              | \$ 40,681.32  |
| Ending Balance 6/30/15   | \$ 169,646.02 |

**AMBULANCE RECEIPTS RESERVED FOR APPROPRIATION**

|                          |                |
|--------------------------|----------------|
| Beginning Balance 7/1/14 | \$ 438,117.43  |
| Net Changes              | \$ (38,709.50) |
| Ending Balance 6/30/15   | \$ 399,407.93  |

**AMBULANCE DONATIONS**

|                          |           |
|--------------------------|-----------|
| Beginning Balance 7/1/14 | \$ 896.96 |
| Net Changes              | \$ 1.31   |
| Ending Balance 6/30/15   | \$ 898.27 |

**FIRE PREVENTION & RELATED**

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 14,757.99 |
| Net Changes              | \$ 8,334.18  |
| Ending Balance 6/30/15   | \$ 23,092.17 |

**MOUNT HOLYOKE COLLEGE FIRE DEPARTMENT GIFT ACCOUNT**

|                          |              |
|--------------------------|--------------|
| Beginning Balance 7/1/14 | \$ 20,169.86 |
| Net Changes              | \$ 20,053.50 |
| Ending Balance 6/30/15   | \$ 40,223.36 |

**COMMUNITY SAFETY EDUCATION FUND (CPR)**

|                          |             |
|--------------------------|-------------|
| Beginning Balance 7/1/14 | \$ 3,545.14 |
| Net Changes              | \$ 785.03   |
| Ending Balance 6/30/15   | \$ 4,330.17 |

|            |           |
|------------|-----------|
| Petty Cash | \$ 500.00 |
|------------|-----------|

|                          |                |
|--------------------------|----------------|
| Total All Cash and Funds | \$1,732,248.75 |
|--------------------------|----------------|

**BALANCE SHEET**  
**South Hadley Fire District #2**  
**June 30, 2015 (Per Auditors Report)**

**ASSETS:**

|  |             |                           |
|--|-------------|---------------------------|
| Cash                                       |             |                           |
| General Funds                              | \$278,980   |                           |
| Ambulance                                  | \$448,677   |                           |
| Water Funds                                | \$236,424   |                           |
| Trust Funds (Stabilizations)               | \$773,063   |                           |
| Total                                      | \$1,737,144 |                           |
| Long Term Debt                             | \$1,295,000 |                           |
| Outstanding Real Estate-South Hadley       | \$ 11,750   |                           |
| Outstanding Personal Property-South Hadley | \$ 1,963    |                           |
| Outstanding Real Estate-Granby             | \$ 16,939   |                           |
| Outstanding Personal Property-Granby       | \$ -0-      |                           |
| Allowance for Abatements (Overlays)        | \$ (17,785) |                           |
| Tax Liens                                  | \$ 4,550    |                           |
| Ambulance Receivables                      | \$ 117,057  |                           |
| Water Receivables                          | \$ 11,647   |                           |
| <b>TOTAL ASSETS</b>                        |             | <b><u>\$3,178,264</u></b> |

**LIABILITIES AND FUND BALANCE:**

|                                   |            |                    |
|-----------------------------------|------------|--------------------|
| Liabilities                       |            |                    |
| Long Term Debt (Building)         | \$ 750,000 |                    |
| Long Term Debt (Water Department) | \$ 515,000 |                    |
| Long Term Debt (Ambulance)        | \$ 30,000  |                    |
| Payroll Withholdings              | \$ 4,594   |                    |
| Tailings                          | \$ 1,299   |                    |
| Deferred Revenue                  |            |                    |
| Property Taxes                    | \$ 12,866  |                    |
| Other                             |            |                    |
| General Fund                      | \$ 4,550   |                    |
| Ambulance Outstanding             | \$ 117,057 |                    |
| Water Outstanding                 | \$ 11,647  |                    |
| <b>TOTAL LIABILITIES</b>          |            | <b>\$1,447,013</b> |

Fund Balances Reserved for:

|  |            |                    |
|--|------------|--------------------|
| Encumbrances and continuing appropriations (General) | \$ 6,551   |                    |
| Encumbrances and continuing appropriations (Water)   | \$ 35,374  |                    |
| Subsequent Years Expenditures (General)              | \$ 100,700 |                    |
| Subsequent Years Expenditures (Water)                | \$ 91,630  |                    |
| Subsequent Years Expenditures (Ambulance)            | \$ 327,558 |                    |
| Undesignated, reported in:                           |            |                    |
| General Fund   | \$ 165,836 |                    |
| Ambulance Revenue                                    | \$ 121,119 |                    |
| Water Fund   | \$ 109,420 |                    |
| Trust Funds (Stabilizations)                         | \$ 773,063 |                    |
| <b>TOTAL FUND BALANCE</b>                            |            | <b>\$1,731,251</b> |

|   |  |                           |
|---|--|---------------------------|
| <b>TOTAL LIABILITIES AND FUND BALANCE</b> |  | <b><u>\$3,178,264</u></b> |
|---|--|---------------------------|

