

Prudential Committee Meeting
September 30, 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, and Clerk & Acting Treasurer Allen J. Mendel. Chief Engineer John M. Pansecchi was absent.

Also present: Superintendent John C. Barrett, Bookkeeper/Office Manager Kathleen A. Fletcher, Assistant Clerk & Treasurer Victoria A. Lassonde, and residents Cathy and Charles Foster.

Chairman Satko called the meeting to order at 5:00 p.m., stating that the meeting is being recorded.

PUBLIC HEARING

Tax Classification Hearing for the Adams Fire District for Fiscal Year 2025

At 5:01 p.m., Vice-Chairman Kleiner made a motion to enter into a PUBLIC HEARING, Member Lahey seconded, Unanimous – Passed.

Bookkeeper/Office Manager Fletcher stated that the Property Valuation for the Adams Fire District for FY25 is \$693,303,800.00, with a levy of \$623,973.42 (General Fund Budget).

Vice-Chairman Kleiner made a motion to come out of the Public Hearing, entering back into the regular meeting, Member Lahey seconded, Unanimous – Passed.

Vice-Chairman Kleiner made a motion to adopt a Single Rate for Fiscal Year 2025, with a rate of \$0.90 per thousand, Member Lahey seconded, Unanimous – Passed.

APPROVAL OF MINUTES

A motion to approve the minutes for the Prudential Committee Meeting held on August 26, 2024, was made by Vice-Chairman Kleiner, seconded by Member Lahey, Unanimous - Passed.

CITIZEN'S CONCERNS

Engineering Costs

Resident Charles Foster asked about the purpose of the \$36,000.00 engineering charges for Greylock Glen and whether the District would be reimbursed by the Town. Superintendent Barrett explained that the District paid for the engineering review and inspection in order to assure that the system was built to District specifications. The District will not be reimbursed by the Town for this expense.

Clerk & Treasurer Position

Resident Cathy Foster asked for an explanation of the Clerk & Treasurer position changes which recently occurred. Bookkeeper/Office Manager Fletcher explained that she did not accept the Clerk & Treasurer position when elected, requiring the Prudential Committee to appoint an Acting Clerk & Treasurer until the expiration of the current Treasurer's term.

Subsequently, a special election was held for the Clerk position and Acting Clerk & Treasurer Allen Mendel was elected. Clerk & Acting Treasurer Allen J. Mendel will remain Acting Treasurer until the previous Treasurer's term expires.

Meeting Minutes

Resident Cathy Foster asked whether Prudential Committee Meeting minutes could be posted on the District website. Assistant Clerk & Treasurer Lassonde responded that the minutes will now be posted after they are accepted and approved by the Prudential Committee.

UNFINISHED BUSINESS

Greylock Glen Development

Superintendent Barrett referred to his notes. Superintendent Barrett met with MA DEP on August 26, 2024, for review and approval of permit. The approval was received from MA DEP on September 9, 2024, with 18 conditions that the Town needs to be satisfied. The permit is null and void in December if the Town does not satisfy the necessary conditions. Superintendent Barrett sent the conditional approval to the Town on September 11, 2024. The Town is now responsible for the system and this item can be removed from the agenda.

Chairman Satko asked when the District will begin billing the Greylock Glen for water usage. Assistant Clerk & Treasurer Lassonde responded that the Greylock Glen will be billed in the next cycle. Superintendent Barrett will create the billing for the quarterly maintenance fee.

Elected to Appointed Positions

Job descriptions, duties, and qualifications were discussed. Further discussion and review required.

Cheshire Pilot Program

Bookkeeper/Office Manager Fletcher sent an email to Attorney Pagnotta on September 24, 2024, but has not heard back.

NEW BUSINESS

New Bill Message – October, November & December 2024

Message was reviewed and approved for the next billing.

*******URGENT*******
FIREFIGHTERS NEEDED
The Adams Fire Department is currently in
NEED of FIREFIGHTERS. We count on YOU,
our community, to supply our workforce.
The National trend has shown Volunteer Firefighters are
declining rapidly. If our community cannot supply us with
our much needed members, then who will? Please, if you
know anyone who may be interested, have them
CALL 743-1929.
We will see to it that they are properly trained.

Please monitor our website, www.adamsfiredistrict.com,
and our FB page to be kept up to date on important
District information!!!
Please make all checks payable to: ADAMS FIRE DISTRICT

Set Date – Monthly Prudential Committee Meeting

The next monthly Prudential Committee Meeting was scheduled for Monday, October 28, 2024, at 5:00 p.m. at 3 Columbia Street.

