



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075
Tel: (413) 534-5748 - Fax: (413) 517-6054

Minutes of February 16, 2021

Convened: 5:31 p.m.

Adjourned 6:42 p.m.

Present remotely via GotoMeeting link

Prudential Committee Chair: Kenneth LeBlanc

Members: James Menard
Robert Bak

Clerk/Treasurer: Barbara Miller

Fire Chief: Todd Calkins

Ambulance Director: Ryan Moore

Others Present:

John Marcy

Michael Cote

Linda Young

Meeting called to order by Chairman LeBlanc. It was announced that the meeting is being recorded.

Per Sections 57-58 of the Municipal Modernization Act and PC votes of 12/15/2016 and 3/10/2020 warrants were previously approved by K. LeBlanc, PC Chair.

J. Menard made a motion to approve the January 12th and 26th minutes, R. Bak second. Motion passed with a unanimous vote.

Chief Report

Chief Calkins said that J. Menard was shown the floor in bay 1 which is failing. He contacted the contractor that put the bay floor in, in 2004. He will keep the PC up to date on it. He reviewed run stats for January. He stated that they are continuing with preventative maintenance for the building. The AFG grant has been submitted. He is waiting to hear on the DFS grant. Chief invited K. LeBlanc to stop by his office to discuss the Ambulance system, as the new Chair of the PC. There was discussion regarding the ambulance budget.

PC Discussion Items

Elmer Brook Property

J. Menard said that he'd viewed the trees that residents have complained about. He called Mike Barry of Baystate Forestry who did the forestry report of the Elmer Brook property. M. Barry said that he can send a work order describing the process including permitting, abutter notification etc. J. Menard suggested that this process could take care of the residence concerns also. Baystate Forestry's costs would be paid by whichever company gets the bid. J. Menard noted that notice should be given to the people that live there, that we will not tolerate them using the District property for storage of any kind. In the past there have been boats, cars, piles of wood etc.

J. Menard made a motion to have Baystate Forestry Service make up a Forestry Plan for parcels 19 & 20 (he said 20 & 21 but the correct parcels are 19 & 20) on the Elmer Brook property. R. Bak second. Motion passed with a unanimous vote. J. Menard stipulated that it is with the agreement of the Water Commissioners. F. DeToma said he would add it to the next WC agenda.

Election

B. Miller stated that she received a call from C. Hamlin asking the Districts to hold elections somewhere other than the high school. Due to COVID 19 she needs to use the space previously used by the Districts. J. Menard said that the only drawback to not doing it with the Town at the high school, is the probability of people coming to the fire department is miniscule. He further stated that it took us a while to get there and wants to make sure we stay there. B. Miller said that Carlene specifically said one year and that she told Carlene that due to COVID she doesn't have any complaints but after that we're coming back.

J. Menard made a motion to hold the election on April 13, 2021 at the fire station, 20 Woodbridge Street, the time between 10am to 6 pm for this year only. R. Bak seconded the motion. The motion passed with a unanimous vote.

Insurance Percentages

K. LeBlanc has not contacted Joe Shea of the HCGIT but still plans to do so.

Budget

J. Menard said that with the Baystate Forestry project he thinks the pump station should be taken down. The rough estimate in the past was \$30,000.

J. Menard made a motion to tentatively put \$15,000 (1/2 the cost) to remove the Elmer Brook pumping station building and to take it from Free Cash. R. Bak second. The motion passed with a unanimous vote. F. DeToma will add this item to the WC next agenda.

B. Miller stated that T. Scanlon suggested we add \$2,000 to the budget for COVID related audit. He said he will only bill us if it requires extra time.

J. Menard stated that he spoke with an accountant regarding payroll services and he feels it makes sense, it would save time and they could go back to January first. He recommends utilizing a payroll service as a first step in outsourcing. B. Miller stated that she has four quotes ranging from four to six thousand dollars. She has called users of payroll services including Michelle Parent, the Town's Payroll Manager. Michelle said the service works great for her because the Police, DPW and Library all send her batches and the employees clock in and out creating another batch. B. Miller agrees it's very beneficial for something the size of the Town. She agreed it would be nice to have them doing the taxes but doesn't feel the year of COVID is the time to make the change. R. Bak and K. LeBlanc acknowledged it makes sense but agree it could wait a year. T. Calkins gave credit to Lt. Fay for his work on the monthly payroll but would like to work with B. Miller to find a way to streamline it.

Staff Evaluations

J. Menard said he would like the two staff to participate in evaluations. The evaluations would include the Chief and Clerk/Treasurer speaking about their work and PC to listen and give advice for what they see as goals and objectives. T. Calkins requested it be done in person. It was agreed that the evaluation meeting would be March 11th with the Clerk/Treasurer at 4:30 and the Chief at 5:30, at the station.

Water Commissioner

F. DeToma indicated the Water Commissioners are working on the Water Department budget, their budget is funded through water revenue, pointing out that water revenues are down due to MHCs limited student population and the uncertainty of weather with its effect on water usage. He said the WC are aware of the PC's approval of the door and heating system and the ventilation system (pending grant approval) and hope that they will be able to do the match.

The next Prudential Committee meeting will be Tuesday, March 9, 2021 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____