**REPORT OF APPROPRIATION BALANCES**  
**South Hadley Fire District No.2**  
**June 30, 2015**

| <b>ARTICLE</b>  | <b>APPROPRIATION<br/>(w/carry forward)</b> | <b>EXPENDED</b> | <b>BALANCE</b> |
|---|--|-----------------|----------------|
| Administrative/ Office  | \$4,000.00                                 | \$4,261.59      | (\$261.59)     |
| Administrative/Bank Charges   | \$500.00                                   | \$571.05        | (\$71.05)      |
| Administrative/ Advertising, Association Fees, Contracts for Services | \$10,800.00                                | \$15,710.77     | (\$4,910.77)   |
| Administration/Elections  | \$900.00                                   | \$822.50        | \$77.50        |
| Administration/Legal  | \$10,000.00                                | \$15,625.50     | (\$5,625.50)   |
| Administration/Travel   | \$200.00                                   | \$156.08        | \$43.92        |
| Administration/ Miscellaneous   | \$1,000.00                                 | \$310.98        | \$689.02       |
| Administration/ Audit   | \$3,000.00                                 | \$3,250.00      | (\$250.00)     |
| Prudential Salary/Treasurer   | \$38,543.00                                | \$36,622.41     | \$1,920.59     |
| Prudential/Electric   | \$4,000.00                                 | \$4,222.80      | (\$222.80)     |
| Prudential/Heating  | \$3,000.00                                 | \$4,701.13      | (\$1,701.13)   |
| Prudential/Maintenance & Misc.  | \$4,500.00                                 | \$3,616.32      | \$883.68       |
| Prudential/Telephones   | \$2,500.00                                 | \$3,031.06      | (\$531.06)     |
| Prudential/Trash, Sewer   | \$700.00                                   | \$795.16        | (\$95.16)      |
| Prudential/ Reserve   | \$12,000.00                                | \$696.83        | \$11,303.17    |
| Prudential/Fuel   | \$3,400.00                                 | \$2,637.03      | \$762.97       |
| Prudential/ Fire Association  |  | \$700.00        | (\$700.00)     |
| Prudential/OPEB Contribution  | \$1,000.00                                 | \$1,000.00      | \$0.00         |
| Prudential/Building Maintenance                                       | \$2,000.00                                 | \$2,923.50      | (\$923.50)     |
| Assessors Salaries  | \$2,827.00                                 | \$2,827.00      | \$0.00         |
| Tax Collectors Salaries   | \$2,538.00                                 | \$2,538.00      | \$0.00         |
| Prudential/General Insurance  | \$48,000.00                                | \$48,997.47     | (\$997.47)     |
| Town Hall Expenses/contribution                                       | \$1,500.00                                 | \$1,500.00      | \$0.00         |
| Health & Wellness (PC & Water)  | \$100.00                                   | \$97.38         | \$2.62         |
| Prudential/County Retirement  | \$132,376.00                               | \$132,375.00    | \$1.00         |
| Prudential/Health/Dental/Life   | \$73,950.00                                | \$85,077.48     | (\$11,127.48)  |
| Prudential/Medicare   | \$8,000.00                                 | \$11,267.97     | (\$3,267.97)   |
| Prudential/ Bldg. Bond  | \$59,650.00                                | \$109,650.00    | (\$50,000.00)  |

| <b>ARTICLE</b>   | <b>APPROPRIATION<br/>(w/carry forward)</b> | <b>EXPENDED</b> | <b>BALANCE</b> |
|--|--|-----------------|----------------|
| Prudential/ Stabilization Fund                           |  |                 | \$0.00         |
| Prudential/FD Capital Stab. Fund                         | \$5,000.00                                 |                 | \$5,000.00     |
| Fire Dept./ Wages, Salaries                              | \$652,426.00                               | \$607,560.93    | \$44,865.07    |
| Fire Dept./ Maintenance<br>and Carry Forward             | \$17,899.00                                | \$18,067.02     | (\$168.02)     |
| Fire Dept./ Chief Exp. Account                           | \$5,000.00                                 | \$2,432.68      | \$2,567.32     |
| Fire Dept./ Equipment<br>Incl. Carry Forward (\$11,394.) | \$27,199.00                                | \$18,771.31     | \$8,427.69     |
| Fire Dept./ Dues, Prof. Expenses                         | \$933.00                                   | \$2,154.00      | (\$1,221.00)   |
| Fire Dept./ Uniforms                                     | \$3,400.00                                 | \$4,128.81      | (\$728.81)     |
| Fire Dept./ Education & Certification                    | \$4,500.00                                 | \$1,163.95      | \$3,336.05     |
| Fire Dept./ Diesel                                       | \$2,250.00                                 | \$1,091.98      | \$1,158.02     |
| Fire Dept./ Computer                                     | \$1,845.00                                 | \$1,894.40      | (\$49.40)      |
| Fire Dept./ Travel                                       | \$1,640.00                                 | \$1,258.05      | \$381.95       |
| Fire Dept./ Cell Phones                                  | \$1,800.00                                 | \$1,920.00      | (\$120.00)     |
| Fire Dept./ Physicals                                    | \$4,500.00                                 | \$600.00        | \$3,900.00     |
| Fire Dept./ Training                                     | \$7,440.00                                 |                 | \$7,440.00     |
| Fire Dept./ Miscellaneous                                | \$584.00                                   | \$3,119.78      | (\$2,535.78)   |
| Fire Dept./ Fire Prevention                              | \$8,500.00                                 | \$14,703.18     | (\$6,203.18)   |
| Fire Dept./ Alarm System                                 | \$9,900.00                                 | \$9,844.72      | \$55.28        |
| Fire Dept./ Grant Subsidy Allow.                         | \$5,000.00                                 | \$2,433.00      | \$2,567.00     |
| Fire Dept./ Capital                                      | \$60,000.00                                | \$48,952.08     | \$11,047.92    |
| Ambulance/ Wages, Salaries                               | \$199,832.00                               | \$155,941.11    | \$43,890.89    |
| Ambulance/ Fuel  | \$7,000.00                                 | \$4,965.11      | \$2,034.89     |
| Ambulance/ Repair & Maintenance                          | \$8,000.00                                 | \$3,441.07      | \$4,558.93     |
| Ambulance/ Disposable Supplies                           | \$6,000.00                                 | \$7,490.27      | (\$1,490.27)   |
| Ambulance/ Outside Services                              | \$1,000.00                                 | \$168.00        | \$832.00       |
| Ambulance/ Training                                      | \$1,500.00                                 | \$387.00        | \$1,113.00     |
| Ambulance/ License & Fees                                | \$1,200.00                                 | \$375.00        | \$825.00       |
| Ambulance/ ALS Intercepts                                | \$37,800.00                                | \$29,573.48     | \$8,226.52     |
| Ambulance/ Billing Agent                                 | \$12,531.00                                | \$10,275.93     | \$2,255.07     |
| Ambulance/ Miscellaneous                                 | \$800.00                                   | \$536.48        | \$263.52       |
| Ambulance/ Equipment                                     | \$10,000.00                                | \$3,823.09      | \$6,176.91     |

