

The Prudential Committee held an FY26 Budget Meeting in the Fire District Office, on the above date, with the following officers present: Chairman Thomas A. Satko, Vice-Chairman Richard G. Kleiner, Member Michael J. Lahey, and Chief Engineer John M. Pansecchi. Clerk & Acting Treasurer Allen J. Mendel was absent.

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

Chairman Satko called the meeting to order at 5:02 p.m.

### **UNFINISHED BUSINESS**

#### ***FY26 BUDGET***

#### **GENERAL FUND – Administration – held expenses**

##### ***Fire District Office Wages (rescind & revote)***

***General Fund:           \$38,715.75***

Bookkeeper/Office Manager Fletcher: explained that the Committee needs to decide whether to add steps or offer Longevity payments, as discussed in the previous meeting.

Chairman Satko: reminded the Committee of the previous discussion regarding offering Longevity payments or adding steps. He further explained how the addition of steps will be equivalent to a single longevity payment, but will impact weekly pay as well as contribute to retirement, versus the option of an annual Longevity payment. He is in favor of adding steps and removing Longevity.

Member Lahey: requested further explanation regarding the additional steps.

Chairman Satko: explained that five steps will be added for all positions, Longevity will be removed, and the total was adjusted to reflect the addition of steps for eligible positions.

Member Lahey: noted his approval of the additional steps.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to rescind the vote taken on March 5, 2025, and instead to recommend the above amount appropriated from the General Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to add five additional steps for all positions and recommend the above amount appropriated from the General Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Fire District Office Wages – Longevity (No Vote)***  
***General Fund:           \$0.00***

The Committee discussed the addition of five steps for all positions instead of offering Longevity payments.

**ENTERPRISE FUND – Administration – held expenses**

***Fire District Office Wages***  
***Enterprise Fund:       \$90,336.73***

Chairman Satko: noted the addition of five steps to the pay scale and the total adjusted above for eligible positions.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount appropriated from the Enterprise Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Fire District Office Wages – Longevity (No Vote)***  
***Enterprise Fund:       \$0.00***

The Committee discussed the addition of five steps for all positions instead of offering Longevity payments.

***Superintendent's Salary***  
***Enterprise Fund:       \$107,757.68***

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount appropriated from the Enterprise Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

**GENERAL FUND – Street Lighting**

***Street Lighting***  
***General Fund:           \$144,000.00***

Chairman Satko: noted this line item is level funded.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount appropriated from the General Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

## WARRANT ARTICLES

Bookkeeper/Office Manager Fletcher: distributed a handout detailing Free Cash. She explained that Free Cash has yet to be certified due to an issue with the DOR computer program not recognizing a District having an Enterprise Fund. The Enterprise Fund was established with special legislation. Until the Free Cash is certified, the handout is in draft form.

Chairman Satko: asked whether the Building Expense 30/70 split between the Fire Department and the Water Department should be adjusted. He stated his opinion that Retained Earnings should be used toward Water Department infrastructure given the number of existing projects and necessary repairs. He asked whether certain items can be split 50/50, with other items being split 30/70.

Bookkeeper/Office Manager Fletcher: explained that the Committee can determine the split. Stabilization Fund can be used for anything, as its intent is to stabilize rates. Budgets can be funded at different splits.

Assistant Clerk & Treasurer Lassonde: stated the Building Expenses don't have to be split, can be taken from General, Free Cash, etc. However, Free Cash should not be brought down too low. Operating Expenses, overall, should be split. Money can be moved from Free Cash to Retained Earnings; however, Retained Earnings cannot be moved to Free Cash.

Vice-Chairman Kleiner: expressed his concern about taking too much for the Fire Department floor repair from Retained Earnings. Suggested taking a portion from Free Cash, and a portion from Retained Earnings.

Member Lahey: stated that after having visited the pump stations with Superintendent Barrett, he is more aware of the number of projects and how much maintenance is required.

