

Prudential Committee Meeting  
November 25, 2024

The regular monthly meeting of the Prudential Committee was held in the Fire District Office at 3 Columbia Street, on the above date, with the following officers present: Chairman Thomas A. Satko, Vice-Chairman Richard G. Kleiner, Member Michael J. Lahey, Clerk & Acting Treasurer Allen J. Mendel, and Chief Engineer John M. Pansecchi.

Also present: Superintendent John C. Barrett, Bookkeeper/Office Manager Kathleen A. Fletcher, Assistant Clerk & Treasurer Victoria A. Lassonde, and Ben Lamb (representing Last Supper LLC).

Chairman Satko called the meeting to order at 5:00 p.m., stating that the meeting is being recorded, requesting that anyone else recording identify themselves.

**APPROVAL OF MINUTES**

**A motion to waive the reading and approve the minutes for the Prudential Committee Meeting held on October 28, 2024, was made by Vice-Chairman Kleiner, seconded by Member Lahey, Unanimous - Passed.**

**CITIZEN'S CONCERNS**

***Abatement Request – 63 Center Street, Last Supper LLC***

Chairman Satko opened the discussion, noting the members of the Prudential Committee received copies of the abatement request, stating the amount of the full abatement request as \$4,883.88. Chairman Satko addressed Ben Lamb, representative for Last Supper LLC, who explained that the manager (owner Veselko Buntic) could not be present due to an emergency at another property in New York City.

Chairman Satko, Superintendent Barrett, Vice-Chairman Kleiner, and Member Lahey discussed several aspects of the abatement request with Ben Lamb, noting several discrepancies between the abatement request claims and the facts. Ben Lamb asked whether the decision could be postponed until the owner could be present. Vice-Chairman Kleiner said he did not see any reason to continue and could not support granting the abatement, Member Lahey agreed.

**A motion to deny the request for the abatement, as well as the request to continue, was made by Member Lahey, seconded by Vice-Chairman Kleiner, Unanimous - Passed.**

**UNFINISHED BUSINESS**

**Vice-Chairman Kleiner made a motion to bring the topic of Elected to Appointed Positions back to the table.**

***Elected to Appointed Positions***

Vice-Chairman Kleiner brought the topic of Elected to Appointed Positions back to the table. Chairman Satko addressed the Committee, asking whether they had received and reviewed the

***Elected to Appointed Positions, continued***

updated job descriptions for Clerk & Treasurer, Assistant Clerk & Treasurer, and Administrative Assistant, reverting from the previously suggested job title changes. Members referred to their copies of the job descriptions. Bookkeeper/Office Manager Fletcher stated that she had recently sent an email to Bobbi at DLS asking her to review the updated descriptions to be certain the duties of Accountant were sufficiently separated between the Treasurer and the Assistant Treasurer positions.

Member Lahey asked whether there are many changes to the duties and the reasons behind the possible changes. Bookkeeper/Office Manager Fletcher explained what led to the initial changes in title and duties, and the changes that would be made if the positions were appointed rather than elected. The changes suggested will effectively eliminate one position and revert to three positions as in the past.

Chairman Satko suggested that additional language be added to the Treasurer job description to cover certain tasks including personnel matters, insurance oversight, and information technology. Further discussion is required to determine the appropriate language. This topic will remain on the agenda and be discussed again when Bobbi from DLS responds to Bookkeeper/Office Manager Fletcher's correspondence.

**NEW BUSINESS**

***Request to be Closed ½ day Tuesday, December 24<sup>th</sup> – Christmas Eve &  
½ day Tuesday, December 31<sup>st</sup> – New Year's Eve***

The Office and Water Department requested for the District to be closed ½ day on Christmas Eve, and ½ day on New Year's Eve.