CORRESPONDENCE

None

COMMENTS/CONCERNS

Bowe Field

Chairman Satko raised the subject of water usage at Bowe Field, and the possibility of charging for water usage for private events held at the field. Vice-Chairman Kleiner and Superintendent Barrett discussed the poor maintenance of the system, high water usage, and when the water will be turned off for the season. Superintendent Barrett noted that he'd sent an email to the Town regarding excessive usage, and said he would visit the site and decide how to proceed with the annual shut-off.

Town Tax Payment

If the Town took in tax payments, the District should expect a check at the end of October for the previous quarter.

ISO Report

Chairman Satko pointed out that the ISO Report has been received, and the rating was downgraded.


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 6:20 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 8/19/2024-9/22/2024

DEPARTMENT RESPONSES: 43 Total Responses for 2024: 247

Fees received: \$1,435.00

INSPECTION

PERMITS

Demolition / Dumpster	1	Blasting	1
Annual	4	Demolition / Dumpster	5
Certificate of Occupancy	1	Permit to Install AST/Propane	1
Home Safety Inspection	1	Propane Tank	2
Oil Burner / Tank install	3	Residential Sale	15
Photovoltaic Plan Review	3	Tank Install	2
Photovoltaic Inspection	6	Tank Removal	2
Plan Review	1		
Propane	2		
Reinspection	2		
Sale of Property	17		
School Evacuation Drill	3		
Tank Removal	2		
Total	46	Total	28

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 spoke to Mike Nugai and he is working on brokering the truck. He is having an issue getting anyone to commit because of the pending elections.

AFG Safer Grant – They have started issuing the grants. We have not heard anything on our application.

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

OSHA update – The comment period was extended to June 21st. I regularly following these proposed changes. I have read many articles and posts from across the country and there are major concerns from the call/volunteer departments. OSHA will be conducting public meetings starting in November.

Policy Book – I have sent out the first two sections to be acknowledged. To date, 16 members have signed off. 1 Member feels we should have meetings to go over each policy. In total there will be close to 150 policies. Discussing each one is not realistic.

ESO Report Program – We are working hard to get the system ready for a “go live” date of November 1st.

Engine 2 – The vehicle went out to have the rusted intake valves installed and an issue with the muffler fixed. During the process of fixing the intake valves they found a couple of additional issues which they repaired. I received the initial bill which was \$20,963.04, much higher than what I had agreed to (\$13,000). I voiced my displeasure. After going back and forth I was able to get them down to \$17,463.04.

As we have started requiring more and more of our staff the engineers have discussed our options. One thing that has been a common comment is some type of incentive plan. Over the next few months, we will be working on a plan to present to the board. I want to clarify that this was a suggestion from the Engineers, no members have requested anything. AS a group we need to come up with ways to draw members in as well as encourage our current members to stay active.

On September 19th I attended the Berkshire County Chiefs Meeting. We discussed the planned takeover of the dispatch center by the state which is scheduled to happen on December 31st. We also discussed the ongoing issues with recruitment and retention. This is not only an issue with volunteers, but paid departments are finding it hard to get people. We also discussed possibly putting up some billboards to assist with this.

Our FCC license has been renewed for the next 10 years. Josh at Pro Com was a big help.

John Pansecchi
Chief Engineer

Attachments:

Monthly report

Occupancies for Action Codes for Date Range

Chiefs Daily Log Items Activity Code for Personnel

Responding Personnel per Incident by Date Range

Held for next meeting due to absence

Superintendent's Report
September 30, 2024

SUPERINTENDENTS REPORT

August 20, 2024 to September 20, 2024

Water main/service work/breaks this period:

- Preparation to convert A.P. Daniels line from high to low service.
- Hydrant replaced and isolation gate installed at 11 Bienek Avenue.
- 9/5 – Statewide Aqua store repair crew contracted to repair another leak on our East Orchard Terrace Tank.
- 5 West Street service replaced from main to house by contractor. We shut down the street's water service to replace corporation.
- Hydrant replaced and isolation gate installed at 3 Donald Avenue. Two services also required relocation as they had been tapped off hydrant lateral.

After hour customer/alarm calls:

1. 8/23 – Friday @ 6:36 pm, SCADA call: PH high alarm. No call out, our PH is extremely stable. Josh to check in the morning.
2. 8/25 – Sunday @ 8:49 am and 7:57 pm: SCADA call: PH high alarms. No call out, PH probe is out of scope, recalibrate Monday morning.