| <b>ARTICLE</b>                                 | <b>APPROPRIATION<br/>(w/carry forward)</b> | <b>EXPENDED</b> | <b>BALANCE</b> |
|--|--|-----------------|----------------|
| Ambulance/ Software & Federal Report           | \$1,700.00                                 | \$2,355.92      | (\$655.92)     |
| Ambulance/ Bond                                | \$36,462.50                                | \$36,499.06     | (\$36.56)      |
| Water Dept./ Wages & Salaries                  | \$334,822.00                               | \$329,118.71    | \$5,703.29     |
| Water Dept./ Bank Charges                      | \$400.00                                   | \$372.20        | \$27.80        |
| Water Dept./ Office                            | \$14,500.00                                | \$11,575.54     | \$2,924.46     |
| Water Dept./ Travel                            | \$200.00                                   | \$7.50          | \$192.50       |
| Water Dept./ Miscellaneous                     | \$2,500.00                                 | \$572.99        | \$1,927.01     |
| Water Dept./ Audit                             | \$3,000.00                                 | \$3,250.00      | (\$250.00)     |
| Water Dept./ County Retirement                 | \$63,873.33                                | \$63,873.00     | \$0.33         |
| Water Dept./ Health, Dental & Life Ins.        | \$68,225.00                                | \$64,175.20     | \$4,049.80     |
| Water Dept./ Medicare                          | \$4,283.00                                 | \$4,273.56      | \$9.44         |
| Water Dept./ General Insurances                | \$17,800.00                                | \$21,474.96     | (\$3,674.96)   |
| Water Dept./ Fuel                              | \$7,500.00                                 | \$8,618.89      | (\$1,118.89)   |
| Water Dept./ Electric                          | \$49,000.00                                | \$51,677.88     | (\$2,677.88)   |
| Water Dept./ System Mapping                    | \$1,000.00                                 |                 | \$1,000.00     |
| Water Dept./ Uniforms                          | \$2,200.00                                 | \$1,341.01      | \$858.99       |
| Water Dept./ Vehicle Maintenance               | \$4,500.00                                 | \$6,721.35      | (\$2,221.35)   |
| Water Dept./ Meters, Parts, Misc.              | \$30,845.00                                | \$32,230.70     | (\$1,385.70)   |
| Water Dept./ Communications                    | \$8,000.00                                 | \$6,918.00      | \$1,082.00     |
| Water Dept./ Contractors, Excavation           | \$23,000.00                                | \$4,045.31      | \$18,954.69    |
| Water Dept./ Sampling                          | \$5,000.00                                 | \$3,187.00      | \$1,813.00     |
| Water Dept./ Licensing, Schooling & Dues       | \$3,500.00                                 | \$2,121.25      | \$1,378.75     |
| Water Dept./Safe Water Act Fee                 | \$1,302.00                                 | \$1,301.86      | \$0.14         |
| Water Dept./ Consulting                        | \$10,000.00                                |                 | \$10,000.00    |
| Water Dept./ OPEB Contribution                 | \$1,000.00                                 | \$1,000.00      | \$0.00         |
| Water Dept./ Heating                           | \$3,000.00                                 | \$2,703.10      | \$296.90       |
| Water Dept./Cap. Improvement and Carry Forward | \$52,235.98                                | \$100,297.82    | (\$48,061.84)  |
| Water Dept./ Tank Painting                     |  |                 | \$0.00         |
| Water Dept./ Vehicle Purchases                 |  |                 | \$0.00         |
| Water Dept./Leak Detection                     | \$5,000.00                                 | \$4,386.00      | \$614.00       |
| Water Dept./Tank Inspections                   | \$4,000.00                                 |                 | \$4,000.00     |
| Water Dept./ Bond                              | \$63,310.00                                | \$63,310.00     | \$0.00         |

**SOUTH HADLEY FIRE DISTRICT NO.2**  
**REPORT OF RECEIPTS**  
(Water Dept. Receipts included in Water Dept. Report)  
**July 1, 2014 through June 30, 2015**

|                                   |                 |
|-----------------------------------|-----------------|
| Real Estate                       | \$ 1,125,096.63 |
| Personal Property                 | \$ 33,459.52    |
| Penalties & Interest              | \$ 2,668.55     |
| Tax Liens Redeemed                | \$ 5,956.60     |
| Penalties & Interest on Tax Liens | \$ 342.17       |
| Permits/Fire Department           | \$ 13,225.70    |
| Miscellaneous Revenues            | \$ 28,414.16    |
| Community Safety Education/CPR    | \$ 2,323.00     |

**PRUDENTIAL COMMITTEE**  
**CAPITAL PLANNING REPORT**

The Board continues to keep a close eye on the Fire Department Capital Stabilization Fund for the very near future purchase of a new engine. The ongoing, careful maintenance of the fleet continue to aid the longevity of our present equipment. Firefighters must have current safety gear to enter into various training programs for certification. The necessary firefighter protective clothing was purchased and will be used for the training programs and will provide protection for our valued firefighters in the event of a fire.