**Vice-Chairman Kleiner made a motion for the Office and Water Department to be closed ½ day on December 24, 2024, and ½ day on December 31, 2024, seconded by Member Lahey, Unanimous – Passed.**

***Set Date – Monthly Prudential Committee Meeting***

The next monthly Prudential Committee Meeting was scheduled for Monday, December 30, 2024, at 5:00 p.m. at 3 Columbia Street.

**CORRESPONDENCE**

***None***

**COMMENTS/CONCERNS**

***Floor Evaluation*** – Superintendent Barrett has not received the report from Hill Engineering. Hill Engineering has not been responsive. Final calculations and a report were promised, then

***Floor Evaluation, continued***

delayed again, several times. In a telephone discussion with the President of Hill Engineering (with Assistant Clerk & Treasurer Lassonde present), Superintendent Barrett was told the new truck cannot be parked in the building. Superintendent Barrett said he did not receive adequate answers to any of his questions regarding the safe load limits of the building. Until the final report is received, repair costs cannot be calculated.

Various storage opportunities and funding options were discussed. Chairman Satko asked Bookkeeper/Office Manager Fletcher to look into insurance requirements if a building must be rented. Chairman Satko asked Chief Engineer Pansecchi for specific requirements for the storage of particular engines to help determine the size of the building required if a truck needs to be stored off District property.

Bookkeeper/Office Manager Fletcher stated a letter should be drafted and signed by the Prudential Committee to gather information from the property managers of sites discussed. Chief Engineer Pansecchi noted that most properties would require modification. If the truck is delivered in January a storage site will be required. Clerk & Acting Treasurer Mendel said he has contact information for one of the sites being considered. Bookkeeper/Office Manager Fletcher said money should be found in the existing budgets to cover costs.

Superintendent Barrett stated that he is not satisfied with the analysis or performance of Hill Engineering. He is considering requesting that the sum paid to Hill Engineering be refunded and a structural review be initiated with a more qualified firm.

Further research and discussion is required. Bookkeeper/Office Manager Fletcher asked whether the Prudential Committee would like the letter drafted. The Committee agreed that letters should be drafted and signed by the Committee members. Content was discussed briefly. If Superintendent Barrett receives the report from Hill Engineering (promised to be delivered next week), he will inform the Prudential Committee of any new developments.


**EXECUTIVE SESSION**

*None*

**With no further business to come before the meeting, Vice-Chairman Kleiner made a motion to adjourn, seconded by Member Lahey, Unanimous – Passed.**

**The meeting adjourned at 6:51 p.m.**

Respectfully submitted,

  
Kristen G. Rosenau – Administrative Assistant



Thomas A. Satko – Chairman



Richard G. Kleiner – Vice-Chairman



Michael J. Lahey – Member

**PRUDENTIAL COMMITTEE**

## ADAMS FIRE DEPARTMENT

### CHIEF ENGINEER'S REPORT

**PERIOD COVERED 10/21/2024 – 11/17/2024**

**DEPARTMENT RESPONSES: 38 Total Responses for 2024: 320**

**Fees received: \$1,255.00**

INSPECTION		PERMITS	
304 Inspection – Liquor License	8	AST Install	2
Above ground tank Removal	4	AST Removal	5
Above ground Tank Install	2	Flammable Storage	1
Certificate of Occupancy	1	Process Of Hazardous Materials	1
Commercial Kitchen Inspection	1	Propane Tank Install	1
Complaint	2	Sale of Property	5
Energy Storage system – Photovoltaic	2		
Inn, Motel, Hotel	3		
Inn, Motel, Hotel with restaurant	1		
Photovoltaic Plan Review	4		
Photovoltaic Inspection	6		
Sale of Property	11		
Fire Alarm Plan Review	1		
Propane	1		
Reinspection	2		
<b>Total</b>	<b>49</b>	<b>Total</b>	<b>15</b>

**Note:** List includes both inspections and permits paid for and not paid. Fees received are for completed and pending inspections or permits.

**COMMENTS:**

**Fire Truck Committee** – New truck is in production, still planning on delivery by the end of the year. I have reached out to Mike Nugai for a better time frame for delivery. He will be getting back to me.