Daily work:

- I have scheduled meetings with Wright Pierce and Stantec to begin looking into remediation of the issues with our East Orchard Tank, and Glenn Street Pumping Station rehabilitation. The life expectancy of this system is noted within our Asset Management Plan and Capital Improvement Plan and is at its 15-year life expectancy. Key points we need to address are as follows:

Tank:

1. *Freezing during winter is scraping the caulk out of all the joints and creating leaks.
2. *Review of insulation requirements to tank.
3. The tank will not hold a chlorine residual despite pumping of .25+ going in.
4. *Total coliform hits now for the past two summers, most likely due to the water temperature.
5. Non-permitted mixer installed. Engineers state it is undersized.
6. *Turnover time too long. We can solve this by adding more demand (expansion of this system to East Road system, but the Glen station needs to be prepared for this transition).
7. Installation of temperature probes for oversight within SCADA.

*From classes and recent discussions with several industry professionals, I learned it was cheaper to hold water up with water during this era of tank construction. Water quality seemed not as important as fire protection then, so this was the route taken, which explains the reason we are having issues with this tank. A pedestal tank should have been installed to create the necessary pressure.

Pump Station:

1. Rehabilitation in 2009 with a 15-year life expectancy.
 2. One VFD drive is on its last programming calculation to operate. It is in imminent failure (other one is functioning perfectly).
 3. The 2009 rehabilitation used BANA telephone lines and telemetry equipment to create a communication signal that was being phased out in the late 90s. We desperately need to install SCADA and wireless technology.
 4. Pump activation after signal conversion from the tank is being done by a chart recorder which was removed and rewired from Well 2A (three Thanksgiving days ago), after the original failed. The analog chart recorders are almost obsolete. All components are special order now as everything operates in a digital format on computer screens.
 5. Replace new motors and pumps with new, bigger units (if engineer review requires), in anticipation of merging the two high service areas. (Remove East Road pump station by merging the two systems with a water main down Airport Road. This will be a future project.)
 - The viability of merging East Road high service with this tank was addressed when I was completing our Master Plan in 2020 under section 7.6 (attached).
- Met with residents on 8/21 at 65 Orchard Street for a request to relocate the old A.P. Daniels water main that runs from Orchard Street, through their property, and feeds three residences on Daniels Avenue. They wish to place a pool where the current water main is located. We have reviewed property deeds and have found that we have been granted the right of way through these properties. I have completed pressure calculations, which have been physically verified, bringing the highest elevation household from approximately 80 PSI to 41 PSI. We will be opening two excavation sites (simultaneously) to cap mains. The site atop Daniels Avenue will have a flushing hydrant installed and be fed from low service on Glen Street.
 - Purchased temporary fencing to protect open excavation sites from entry.
 - Replaced a faulty relay within the Fire Department that controlled light automation.
 - Received new dump truck. Berkshire signs has completed the lettering, which I had changed. Now we will have a gold District emblem (as it is on the front office door) and lettering in blue.

Superintendent's Report

September 30, 2024

Page 3

- Removed meters from two Walling Road residents. The well has been activated at 47 Walling Road and the old connection removed from the neighbor's connection.
- Repaired fencing around East Orchard Tank.
- Repaired hole in roof (from fallen tree branch) at Notch Road Pump Station.
- A tension pulley on the backhoe let go on a job. Drove to Springfield for a replacement which was done in house.
- Hoosac River monitoring gauges have recorded low flow levels for just over a couple of minutes, on 3 different occasions. We are close to triggering a mandatory drought per our permitted conditions if we don't receive rain soon. The state has not mandated a drought condition for Western Massachusetts at this point.
- Reviewed our well conditions in SCADA, and it seems the drawdown, recuperation time, and static well levels have not been affected.