**FIRE DEPARTMENT CAPITAL REPLACEMENT STABILIZATION HISTORY**

|  |                |
|--|----------------|
| July 1, 2009                           | \$ 139,006.77  |
| Interest 6/30/2009                     | \$ 360.89      |
| Transfer from Pension Reserve Account  | \$ 10,000.00   |
| Appropriation to account Fiscal 2010   | \$ 2,000.00    |
| Interest earned 2010                   | \$ 2,455.19    |
| Purchase of Ambulance (from D1)2009    | \$ (8,000.00)  |
| Appropriation to account Fiscal 2011   | \$ 12,107.15   |
| Appropriation to account Fiscal 2011   | \$ 19,283.00   |
| Interest earned 2011                   | \$ 2,131.96    |
| Interest earned 2012                   | \$ 1,957.48    |
| Appropriation to account Fiscal 2012   | \$ 20,000.00   |
| Appropriation from account Fiscal 2013 | \$ (15,000.00) |
| Appropriation to account Fiscal 2013   | \$ 80,000.00   |
| Interest earned Fiscal 2013            | \$ 1,845.13    |
| Appropriation to account Fiscal 2014   | \$ 138,000.00  |
| Interest earned Fiscal 2014            | \$ 2,457.01    |
| Appropriation to account Fiscal 2015   | \$ 5,000.00    |
| Interest earned Fiscal 2015            | \$ 2,205.44    |

|                              |                      |
|------------------------------|----------------------|
| <b>Balance June 30, 2015</b> | <b>\$ 415,810.02</b> |
|------------------------------|----------------------|



## DISTRICT BOND REPORT

### BUILDING PORTION

|                             |              |                |
|-----------------------------|--------------|----------------|
| Original Bond with Interest |              | \$1,897,155.00 |
| Payment 2008                | \$129,495.00 | \$1,767,660.00 |
| Payment 2009                | \$128,550.00 | \$1,639,110.00 |
| Payment 2010                | \$125,400.00 | \$1,513,710.00 |
| Payment 2011                | \$122,250.00 | \$1,391,460.00 |
| Payment 2012                | \$119,100.00 | \$1,272,360.00 |
| Payment 2013                | \$115,950.00 | \$1,156,410.00 |
| Payment 2014                | \$112,800.00 | \$951,362.00   |
| Payment 2015                | \$109,650.00 | \$841,712.00   |

### WATER DEPARTMENT PORTION/CAPITAL IMPROVEMENTS

|                             |             |                |
|-----------------------------|-------------|----------------|
| Original Bond with Interest |             | \$1,212,589.83 |
| Payment 2008                | \$79,109.83 | \$1,133,480.00 |
| Payment 2009                | \$78,600.00 | \$1,054,880.00 |
| Payment 2010                | \$71,710.00 | \$983,170.00   |
| Payment 2011                | \$70,030.00 | \$913,140.00   |
| Payment 2012                | \$68,350.00 | \$844,790.00   |
| Payment 2013                | \$66,670.00 | \$778,120.00   |
| Payment 2014                | \$64,990.00 | \$713,130.00   |
| Payment 2015                | \$63,310.00 | \$649,820.00   |

### AMBULANCE PURCHASE

|                             |             |              |
|-----------------------------|-------------|--------------|
| Original Bond with Interest |             | \$180,612.50 |
| Payment 2012                | \$38,187.50 | \$142,425.00 |
| Payment 2013                | \$38,037.50 | \$104,387.50 |
| Payment 2014                | \$37,250.00 | \$67,137.50  |
| Payment 2015                | \$36,462.50 | \$30,675.00  |

(This schedule has been updated to reflect the principal and interest due on each portion of the overall debt.)

All preceding financial reports respectfully submitted,  
Barbara Miller, Clerk/Treasurer

**SOUTH HADLEY DISTRICT No.2  
ELECTION RESULTS  
June 9, 2015**

Moderator (1 year)

|                  |                  |
|------------------|------------------|
| Christopher Pyle | 15 votes/elected |
| Blanks           | 4                |
| Todd Calkins     | 1                |

Prudential Committee (3 years)

|               |                  |
|---------------|------------------|
| Robert Lak    | 14 votes/elected |
| Blanks        | 5                |
| Beverly Gagne | 1                |

Water Commissioner (3 years)

|               |                  |
|---------------|------------------|
| Donna Russell | 16 votes/elected |
| Blanks        | 1                |
| Bill Selkirk  | 2                |
| Tom Bristol   | 1                |

|                      |   |
|----------------------|---|
| Total voided ballots | 1 |
|----------------------|---|