**AFG Grants** – The application period has opened for the AFG Grant for equipment. I am working with AJ to submit a grant for radios.

**FY25 Firefighter Safety Equipment Grant** – I am waiting for the state to announce the grant awards. The state had said the announcements would be on November 18, 2024. In the past they have run about a month behind.

**Job Description Committee** –The Committee is working on a draft for the Chief's position.

**Policy Book** – The second round of policies have been sent out.

**ESO Report Program** – We have gone live with our fire reporting. I am still waiting for our legacy training and incident report data to be transferred over. The program seems to be working well, still learning on the reports.

On November 21, 2024, we will be receiving a donation from the Lions Club. The money is to be used for the purchase of two 2-1/2" smooth bore nozzles and accessories.

On October 29, 2024, we added Elizabeth Lesage to our apprentice rolls.

On November 5, 2024, David Lennon was elected to membership of the Alerts. Dave has done an outstanding job as an apprentice and is one of our top responders to calls and at training.

#### **DISCUSSION:**

**Fire Truck Committee** – Hoping for mid-January completion, but that is a projected date. The official letter (needed for the auditor) received by Chief Engineer Pansecchi and given to Bookkeeper/Office Manager Fletcher, indicates January 2025 for delivery.

**AFG Grants** – Working with AJ on the grants. The focus is on portables and mobiles, with a higher priority on portables to eventually do away with mobiles. Chairman Satko asked whether the portable radios will be heard by operators at a fire scene. Chief Engineer Pansecchi responded that the operators will be able to hear the portable radios.

**Lions Club Donation** – Received donation of \$2,400.00 from Lions Club which covers almost the entire cost of the two nozzles that were ordered. The check was made out to the Adams Alerts. Chief Engineer Pansecchi will work with the Alerts to have a check cut to the Adams Fire District or cover the invoice for the nozzles when they are delivered.

**New Report Format** – The new reports require some reformatting for better presentation and viewing.

**New Apprentice/Member** – Chairman Satko addressed the subject of the new apprentice and new member. Chief Engineer Pansecchi said the new member, David Lennon, is the son of Assistant Engineer Lennon. He will be listed as D.A. Lennon in paperwork to differentiate from his father. Chief Pansecchi noted that he's "outstanding" and expects that to continue. The new apprentice is "really energetic," works at BART, may or may not be able to leave during the day.

**New Pick-Up Truck** – The pick-up truck is ready. Superintendent Barrett asked that he be notified of delivery date in order to make room for the new vehicle.

Chief Engineer's Report  
November 25, 2024  
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John Pansecchi  
Chief Engineer

Attachments:  
Monthly report  
Responding Personnel per Incident by Date Range

**Vice-Chairman Kleiner made a motion to accept the Chief Engineer's Report,  
Member Lahey seconded, Unanimous – Passed.**

## SUPERINTENDENT'S REPORT

October 22, 2024 to November 20, 2024

### **Water main/service work/breaks this period:**

- 10/23 – Notified of a total coliform hit at the Greylock Glen. Pumping station sample was clean. Repeat samples at the facility came back clean. They are now running water to waste to assist with stagnation and protection from issues. While continued hits from the Greylock Glen will not affect our system, if they get one at the pumping station, it will. I have changed our well sampling from once a month to twice a month to be better prepared for issues that may arise within both of our systems.
- 10/31 – Berkshire Gas struck a marked water line on Hughes Street, cut line, and replaced damaged copper; Berkshire Gas did replace fittings.
- 11/1 – Collaborated with contractor for the replacement of 7 Richmond Lane service.
- We have spent several man-hours working with Maximilian with Albert Street's new sidewalk installation; raising structures, reconfiguring new granite curbing and cement underlay, located right on top of the residential shutoffs for all houses on the east side of the street.
- Orchard Street/Daniels Avenue work is complete. We have replumbed and abandoned the line going to Daniels Avenue, and a 4" line (that was still live) that formerly fed the two houses across the street on Orchard Street.
- We installed a flushing hydrant at the new dead end of Daniels Avenue, as they are fed from low service now. The quality of water is significantly better. They now get fresh water from a highly active water main, as it is the same main our pump station on Glen Street is always drawing from.
- 8" water main break adjacent to 95 East Road. In review of charts at our pump station, this main broke at 10:30 pm. We were notified at 2:28 am. We have calculated a loss of approximately 47,000 gallons for reporting, and another 20,000 gallons in flushing to remove trapped air and return the system chlorine residuals back to normal. This break suspended water from 4:50 am to 7:08 am for customers on East Street, Morningside Avenue, and on East Road from Meadow Lane to the town line.