Classes/meetings:

1. 8/22 – Josh and I went to the Massachusetts Water Works Association (MWWA) Spring Expo. We spoke with several tank specialists, tank mixer companies, and several engineering firms regarding our ongoing tank issues. We also spoke with several companies that have developed asset management and GIS software programs as part of my strategy to bring the District from paper, utilizing our recently purchased tablets. I am working toward having tablets in all trucks to use for; mapping, Dig Safe management, hydrant flushing and maintenance, and all District forms that we are required to complete.
I also met with multiple SCADA software companies. In our current capacity, we have guys checking pumps and filling out three forms daily for Chemical Addition Compliance. I then take these forms and review them while completing the same forms on the computer for transmission to MassDEP. We already have SCADA monitoring all the data the guys are filling out; however, these companies offer software to screenshot this data (at a time of my choosing) to create the forms automatically for compliance with MassDEP. It will save several hours of work a month and remove the human error factor from the paperwork. Once installed, I could file for a waiver to remove us from the *3 hour a day* mandatory check.
2. 9/5 – All operators/laborers attended a hydrant operation and maintenance class we hosted here with MWWA.
3. 9/16 – Syncta Cross Connection software management onboarding meeting. This is the company we have chosen to transfer our paper forms to digital format on our tablets (as referenced in #1 above), for better oversight and state compliance of our Cross Connection and Survey Inspection program.

4. 9/18 – Water Storage tank maintenance and new tank installation procedures and requirements. This class was taken by me to further my knowledge of updated tank procedures as we continue to have issues with our East Orchard tank.

Project Updates:

Floor Evaluation:

Engineers requested individual axle weights and wheelbases of all trucks. I sent the attached sketch of information on 8/29, as requested. On 9/17 I requested a status update from Hill Engineering.

Lead Service Line Inventory:

Our inventory has been completed, and I have reviewed the data for submission. I noted this document may be used in the future to create new tiering for existing sample sites. In review of this column, the definition states it is a conditionally approved tier site that is voluntary at this time to enter data, which we did complete.

A quick review of the inventory shows the following:

1. 2,977 Potable water connections to the District.
2. *291 Galvanized Lines Requiring Replacement (GRR).

*I have been working directly with the Program Director in the Boston office for several weeks to get our **lead notification letter** (must be sent to customers) approved. I choose not to move forward with Stantec's version given to us for approval. The attached letter has already been sent to the Adams Board of Health and Selectboard members to notify them that we will be sending this letter.

We do not have any lead service lines. Please refer to the final sentence of the second paragraph (in italicized print) of our notification letter. The primary reason for not being able to certify our system as "lead free" is because we cannot produce piping material information for original services because until about 12 years ago, the tie cards did not document piping material or installation dates consistently.

We have been gathering the data (all have been scanned for submission of pipe material to the EPA) and we can present LSLI documentation stating our services have been "Field Inspected."

Adequate funding remained in this project for Stantec to print the required 291 notification letters. The letters will be stuffed into stamped, addressed envelopes, and sent to us for mailing. In addition, Stantec has created a spreadsheet we can use in the future. We must now send these notifications annually to customers who choose not to upgrade their services to copper. These communications must be certified with MassDEP now, then yearly, however they have not completed the certification form yet.

After 58 emails (going back and forth) with engineers and MassDEP, to resolve LSLI program issues, **on 9/19/24, after several years of work, a complete LSLI inventory was sent** ahead of the deadline. I am awaiting MassDEP response with our LSLI Certification paperwork.

Roof Recover:

Our draft construction documents have been sent for review. On 8/27 I met with engineers to complete another site visit, where I was told there was a new code requiring us to cut out the ceiling in the upstairs meeting room to install new overflow drains from both rooftops. I disputed the reasoning for this, as we are only doing a "roof recover" and with the help of the Building Inspector we got the Engineer to acknowledge it is not needed. The cost of completing this task was not within the budget and may not have been absorbable. Being that the Engineer already completed the required drafting work, it was their wish to keep it in the project as an alternate item as a Bid alternate. I have asked for the removal of this in its entirety, as I wish to remain focused solely on roof replacement, not internal plumbing.

MassDOT Quality Street bridge replacement:

Work this month with Civil Engineers has this project plans nearing 75% complete. This bridge houses the two water mains (12" and 16") that connect the Town to our wells. We are getting these upgraded to a singular 20" ductile iron insulated main on the new structure, as we have done with other pipe projects in regard to this main pipeline.

Greylock Glen update:

- 8/26 – Greylock Glen meeting with MassDEP for review and approval.
- 9/9 – The Greylock Glen MassDEP Final Approval was received on 9/9 with 18 conditions that must be met, or the permit becomes void. I have attached the permit for review. **Please note condition 12** within MassDEP approval. I noted the tank temperature absent during inspection and pointed this out to Wright Pierce. I have serious concerns here with the lack of this safeguard should something fail in the winter. Please remember, this tank is sitting dormant until needed for fire protection and is much more susceptible to freezing than our tanks with daily potable use demands.

- 9/11 – Email sent to pertinent Town officials after review of approval. See below.