Respectfully submitted,  
Barbara Miller, Clerk/Treasurer

**Report of the Fire Chief  
For the period July 1, 2014 to June 30, 2015**

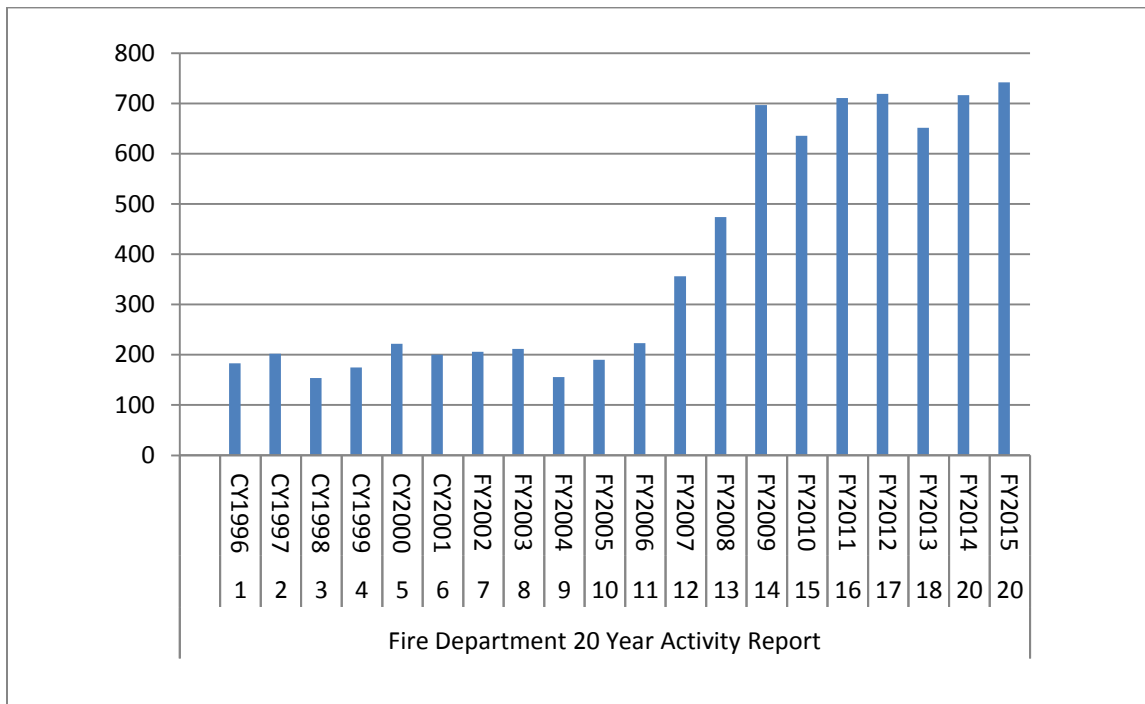
Similar to fiscal year 2014 the dominating issue for the District No. 2 Fire Department in this fiscal year was to foster a good working relationship with Granby public safety officials to serve the area of Granby that is in Fire District No. 2. This is the area south of the Notch on either side of Route 116 to Gagne's store. Both fire departments work to protect this area, and the Granby Fire Department provides ambulance services on the east side of Route 116 in Granby. The District No. 2 Prudential Committee continues to talk with Granby officials about a solution, and we look forward to formulating a permanent long term working relationship soon.

Our Fire Prevention efforts continue to develop during this year. Captain Scott Brady has participated with other state and local officials to learn a new fire code that was introduced in Massachusetts that will help to streamline our Fire & Life Safety Division. Included in this effort is our Fire Safety Education or SAFE program in the public schools. We are very pleased that both Fire Districts No. 1 and No. 2 are now working together in a joint effort to teach our school children. We know from years of experience that this effort will produce a safer South Hadley. I would like to thank the Fire Department personnel in both fire departments for working together in this effort along with the South Hadley School Department which has been a great partner.

Finally I would like to recognize the continued support of the District No. 2 Prudential Committee, the District No. 2 Water Department, the Police Departments of South Hadley and Mount Holyoke College, and other Town of South Hadley officials for working with the District No. 2 Fire Department to promote our efforts during this year.

**Incident Type Report (Summary)  
July 1, 2014 to June 30, 2015**

| <b><u>Incident Type</u></b>        | <b><u>Number of Incidents</u></b> |
|------------------------------------|-----------------------------------|
| Fire                               | 42                                |
| Rescue & Emergency Medical Service | 385                               |
| Hazardous Condition (No Fire)      | 22                                |
| Service Call                       | 172                               |
| Good Intent Call                   | 32                                |
| False Alarm & False Call           | 76                                |
| Severe Weather & Natural Disaster  | 2                                 |
| Special Type of Incident, Other    | <u>11</u>                         |
| <i>Total Emergency Incidents</i>   | 742                               |



The above graph depicts the emergency activity of the District No. 2 Fire Department over a twenty-year period. The fire department and associated ambulance service is experiencing a nine percent increase on average in overall emergency activity each year for the twenty-year period. This trend is right in line with national statistics, and therefore the District No. 2 Fire Department must continually reinvent itself as all other emergency services do nationally.

Respectfully submitted,  
David A. Keefe  
Fire Chief

SOUTH HADLEY FIRE DISTRICT NO. 2  
REPORT OF THE WATER COMMISSIONERS  
July 1, 2014 through June 30, 2015

In this report we are able to complete the description of the Pearl Street water main replacement project. Our crew replaced the first half of the main in the summer of 2013 and the remaining half in the summer of 2014. In all, the crew laid some 6,000 feet of 8-inch pipe and installed ten hydrants. After the main was installed and the trench was backfilled, the crew re-dug to the old and new mains at about sixty household service valve locations in the street and switched each service from the old main to the new one. That part of the project was completed in August, and the street was repaved in September. We used a leased backhoe and operated it ourselves. We also contracted with Marion Excavating for a large excavator and operator. We take this opportunity to thank Marion for its provision of reliable and prompt service to the District on this and many other occasions. The cost of the project was approximately \$200,000 – a relatively small sum for the extensive work done. We were fortunate in that the digging was easy and the police department allowed us to close the road to through traffic. Our crew did a great job.