### ***Reserve Fund***

***General Fund:           \$40,000.00***

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for Reserve Fund be appropriated from the General Fund Surplus Revenue for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

### ***Firefighter Safety Equipment Grant – to be fully reimbursed***

***General Fund:           \$15,500.00***

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for the Firefighter Safety Equipment Grant (to be fully reimbursed) be appropriated from the General Fund Surplus Revenue for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***FEMA Staffing for Adequate Fire and Emergency Response Grant Program (Safer Grant) – to be fully reimbursed***

***General Fund:           \$190,563.82***

Member Lahey: questioned whether this is just for full-time firefighters, but not a full-time Chief?

Chief Pansecchi: confirmed that this particular grant is only for full-time firefighters, not part-time, and not the Chief.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for FEMA Staffing for Adequate Fire and Emergency Response Grant Program (to be fully reimbursed) be appropriated from the General Fund Surplus Revenue for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Engineering Services – Glen Street Rehab***

***Enterprise Fund:       \$62,000.00***

Chairman Satko: asked for explanation of the \$164,000.00 or \$62,000.00.

Superintendent Barrett: explained the \$164,000.00 encompasses the entire design for the projects. The \$62,000.00 is for one portion of the project, engineering only for the tank, not the Glen Street Pump Station.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for Engineering Services be appropriated from the Enterprise Fund Surplus Revenue for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Engineering Services – Permanent Columns***

***General/Enterprise Fund: \$75,000.00***

Superintendent Barrett: explained this is to begin the design of the permanent columns.

Vice-Chairman Kleiner: stated that we've got to go ahead with engineering services for this project.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for the Engineering Review be appropriated from the General Fund (30%) and Enterprise (70%) Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Utility Truck***

***Enterprise Fund:     \$101,300.00***

Vice-Chairman Kleiner: stated he'd taken his tour of the old truck.

Member Lahey: asked for confirmation that this is a truck the Water Department would like to purchase.

Superintendent Barrett: confirmed that this truck is to replace the current Utility Truck.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for the Dump Truck be raised and appropriated from the Enterprise Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Town of Adams Support Fee***

***General Fund:         \$2,000.00***

Chairman Satko: asked for an explanation for Member Lahey.

Bookkeeper/Office Manager Fletcher: explained that this is a stipend for the Town of Adams Assessor and Collector for work (street lighting and fire protection tax) done on behalf of the District.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for the Town of Adams Support Fee be raised and appropriated from the General Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

***Cheshire's Pilot Invoice***

***Enterprise Fund:     \$17,000.00***

Chairman Satko: asked Bookkeeper/Office Manager Fletcher to provide an update to the Committee.

Bookkeeper/Office Manager: explained that Attorney Pagnotta contacted the Town of Cheshire (by letter), regarding an invoice submitted to the District, due to questions regarding the assessment. The Town of Cheshire has not responded. Meeting minutes from the Town of Cheshire (February 18, 2025) indicate the Cheshire Town Administrator has been advised to engage Special Counsel to review the information in question. Whether this will be resolved this year is unknown. Auditor Irwin recommended that a certain amount be reserved to cover the past invoice and any invoice that may be forthcoming in FY26.

**Upon motion made by Vice-Chairman Kleiner, seconded by Member Lahey, it was unanimously voted to recommend the above amount for the Town of Adams Support Fee be raised and appropriated from the Enterprise Fund Budget for approval by Fire District voters at the Annual Fire District Meeting to be held on May 13, 2025.**

**Vice-Chairman Kleiner made a motion to adjourn, Member Lahey seconded, Unanimous - Passed.**

The meeting adjourned at 6:56 p.m.

Respectfully submitted,

  
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Kristen G. Rosenau – Administrative Assistant

  
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Thomas A. Satko - Chairman

  
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Richard G. Kleiner - Vice-Chairman

  
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Michael J. Lahey – Member

**PRUDENTIAL COMMITTEE**