Hi all,

The Adams Fire District acknowledges receipt of the Greylock Glen water system's final approval.

Please utilize this email to place the system in service for potable use in accordance with MassDEP Regulating Authority.

- The Glen has been using an average of 30 gallons per day, though not open to the public yet, as construction is on-going. This equates to an average water age of 197 days within the facility.

DISCUSSION

Pump Station Rehabilitation

Superintendent Barrett said he would like to push this project ahead of the rehabilitation of Well 3, which is more expensive. He is meeting with the engineers. Imperative that SCADA be installed to avoid issues with BANA lines. Also, would like to prepare this station for a future merge. This is on the Master Plan but is a smaller job that he would like to complete prior to the Well 3 rehabilitation. This will show that the District is moving forward with the Master Plan.

Floor Evaluation

Superintendent Barrett expressed that he is frustrated with the progress on this project. The costs, just for the engineering on the floor, are over budget and he has not had a status update from the engineering group. This engineering study is required by OSHA. The original amount budgeted is \$4,800.00 but has been billed in excess of \$9,000.00 including the \$1,000.00 in retainer fees which will be credited in the final billing.

LSLI – Lead Service Line Inventory

The inventory has been completed and submitted. Although there are no lead lines in Adams, the District is unable to prove that there was never a lead line because installation data does not exist. Due to this, letters (approved by MA DEP, provided to Prudential Committee for review) must be sent to all residents listed as having lines classified as Galvanized Requiring Replacement. The letters will be sent in October. This will be an annual notification and certification process. Inventory will be updated when galvanized lines are replaced.

Roof Recovering

Almost ready to go out to bid.

MA DOT Bridge Replacement

MA DOT is replacing the bridge on Quality Street, installing a 20" pipe to replace two older pipes, one 12" and one 16". This is all being paid for by MA DOT, no cost to the District. This was covered in the Master Plan.

Drought

Vice-Chairman Kleiner asked about whether the District needed to mandate "drought" conditions. Superintended Barrett responded that the conditions did not warrant any notification. Well levels have not wavered all year. Recuperation and recovery time is the same, and no wells were affected.

Walling Road

Chairman Satko asked whether the Walling Road situation was resolved. Superintendent Barrett responded that this matter is complete.

Attachments to Report:

1. Fire Department axle weights and load beam sketch
2. GRR notification letter mandated by LSLI
3. 2020 Master Plan section 7.6
4. Greylock Glen MassDEP Final Approval

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
August 21, 2024 – September 25, 2024

- 35 Shut off letters were mailed on August 23, 2024, for Routes 1- 4 & 101-104.
- 16 Door knockers were placed on Friday, September 13, 2024, with a shut off date, Wednesday, September 18, 2024.
- There were no shut offs.
- As of September 25, 2024, delinquent accounts over 60 days totaled \$2,303.71 and accounts over 90 days totaled \$15,816.15 compared to August 22, 2024, delinquent accounts over 60 days totaled \$9,375.75 and accounts over 90 days totaled \$15,666.05.
- The cash flow spreadsheet continues to be updated to monitor the District's Free Cash and Retained Earnings throughout the year.
- On August 27 – 29, 2024, Kevin from Entre' installed the new server. Few small issues in the beginning. One issue was our billing software (Inhance) needed to be updated to a newer version, another issue was a number of the computer's shortcuts needed to be reconfigured. Everything is now working fine.
- Congratulations to Assistant Clerk & Treasurer Lassonde for passing the MCTA Certification test.
- Assistant Clerk & Treasurer Lassonde and I continue to work on the process for the District's Free Cash.
- Assistant Clerk & Treasurer Lassonde and I continue to work with David Irwin, the District's Auditor from Adelson & Co. on the District's Audit.
- MIA Worker's Compensation Audit was completed and finalized on September 5, 2024.
- The tax recap process is completed, and the tax rate will be voted on at the September 30, 2024, Prudential Committee meeting.
- The Special Election was held Tuesday, September 24, 2024. Allen J. Mendel was elected Clerk with 47 votes.

DISCUSSION

MCTA Certification

Chairman Satko and the Prudential Committee expressed congratulations to Assistant Clerk & Treasurer Lassonde on successfully completing the Massachusetts Treasurer Association Certification test.

Clerk Position

Chairman Satko and the Prudential Committee congratulated Clerk & Acting Treasurer Allen J. Mendel on his election to the Clerk position.

Bookkeeper/Office Manager's Report

September 30, 2024

Page 2

- 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**