Pump control problems and truck repair issues came up at several of our meetings. At the July 10<sup>th</sup> meeting, the Superintendent reported that the variable frequency drive for one of our two pumps was running erratically. Some of the control system hardware was replaced, which seemed to solve the problem. At that same meeting he reported that the gas tank for our dump truck had to be replaced, at a cost of \$2,400. At the August 14<sup>th</sup> meeting, the Superintendent reported that the same truck was again out of service and in the shop for repairs. At the September 18<sup>th</sup> meeting the Superintendent reported that our vehicle maintenance budget had been depleted due to repair bills for our trucks. We began to discuss the need to replace one or perhaps two of our trucks.

At the September meeting we also learned that a private recruitment firm had been hired by the Prudential Board in order to do a search for a new Clerk/Treasurer for the District.

At the November 11<sup>th</sup> meeting, we learned that the Commonwealth's Department of Environmental Protection had requested that all municipal water providers across the state prepare an asset management plan. The plan must describe the physical assets of the provider - above and below ground, their estimated value and their condition. In addition, the plan must provide an estimate of the costs of replacing those assets in a timely manner. The Superintendent reported that he was beginning to gather the information that would be needed. At the next meeting of the Commissioners, in December, he described the many steps that would be needed to get the plan done. He also mentioned that he and Todd Calkins would be viewing a training program that is available to assist the effort. We also began a preliminary discussion of the FY 2015 budget at that meeting.

By February, the recruitment firm had narrowed the number of candidates for the Clerk/Treasurer position down to six. On February 13<sup>th</sup> the Superintendent and the Water Commission attended a "Meet and Greet" for these individuals. Shortly after that, at the February 19<sup>th</sup> meeting of the Water Commissioners, the Superintendent described his interview session with the finalists, and informed us that he had provided his opinion about the most suitable person to the Prudential Board. At that same meeting, the Superintendent informed the Commissioners that at the Fire Chief's request, Hogan Communication Company came in to

evaluate our telephone system. The Superintendent indicated his agreement that the system was old and needed updating.

At the March 3<sup>rd</sup> meeting, we learned that Barbara Miller would be our new Clerk/Treasurer. The Superintendent indicated that he had felt that she was the most knowledgeable and skilled of the finalists; she had been his first choice for the position. The Superintendent and the Commissioners have since developed an excellent working relation with Barbara; she attends our monthly Commissioners meetings, and we welcome her advice.

The Town's Department of Public Works announced its intention to improve the drainage on East Street and resurface the same. Therefore the Superintendent recommended to the Commissioners that we take advantage of that project to replace the old six inch main under East Street with an eight inch line. As in the case of the Pearl Street project, the service connection for each house would then be switched from the old to the new main. He estimated the project cost at \$100,000.

At the same meeting, the Superintendent also described his and the Chair's conversation with Richard Killhart, of Mass Rural Water Authority. Mr. Killhart will advocate for our department regarding grants and other funds for department projects in the future.

At the May 4th Annual District meeting, the voters approved the East Street project. Digging began on the next day. As we did for the Pearl Street project, we operated a leased backhoe and contracted with Marion for an excavator and operator. By May 21<sup>st</sup>, the date of our next meeting, the project was 1/3<sup>rd</sup> completed, and at the end of June the project remained on schedule.

This fiscal year saw the completion of a major project on Pearl Street and the start of another on East Street. These projects require significant planning, preparation, and coordination, and many days of work. They disrupt traffic and are a substantial inconvenience to the affected residents; we have an obligation to complete them as quickly as possible. Because we have a small crew, it is important that it functions as a team. The Commissioners visited both work sites several times, and were always impressed by the professional manner in which these projects were done.

The Commissioners take this opportunity to thank Sandy Selkirk, our retiring Clerk/Treasurer, for her many years of service to the District. As its title indicates, the Clerk/Treasurer position involves both administrative and financial responsibilities. District activities include the provision of emergency services as well as the delivery of water. We have elected officials and appointed officials. We have revenues from taxation as well as water sales. We have public meetings, elections, regulations, deadlines, competing priorities, and limited budgets. Things can get complicated. Through it all, Sandy always maintained a calm and professional manner. We relied heavily on her for guidance and assurance. Thank you, Sandy.

As always, we close by sincerely thanking Superintendent Mark Aiken, our field staff Todd Calkins, Tim Cauley, and Tyler Scheinost, and our Administrative Assistant Joanne Carbin-Bryan, for their continuing dedication to serving you – our customers.

Respectfully submitted by the Board of Water Commissioners:

*Francis DeToma, Chair*

*Kate Bedard, Clerk*

*Donna Russell, Member*

# WATER DEPARTMENT SUMMARY REPORT YEAR ENDING JUNE 30, 2015

## CHARGES COMMITTED

|  |               |
|--|---------------|
| Water Sales Due 6/30/2014                      | \$ 1,420.82   |
| Water Sales Charges: 7/1/2014 - 6/30/2015      | \$ 669,085.88 |
| Water Systems Improvement Fund Due 6/30/2014   | \$ 1,156.02   |
| Water Systems Improvement Fund charges 2014/15 | \$ 82,381.50  |

### Miscellaneous Charges:

|                       |              |
|-----------------------|--------------|
| Connection Fees       | \$ 2,000.00  |
| Turn on Water         | \$ 50.00     |
| Miscellaneous         | \$ 4,659.80  |
| Sprint (Antenna)      | \$ 29,040.00 |
| AT & T (Antenna)      | \$ 31,475.73 |
| Fire Line Fees        | \$ 7,200.00  |
| Back Flow Inspections | \$ 8,845.00  |