### **After hour customer/alarm calls:**

1. 9/24 – Tuesday @ 8:46 pm: Emergency Dig Safe call: 4 Valley Street, Electric Company excavation mark out for underground service feed replacement. Nick on call/respond.
2. 11/1 – Friday @ 4:33 pm: Berkshire County Dispatch, Fire on Temple Street. Nick on call/respond to what was an outside brush fire.
3. 11/17 – Sunday @ 2:28 am: APD call, water break on 95 East Road. All respond.



### Daily work:

- **Please read the drought update** (below in **Classes/meetings**, dated 11/18). I have chosen to continue dosing our chlorine injection higher than we typically would at this time as a preventative measure against the drought conditions noted in my drought update (maintain .40 to .45 ppm [*ppm = parts per million or 1 gallon per million gallons of water*]). This drought is persistent and unprecedented, with no substantial reprieve in sight anytime soon. Our corrosion control protection, throughout our system, is being lowered due to sustaining higher CL injections. I have started to raise our Phosphate injection slightly; from 1 ppm to about 1.1-1.2 ppm, to replenish our protection barrier (usually maintained while dosing CL at .3 ppm). For clarification, CL injection limits are minimum .20 ppm and maximum 4.0 ppm. Typical surface water systems maintain approximately 2.0 ppm injection.
- We have noticed a decrease in alarm activity and maintenance work on our analyzers with higher injections as our analyzers are not accurate under .5 ppm. Our analyzers were a technological breakthrough when installed because they required no chemical use to determine residuals (known as a reagentless analyzer). However, modern technology can go down to 0 ppm with little to no maintenance.
- We are required by the state to submit a staffing plan, within 30 days, for any licensed operator changes. We have continued to meet compliance. The prior staffing plan was updated in July, going from a single page document to what ended up being 17 pages. This plan has been put in your boxes for review and questions.
- Purchased a new 16" demo saw (parts for old saw no longer available for several years. The saw is not safe or dependable) and back fill tamper (old one broke for the third time, the new version fixed the previous version's continuing failure issues).
- We have been chosen by MassDEP to participate in a new Water Professional Partnership Internship Program for candidates within our area. The purpose of the internship program is to connect organizations in the drinking water industry with interns who are interested in a drinking water-related career. MassDEP and UMass are able to match and pay for a limited number of internships each year. This program is just starting to get up and running. I will keep you updated with further information.

### Classes/meetings

- 10/29 – Massachusetts Superintendents Meeting: The FCC has auctioned off frequency rights to the highest bidder (as I understand), with Eversource power company winning the bid. Several water suppliers in the state have received letters from Eversource to remove their Scada communication off their newly purchased frequency. It seems several systems are banding together to see what the next step to fight this will be. I will be following this intently as this frequency does impact our licensed frequency, and was formally dedicated to

Public Water Supply Systems. This is very troubling and left everyone in the meeting puzzled as to how the government would allow this to happen. We did not receive a letter as the Eversource grid seems to start from Savoy and go east. For us, this would cost about \$13,000 to \$15,000.

