



## PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075  
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### January 16, 2018 REGULAR MONTHLY MEETING

Convened: 6:02 p.m.

Adjourned: 8:15 p.m.

Present: Prudential Committee Chair: Kenneth McKenna

Members: Richard Constant and Robert Lak

South Hadley District #2: Fire Chief Scott Brady

Asst. Chief Todd Calkins

Treasurer Barbara Miller

Francis DeToma, Water Commissioner

Donna Russell, Water Commissioner

Others Present: Jim Menard

Lea Walsh

Meeting called to order by Chairman McKenna

Minutes of December 12, 2017, were read and approved as presented. Motion to approve the minutes made by R. Constant, second by K. McKenna; the motion passed unanimously.

Payroll and Vendor Warrants were reviewed by R. Lak and R. Constant. Per Sections 57-58 of the Municipal Modernization Act and PC vote of 12/15/2016 warrants were previously approved by K. McKenna PC Chair.

**Presentation by Parker Elmore and Francis Fraine of Odyssey Advisors** regarding the Governmental Accounting Standards Board (GASB) 45/75 Other Post-Employment Benefits (OPEB) Results (Attached). B. Miller introduced the presenters stating that an actuarial study had been performed for the fiscal years 2016 and 2017 and the complete documents (GASB 45 Actuarial Valuation, GASB 45 Summary of Results and GASB 74 Required Supplementary Information) had been emailed and/or printed for the Prudential Committee and Water Commissioners. P. Elmore explained GASB 45 and GASB 75 and the financial implications for the District. He further explained options for funding the Actuarial Accrued Liability over time.

### PC Chair Report and Discussion Items

#### **Election Update**

R. Constant stated that he met with Attorney Ed Ryan and reviewed the proposed District 1 by-law changes in regards to elections being held in conjunction with the Town election. He recommends we use similar language to propose updates to our by-laws at the next ADM:

- The annual district meeting shall be held on the month and day to coincide with the month and day stated in Chapter 18-1 of the By-Laws of the Town of South Hadley
- The voting hours and location of voting of the annual district meeting shall be set by Order of the Select Board in order to coincide with Chapter 18-2 of the By-Laws of the Town of South Hadley. The polling place for the district voters shall

be in a separate location within the building from the polling place for the town voters.

R. Constant stated that B. Miller had previously suggested that the District would need to vote to use "Official Ballots" if we were to combine our election with that of the Town. He also requested B. Miller send the Special Acts relating to SHFD2 via email to himself and Attorney Ed Ryan. R. Constant reviewed a quote from LHS Associates for tabulating elections based on purchase or rental of equipment plus additional services. B. Miller explained that Rep. Scibak had stopped by and discussed the election concerns and suggested the possibility of providing assistance through his state budget for the two Districts by purchasing the vote tabulators. He asked for a quote.

K. McKenna stated that B. Miller had discussed including the Annual District Meeting (ADM) Warrant Articles in the May first water bills with J. Carbin-Bryan, Admin. Asst. for the Water Dept. This is follow through to a request made by a District 2 resident following the prior year's meeting and we think it is a very good suggestion.

K. McKenna provided draft copies of the PC Capital Planning Report and Annual Report of the PC to be included in the FY2017 SHFD2 Annual Report for review by the other PC members.

#### **Fire Chief Report and Discussion Items**

Chief Brady reported that A1 is at Greenwood Emergency Vehicles for repairs. There is a coolant leak to the box of the truck and there will also be repairs to door mechanisms that are not locking and unlocking properly. Temporarily down to one ambulance, expecting A1 to be back in service by the end of the week. Chief Brady showed the PC a piece from the tank fill valve line which had been replaced by Asst. Chief Calkins and FF/EMT M. O'Neill due to rotting threads and corrosion. Chief Brady provided a written recommendation in regards to vehicles for the coming year (attached) which included a request for direction from the PC "to solicit and accept quotes, evaluate options and prepare information for public education concerning these expenditures."

Chief Brady reported that the department had transitioned to an on-line emergency reporting system with all data uploaded back to 2005 to this one system. He also reported that he has received approval of the S.A.F.E. and Senior S.A.F.E. grant requests and the District has been awarded \$1,561 and \$2,615 respectively. Chief Brady reported that there had been 29 EMS calls and 31 Fire calls in the previous month.

Chief Brady stated that Lt. Moore had been certified as a Fire Officer II by the Mass. Dept. of Fire Services. He further reported that Asst. Chief Calkins and FF/EMT T. Whelan participated in the Bag the Community event this past weekend. It was noted that R. Constant, PC and F. DeToma WC also participated. Chief Brady stated that FF/EMT T. Whelan had recently attended a MHC alumni dinner and took the opportunity to invite the MHC Acting President, Sonya Stephens, to come to District 2 and observe a drill. The invitation was accepted and she plans to attend the drill on February 12<sup>th</sup>.

#### **Treasurer's Report and Discussion Items**

B. Miller provided the PC members with detailed expenditure reports for FY2017 and FY2018 to date. She also provided Expenditure Budget and Expenditure Input reports, explaining that these were new reports from the budget module of the accounting software. B. Miller worked with Accela/Softright to get the module running. Using this module is much easier than the previously used excel spreadsheets with time savings and less opportunity for error. There may be the need for the single paged excel spreadsheet indicating the funding sources but she plans to replace the multi-page excel report with one of these two for the Annual District Meeting. B. Miller gave the members a breakdown of the projected general insurance costs, as well as the cost

for employee/retiree health, dental and life insurance and the maintenance and contracted costs for FY2019 budget and provided explanations for noticeable increases/decreases.

Asst. Chief Calkins provided maintenance contracts for the two HVAC systems and the generator.

- T. J. Conway Co. for one-time preventative maintenance on the Viessmann Model Vitodens 200 (\$889) in the old portion of the building
- Reidy Heating & Cooling, Inc for service of the heating and cooling equipment in the new part of the building (\$941) and optional additional filter changes on all air handling equipment (\$293)
- Cummins Sales and Service, three-year planned equipment maintenance agreement (year one & two \$456.76 each), (year three \$472.29)

Asst. Chief Calkins explained that the small leak which, over time, caused a \$3,000 repair by T. J. Conway in February of 2017 would have been caught by a preventative maintenance check. B. Miller asked if the purpose of these contracts was to get the money in the FY2019 budget or if they intended to do the work immediately. Asst. Chief Calkins replied that they hoped to do the work soon. B. Miller stated that it can be done July first if it is included in the FY19 budget and asked if that would be soon enough. Asst. Chief Calkins replied that the T. J. Conway quote to perform preventative maintenance on the Viessmann should be done as soon as possible. B. Miller asked if the WC had been approached about these contracts because any items to be split with the WD are to be presented to them in advance, she believed she recalled over hearing M. Aiken saying ok to the preventative maintenance but wished to be sure. D. Russell stated that he is on vacation.

R. Constant made a motion to approve the contract with T.J. Conway for the current fiscal year as long as the WD agrees to pay half. R. Lak seconded the motion. Vote unanimous

K. McKenna stated that he would come in to sign the contract once we have approval from M. Aiken.

Chief Brady informed the PC that he would be away from Thursday January 25<sup>th</sup> thru Monday January 29<sup>th</sup>. K. McKenna asked who would be in charge, Chief Brady responded that Asst. Chief Calkins would be in charge.

- The next regular District meeting will be Tuesday, February 6, 2018 at 6:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved \_\_\_\_\_