---

**\$ 837,314.75**

## COLLECTIONS

|                                     |               |
|-------------------------------------|---------------|
| Water Sales Paid                    | \$ 646,498.24 |
| Balance Due on Water Sales          | \$ 9,933.53   |
| Water System Improvement. Fund Paid | \$ 81,691.09  |
| Water System Improvement Fund Due   | \$ 1,713.00   |

|  |              |
|--|--------------|
| Discounts                                  | \$ 12,861.15 |
| Abatements                                 | \$ 1,779.90  |
| Connection Fees                            | \$ 2,000.00  |
| Payments on Water Turn Ons                 | \$ 50.00     |
| Payments on misc.                          | \$ 4,659.80  |
| Sprint                                     | \$ 29,040.00 |
| AT&T                                       | \$ 31,475.73 |
| Fire Line Fee                              | \$ 7,200.00  |
| Back Flow Inspection                       | \$ 8,845.00  |
| Computer adjustments/Water                 | \$ (378.46)  |
| Computer adjustments/Capital Revenue/Misc. | \$ (54.23)   |

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**\$ 837,314.75**

Penalties Collected    \$ 1,652.21

*Respectfully Submitted,*

*Joanne Carbin – Bryan  
Administrative Assistant*

**DRY BROOK PUMPING STATION RECORDS**  
**January 1, 2014 to December 31, 2014**

|           | DRY BROOK<br>GALLONS | TOTAL ELECTRICAL<br>COST |
|-----------|----------------------|--------------------------|
| January   | 9,668,000            | \$3,330.02               |
| February  | 9,363,000            | \$3,174.07               |
| March     | 9,955,000            | \$3,104.41               |
| April     | 11,717,000           | \$3,402.11               |
| May       | 18,221,000           | \$4,390.26               |
| June      | 14,006,000           | \$3,644.13               |
| July      | 14,137,000           | \$3,861.15               |
| August    | 15,344,000           | \$4,253.06               |
| September | 17,287,000           | \$4,067.07               |
| October   | 11,863,000           | \$3,298.71               |
| November  | 9,891,000            | \$3,042.38               |
| December  | 9,551,000            | \$2,791.94               |
| Total     | 151,003,000          | \$42,359.31              |

- *Total gallons pumped for 2015* 151,003,000
- *Total metered use for 2015* 133,166,440
- *Hydrant flushing and accounted for leaks for 2015* 3,905,411
- *Total unaccounted for water in 2015* 13,931,149
- *The maximum daily water consumption on Sept. 18th* 839,000
- *The average gallons per day pumped for 2015* 413,707
- *The average gallons per minute pumped for 2015* 287
- *The wholesale cost of water per million gallons in 2015* \$280.52
- *Total Percent unaccounted for 2015* 9%



## **BY-LAWS OF FIRE DISTRICT NO. 2**

### **ARTICLE 1 OFFICERS**

SECTION 1. The officers of the District shall consist of a three member Prudential Committee, a three member Board of Water Commissioners, and a Moderator.

SECTION 2. District officers shall be elected annually by ballot. All officers shall serve for a term of three (3) years with the exception of the Moderator who shall serve for a term of one (1) year.

a. Members of the Prudential Committee shall serve for three years, the term of one member to expire each year. One member shall serve as chairperson, one as clerk, one as member. (5/4/2015)

b. Members of the Board of Water Commissioners shall serve for three years, the term of one member to expire each year. One member shall serve as chairperson, one as clerk, one as member.

SECTION 3. Any voter of the District shall be eligible for any office but no individual shall hold more than two offices concurrently.

SECTION 4. Officers shall receive such compensation for their services as the District may determine.

SECTION 5 The Prudential Committee, Water Commissioners, Fire Chief and Clerk/Treasurer, shall present at each Annual District Meeting a report of their activities since the last Annual District Meeting.

SECTION 6. The Treasurer shall be bonded at the expense of the District in such an amount and with such sureties as shall be set by the Massachusetts General Laws. He/She shall receive all funds belonging to the District and shall disburse the same as provided in Article III, Section 3.

SECTION 7. The Moderator shall preside at all District meetings.

SECTION 8. The Clerk shall keep accurate records of the proceedings of the District in formal meeting and shall be responsible for the conduct of all elections of the District.

SECTION 9. An audit of the District records shall be performed on an annual basis by an independent auditor.

SECTION 10. Any vacancy in any elected office shall be filled until the next Annual Election by a majority vote of the Prudential Committee and Water Commissioners then in office. In case of a tie vote, the Clerk of the District shall cast the deciding vote. A meeting to fill a vacancy shall be called by the Clerk of the District on notice in writing to each officer eligible to vote thereat at least seven days in advance of said meeting and he/she shall conduct a meeting so called.

SECTION 11. The Clerk/Treasurer of the District shall be an appointed position and said position or any vacancy therein shall be filled by a majority vote of the Prudential Committee then in office. (5/6/13)

## ARTICLE II MEETINGS

SECTION 1. The Annual Election of the District shall be held on the second Tuesday of June in each year and the Annual Meeting of the District shall be held on the first Monday in May in each year.

SECTION 2 Special meetings shall be called by a majority of the Prudential Committee or when requested by the Water Commissioners or as specified in Article II, Section 3.

SECTION 3. Every District Meeting, except as otherwise provided by special law, shall be called in pursuance of a warrant under the hands of the Prudential Committee, notice of which shall be given fourteen days (14) at least, before such meeting. The warrant shall be directed to a constable of the towns of South Hadley and Granby, or to some other person, who shall forthwith give notice of such meeting by posting the warrant in three public places in the district.

