



## PRUDENTIAL COMMITTEE

### FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075

Tel: (413) 534-5748 - Fax: (413) 517-6054

January 8, 2019

#### Prudential Committee Meeting

Convened: 6:00 p.m.

Adjourned: 7:50 p.m.

#### Present:

Prudential Committee Chair: Kenneth McKenna

Members: Richard Constant and James Menard

South Hadley District #2: Chief Scott Brady

Asst. Chief Todd Calkins

Treasurer Barbara Miller

Francis DeToma, Water Commissioner

#### Others Present:

Chrysanthi Gavagan

Collin Mick

Joel Prough

Sam Lemanski

Joe Fernandes

Kim Prough

Mike O'Neill

Pat Davis

Linda Young

Meeting called to order by Chairman McKenna. He announced that the Fire Chief would be recording the meeting; video and audio. R. Constant requested speakers state their name prior to speaking.

J. Menard made a motion to approve the minutes of November 13, 2018, motion seconded by R. Constant. The motion passed with a unanimous vote.

Payroll and Vendor Warrants were reviewed by J. Menard 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.

#### **Elmer Brook Informational Meeting Agenda Review**

J. Menard noted that the agenda for tonight's meeting indicated an incorrect date for the upcoming informational meeting. The information sent out with the water bills was correct. J. Menard stated that the informational meeting would consist of a short history of the property and the possible options for future use including solar. The meeting is a first step with the purpose of getting feedback from the community. K. McKenna asked if there were anticipated issues going forward. J. Menard responded that the cutting of trees was a concern, one remedy may be to replicate them elsewhere. Another anticipated negative is the effect on abutters, but a positive is the mountain vista that will be revealed if the trees come down. J. Menard said the land was held out of the original sale to the state because it has value. F. DeToma stated that with their aim of communicating they sent letters to the abutters.

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

B. Miller provided quarterly expense reports to the PC.

#### **Website**

B. Miller stated that she had received notice that the current website software, FirstClass, will be discontinued April 30<sup>th</sup>. VTS has another platform which they will transition our site into at a cost of \$2,100. B. Miller requested the PC vote to take the \$2,100 from the Reserve Fund.

R. Constant made a motion to transfer \$2,100 from the Reserve Account into the Admin-Office Expense Account. M. Aiken suggested that the WD could pay half the cost. R. Constant amended his motion to \$1,100 to be transferred from the Reserve Fund Account into the Admin-Office Expense account. J. Menard second, the motion passed with a unanimous vote.

### Election

B. Miller stated that the legislation for the election is awaiting the Governor's signature. Adding that she has researched tabulators and automark machines. Automark machines are used to assist persons with disabilities in marking their ballots. B. Miller stated that it is her understanding through her research that automark machines may not be required at local elections. Stating that her research was limited and her interpretation may be incorrect. She understands the need for this equipment and would like to provide it but the cost is prohibitive; \$4,185 to rent the automark machine for the election. She asked the PC to make the determination. R. Constant stated that he is ok with not having an automark machine at the upcoming election. There was general agreement due to the cost. B. Miller stated that she would perform additional research to determine the accuracy of her opinion. B. Miller provided the PC with the various options for tabulating equipment:

LHS - Rental (includes spare tabulator) \$2,400 + Optional: \$500 two hour training  
\$1,800 all day election coverage

LHS - Purchase (includes spare tabulator) \$7,000 includes all day 1<sup>st</sup> election coverage

ESS - Rental (includes spare tabulator) \$5,770

ESS - Purchase (includes spare tabulator) \$12,159.80 includes all day 1<sup>st</sup> election coverage

Plus additional annual costs:

Printing & shipping ballots - \$1,050

Coding Ballots - \$500

and additional one time costs:

Voting booths - \$1,000 - \$2,000

Handicapped accessible booths - \$150 - \$700

B. Miller concluded that the lowest priced options with all additional expenses would be:

\$15,000 to purchase

\$ 7,000 plus \$1,800 (for all day coverage) to rent

B. Miller explained that M. Sullivan had originally told R. Constant that there would be no cost to the Districts. Unfortunately, that is not the case, the Town Clerk has stated that the only way the District ballots will be run through the town tabulators is if she has full responsibility for the District elections. Which, B. Miller said she finds reasonable, since any complications in the District election could potentially affect the efficiency and accuracy of the Town election. Since tabulators have the ability to read multiple ballots independently, the two Districts had agreed to use one tabulator and share the cost. But this week M. Walton District 1 Clerk informed B. Miller that she had been advised by District counsel to use their own tabulator. B. Miller informed the PC that in order to use a tabulator at the upcoming election a vote of the PC to lease, purchase or lease with the option to purchase a voting tabulator was needed 60 days prior to the election, or by February 8<sup>th</sup>. T. Calkins stated that he is not in favor of the purchase, he feels the cost is not worth it, for the 65 people that vote. He further stated that he felt it should go before District Meeting again and reverse the vote that changed the election to be done with the Town. R. Constant stated that it is the fact that only 65 people show up to vote which necessitates the District election being aligned with the Town election.

R. Constant made a motion to purchase the tabulating equipment from LHS and to transfer \$15,000 from the Reserve Fund Account into the Admin - Elections Account to cover the cost of the equipment and the additional costs for the election. J. Menard seconded. The motion passed with a unanimous vote.