- 11/12 – MIIA health and safety site plan inspections class.
- 11/13 – Met with Robert Hinton of CMV to review Adams Fire District Rules and Regulations concerning the application to connect a new fire suppression system and 2" potable water line for 20 East Street, the former Youth Center. This facility had former connections to the Greylock Rest Sanitorium of the Sisters of Providence (a Catholic retreat, circa 1903, now razed). The line was not abandoned and is currently live in vaults on the property. This line also feeds a plastic line to the former youth center, and another separate residence on the property, that we will have to relocate. I have no record of where they dead ended the main of the razed facility.
- 11/14 – EPA online seminar on new LCRI: The classification for a GRR line has changed and is now worded that we have "DETERMINED" that a lead line is existing or existed upstream from a galvanize line. Previously it was listed as a GRR line because we "COULD NOT DETERMINE." We will be required to submit a list of all connectors to galvanized lines by November 1, 2027. Federal status of these continuous updates/changes has been difficult and time consuming over the past couple of years, trying to keep us ahead of the regulation. It has been in my reports on almost a monthly basis for years. With the new Presidency, I am going to focus my efforts on other projects before trying to learn what will be required, then have it change in rapid succession. Digging up roads everywhere to identify connectors for all GRR lines and 10% of our copper lines is an arduous task that would take us three years to complete if we started now and worked on this daily.
- 11/18 – **Drought update/meeting** – We are seeing unprecedented drought conditions. A recommendation is going out to place Western Massachusetts in a level 3 "Critical Drought." While not required to issue a drought, we did post information on 11/19/2024 to assist with our efforts to reduce demand on our system. I am monitoring our well conditions, which have dropped a foot, closely. Well 4 is now pulling a foot from Well 3 when operating, which I have never seen before. This is consistent with other ground water readings within the area. The Executive Office of Energy and Environmental Affairs and MEMA requests participation in update meetings as follows:

**Statewide Drought Call for Municipal Officials- 11/22/2024 from 11:30am to 12:30pm**  
**Statewide Drought Call for Water Suppliers- 11/26/2024 from 9:00am to 10:00am**

### **Project Updates:**

#### **Syncta:**

Online data corrections are complete, with Vicki taking a significant role in assisting. We hope to start education on the system soon, once we catch up on summer work.

#### **Floor Evaluation:**

Discussion.

#### **Roof Recover:**

Progressing forward, we hope to be prepared to put it out to bid in the coming months.

#### **Lead Service Line Inventory:**

10/4 – Submitted a complete Service Line Inventory.

10/8 – MassDEP accepted our submittal.

10/17 – Released SLI information on website and FB.

10/18 – GRR customer notices delivered to post office/**Federal Deadline for delivery: 11/15/24**

10/28 – Sent Consumer Notification Certification to MassDEP for GRR notification letters.

10/30 – EPA revised the GRR customer notices.

11/1 – MassDEP email releasing new EPA version of customer notices with changed lead communication warnings. The email stated no enforcement will be pursued this year for PWS that sent out earlier approved letter.

### **DISCUSSION**

**Staffing Plan** – Superintendent Barrett referred to his report. He explained the staffing plan has increased from one page to 17 pages. There is an issue with treatment plant coverage; MA DEP requires staffing at treatment plants 4 hours per day. Superintendent Barrett stated he has applied for a waiver. Chairman Satko noted that only one facility is run at a time, and the facility is checked twice a day. Superintendent Barrett replied that all of that information has been included in the application for waiver. He does not anticipate a response for at least a month but anticipates the waiver will be granted.

**EPA Seminar** – Superintendent Barrett participated in an EPA online seminar regarding LCRI on November 14, 2024. He will update the Town on December 14, 2024. The parameters for the program have changed since the initial letter mandated by MA DEP was sent on November 18, 2024. Superintendent Barrett foresees further changes which may impact how this program is implemented moving forward.

**Floor Evaluation** – Superintendent Barrett would like to address this topic under **Comments/Concerns** to move it to a documented meeting process.