The warrant for all District meetings shall state the time and place of holding the Meeting and the subjects to be acted upon thereat. The Prudential Committee shall insert in the warrant for the Annual Meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the towns, residing in the territory comprising the District; and in the warrant for every Special District Meeting all subjects, the insertion of which shall be requested of them in writing by fifty registered voters or by ten percent of the total number of the registered voters of the towns, residing within the territory comprising the District.

The Prudential Committee shall call a Special District Meeting upon request in writing of one hundred registered voters or twenty per cent of the total number of registered voters of the towns, residing within the territory comprising the District, - such meeting to be held not later than thirty days after the receipt of such request, and shall insert in the warrant therefore all subjects the insertion of which shall be requested by said petition. No action shall be valid unless the subject matter thereof is contained in the warrant. The warrant for the special meeting shall be posted fourteen (14) days prior to the date of the Special Meeting. Two or more District Meetings for District purposes may be called by the same warrant.

The Prudential Committee shall publish the warrant for each District Meeting in print and on the Town and/or District website, to be available to the public at least fourteen (14) days before the holding of such meeting. Said notice shall include by supplemental text, or otherwise, the amount of money intended by the sponsor to be included in any main motion to raise, appropriate, transfer or borrow, a sum of money at such meeting. Failure to cause publication of any intended money amount as provided herein shall not invalidate action taken at a District Meeting otherwise called and held in accordance with applicable law and these by-laws except for said failure. In addition, a simple notice of the date, time, and place of the meeting shall be published in other than the legal notice section. (5/7/2013)

At every Meeting, a Moderator shall be chosen by ballot, unless the District has voted to elect a Moderator for a term as provided by Section Fourteen of Chapter Thirty-nine of the Massachusetts General Laws (MGL). The Moderator shall have the same powers as the Moderator of the Town of South Hadley.

SECTION 4. Forty voters shall constitute a quorum at any meeting of the District. Election of officers shall not be considered a meeting for the purposes of this section.

## ARTICLE III FINANCES

SECTION 1. The fiscal year of the District shall begin on the first day of July and shall end on the thirtieth day of June next.

SECTION 2. District notes and bonds shall be issued by the Clerk/Treasurer only after authorized by the District. All such evidences of indebtedness shall be signed by the Clerk/Treasurer of the District and countersigned by the Prudential Committee.

SECTION 3. Funds of the District shall be disbursed by the Clerk/Treasurer only upon the written approval of a majority of the Prudential Committee and for bills incurred by the Water Department, upon the additional approval in writing of a majority of the Board of Water Commissioners.

## ARTICLE IV FIRE DEPARTMENT

SECTION 1. The Fire Department shall consist of a Fire Chief, Assistant Fire Chief(s), and as many firefighters as shall be deemed necessary to manage the fire department.

SECTION 2. The Prudential Committee shall appoint the Fire Chief, consistent with MGL Chapter 48, Section 42. The primary responsibility of the Fire Chief shall be administrative and supervisory work in directing life safety services in the protection of life and property inclusive of the prevention and extinguishing of fires, emergency medical services, public education and environmental services, serve as Hazardous Materials Coordinator, Right-to-Know Coordinator and other positions as needed by the Prudential Committee. The Fire Chief shall work under the policy direction of the Prudential Committee and under the rules and regulations of the Massachusetts General Laws, Chapter 48, Section 42, and other applicable laws, rules and regulations. The Fire Chief shall appoint the Assistant Fire Chief(s).

SECTION 3. The Chief shall appoint and may remove firefighters to fill vacancies in the department. The Fire Chief shall have general superintendence and care of all apparatus belonging to the District and used by the Fire Department as well as control over the officers and members of the Fire Department; and may make from time to time such rules and regulations for the government and discipline of the department and preservation of order in time of incident as he/she may think expedient.

SECTION 4. The Fire Chief shall have sole command at incidents over all members of the Department, including the Assistant Fire Chief(s), and over all other persons who may be present at incidents, and shall direct all measures for extinguishing fires, protection of property and preservation of order and observance of the law.

## ARTICLE V PRUDENTIAL COMMITTEE

SECTION 1. The Prudential Committee shall have the management and control of all property, real and personal, belonging to the District and used in the prevention and extinguishing of fires, subject, however, to such instructions, rules and regulations as the District may impose by its vote.

SECTION 2. It shall be the duty of the Prudential Committee to authorize the disposal of any equipment declared surplus by any department within the District.

SECTION 3. All employees and officials of the District are subject to and must comply with the Policies and Procedures set forth by the District in its Policies and Procedures Handbook.

## ARTICLE VI WATER DEPARTMENT

SECTION 1. The Board of Water Commissioners shall have the care, custody, management and control of all property, real and personal, belonging to the district, except the property placed under the control of the Prudential Committee. The Board shall have authority to determine and establish from time to time equitable prices and rates for the use of water and make rules and regulations for the introduction and use of water.

## ARTICLE VII AMENDMENTS

SECTION 1. These By-Laws may be altered or amended at any District meeting, or new By-Laws may be adopted at any District meeting providing the notice thereof shall specify the change/changes to be submitted to the voters.

Amended: May 4, 2015

Revised: October 22, 2007

Revised: May 4, 2009

Amended: May 6, 2012

Amended: May 7, 2013

## Photo Gallery from the East Street Project



Installing Hydrant Tee



Todd Calkins  
Water Systems Operator  
Opening the Valve



Tyler Scheinost  
Water Systems Operator  
Making the Tie Card



Tyler Scheinost  
Water Systems Operator  
Diggin His Tunes