### **Ambulance Borrowing**

B. Miller informed the PC that the ambulance note sale would go out to prospective bidders tomorrow and the bids would be due on January 16<sup>th</sup>. The following week she would have the paperwork for the borrowing and would need the PC members to come into her office between the 22<sup>nd</sup> and 24<sup>th</sup> to sign all the documents. It was not necessary to have a vote, just signatures so they could come in at their convenience.

### **OPEB Trust**

Paul Todisco, Senior Client Services Officer for the Pension Reserves Investment Management Board, sent an email requesting a teleconference meeting to discuss the District's option to invest in the State Retiree Benefits Trust Fund (SRBTF). B. Miller stated that the teleconference would likely be informative but the District is locked into investing with the SRBTF since that was included in the wording of the warrant article. We are currently waiting on District counsel to provide the Declaration of Trust required before taking the steps necessary to formalize the trust and transfer the funds. She recommended the teleconference be put off until the Declaration of Trust is complete.

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

Chief Brady provided the PC with the Incident Reports for November and December. (attached)

### **Surplus Property**

Chief Brady requested a vote of the PC to declare the manual stretcher, which was removed from A2 when the power stretcher was installed, as surplus property. There is a company, that rebuilds stretchers, willing to purchase it for \$400, which is more than anyone else was willing to pay.

R. Constant made a motion to declare the stretcher surplus property. J. Menard seconded the motion. The motion passed unanimously.

### **Ambulance**

Chief Brady stated that at calendar year end ambulance calls were showing a 5% increase. He stated that he had received a recommendation from Comstar to evaluate billing rates. The average rate charged by Comstar's top 50 clients is \$1,456. He will raise our rate to \$1,400, as soon as possible. K. McKenna stated that it would provide an increase to the revenue stream. R. Constant stated that our collection rate is very good.

### **Engine 4**

Chief Brady stated that Engine 4 went to Five Star and all work on the checklist has been completed, cost approximately \$7,000, with the exception of the tires. Engine 4 then had issues with the brakes \$1,000 to repair the air dryer. Five Star recommended replacing the tires \$2,500. Chief stated that he would like the PC to reconsider replacing the tires, the back tires are 10 years old and the ones in the front are 11 years old. Chief Brady provided copies of an Emergency Vehicle Response Safety Alert referencing emergency personnel killed or injured in accidents whose cause was listed as tire failure. The alert also cited NFPA standards. (attached)

### **Merge**

Chief Brady stated that he had been to one or two District 1 PC meetings, said he'd answered some questions regarding the data. He stated that both Districts use the same software and he'd suggested that Chief Authier give him the reports he's looking for from us and he would replicate them. Which has now been done.

### **Fire Prevention**

Chief Brady stated that \$13,340 has been taken in for permits, fees and plan reviews. FF O'Neill has closed out the 2018 Safe Grant and the application has been completed and approved for this year. FF O'Neill is serving as a quasi-fire resource officer going into the third and sixth grades discussing fire safety and the importance of bike helmets.

### **DCR - Silverado**

Chief Brady explained that the Silverado in the parking lot is a DCR vehicle. Asst. Chief Calkins was at a Chief's meeting and Keith Robbins from DCR stated that there was a DCR truck available and to come and get it, so we did before another community grabbed it. The vehicle can be on loan to the District as long as we need it, when we no longer need it, it will be returned to DCR. It will need to be registered and insured. It also needs tires and lenses, approximately \$1,000. We have lights and radios which can be installed. It will not be an emergency response vehicle. With this vehicle T. Calkins can stop using his personal vehicle for inspections etc, it will be used to attend classes and will keep dirty gear out of personal vehicles. K. McKenna stated that they criticized the PC for putting money into the firetruck but now want to put money into a 2005 vehicle. Further stating that the PC appreciates that T. Calkins had used his personal vehicle for two years. R. Constant stated that when he first heard of the truck he was reminded of the boat. R. Constant asked the Chief to notify the PC right away in the future. There was discussion regarding the Chief's vehicle and how that is used and asking if it couldn't be used for the inspections etc. J. Menard stated that he understands not wanting to use personal vehicle but he doesn't want to see this rolling into a new vehicle. R. Constant stated, that is not the decision being made tonight. J. Prough stated that he feels the decision on the truck is a lot better deal than the \$15,000 being spent on voting equipment. L. Young stated that the majority of the \$15,000 is a one-time cost and most people she talks with would like the District to be more involved with the town, adding that she thinks they should vote for the truck with the stipulation that when it dies it will not automatically be replaced with a new vehicle. R. Constant stated that he came into the meeting planning to vote against it on principle, after hearing how it came about, he is in favor of it. K. McKenna stated that he would like a five-year minimum term for the vehicle.

R. Constant made a motion to accept the Silverado with the provision that we keep the truck for five years unless it completely fails. J. Menard second. The motion passed with a unanimous vote.

### **PC Chair Report and Discussion Items**

K. McKenna asked B. Miller if she would have the budget for the next meeting. B. Miller acknowledged that she would. K. McKenna stated that he wanted a level funded budget. B. Miller commented that there is a difference between a level funded budget and a level service budget. She continued stating that HCRS has a \$20,000 increase and health insurance is expected to increase, asking what part of the Prudential Committee budget would he like cut to cover those increases. K. McKenna stated that it would be a decision for the PC. B. Miller acknowledged this to be correct, but said that she was being asked to have the level funded budget prepared for the next meeting.

- The next regular Prudential Committee meeting is Tuesday, February 19, 2019 at 6:00 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

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