Superintendent's Report

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**Maximillian** – Chairman Satko asked Superintendent Barrett how it is working with Maximillian regarding road projects, suggesting that Superintendent Barrett contact the Community Development Director to request that the District be notified when water service lines are going to be impacted. Superintendent Barrett agreed, noting that Maximillian has been accommodating regarding projects, but communication could be better.

**Frequency Change** – All PWSs are drafting a letter to the FCC regarding concern about the recent takeover of a dedicated government utility frequency by a private utility (Eversource).

**Drought Update** – Chairman Satko addressed the issue of private wells and how residents outside the District would access water in the event their wells run dry. He asked Superintendent Barrett whether the District would supply water, how this would be accomplished, and whether there is any concern with MA DEP. Superintendent Barrett said there is no issue with MA DEP in this regard. Assistant Clerk & Treasurer Lassonde pointed out that publicly available information online suggests calling the local Board of Health or Fire Department. Superintendent Barrett said he will find out what the Board of Health is recommending when he meets with the Town on December 4, 2024.

Respectfully submitted  
Adams Fire District Superintendent  
John C. Barrett

**Vice-Chairman Kleiner made a motion to accept the Superintendent's Report,  
Member Lahey seconded, Unanimous - Passed**

**Bookkeeper/Office Manager's Report**  
**October 23, 2024 – November 21, 2024**

- 63 Delinquent letters were mailed on October 28, 2024, for Routes 9-12 & 109-112.
- As of November 21, 2024, delinquent accounts over 60 days totaled \$0.00, due BCAC Program and accounts over 90 days totaled \$17,545.52 compared to October 23, 2024, delinquent accounts over 60 days totaled \$1,861.27 and accounts over 90 days totaled \$15,828.13.
- The cash flow spreadsheet continues to be updated to monitor the District's Free Cash and Retained Earnings throughout the year.
- October 31, 2024, the District received a check from the Town of Adams regarding District taxes for FY24 in the amount of \$9,723.28, leaving a balance due of \$12,271.97.
- On November 4, 2024, Brady from Adelson & Co. came to the District Office and picked up the District's information for the FY24 Audit that Assistant Clerk & Treasurer and I put together. On November 21, 2024, Joe Collins from Adelson & Co. will be at the District's office doing fieldwork.
- Paul Bowlby, the District's new MIIA Account Representative who replaced Michael "Mic" Garrold who was the former Account Representative for the last 23 years, stopped in the office for the District's Annual Fall Review. Paul reviewed our policies, indicating that the vehicle deductible has increased to \$1,000.00 or greater depending on the vehicle value.
- On November 6, 2024, Assistant Clerk & Treasurer Lassonde and I attended a Virtual class on "Injured on Duty", presented by the MIIA.
- On November 08, 2024, the Memo for "Planning the FY2026 Budget" was given out.
- Assistant Clerk & Treasurer Lassonde and I continue to work on the process for the District's Free Cash.

**DISCUSSION:**

***BCAC Payments*** – Chairman Satko noted that the money received from BCAC was helpful. Bookkeeper/Office Manager Fletcher noted that the program has caused some issues. Accounts with credit balances require refunds when homes are sold. Four refunds were necessary this past month.

***District Tax Payment*** – Balance of approximately \$12,000 remains due to the District. Chairman Satko asked Bookkeeper/Office Manager Fletcher whether there is sufficient money in the budget to cover until the additional funds are received from the Town. Bookkeeper/Office Manger Fletcher confirmed that there are sufficient funds available.

Bookkeeper/Office Manager's Report

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- Reports attached:
  - Treasurer's Report
  - Appropriation – General Fund
  - Appropriation – Enterprise Fund
  - Gallons Billed – Monthly Report

Kathleen A. Fletcher

Bookkeeper/Office Manager

**Vice-Chairman Kleiner made a motion to accept the Bookkeeper/Office Manager's Report, Member Lahey seconded, Unanimous – Passed.**