

Prudential Committee Meeting
July 29, 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, Acting Clerk & Treasurer Allen J. Mendel, and Chief Engineer John M. Pansecchi.

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 5:00 p.m.

APPROVAL OF MINUTES

A motion to approve the minutes for the Prudential Committee Meeting held on June 24, 2024, was made by Vice-Chairman Kleiner, seconded by Member Lahey, Unanimous - Passed.

CITIZEN'S CONCERNS

Abatement – 5 Cherry Street, Eric Gordon

Member Lahey noted there were previous issues at the address; meter frozen in December 2022 and January 2023. Owner found leak in one of the apartments. Claimed to have repaired immediately, however, he has two addresses in NJ. Due to previous issues and lack of information regarding most recent event, abatement is denied. Bookkeeper/Office Manager Fletcher mentioned that she will draft and send the denial letter to the customer.

A motion to deny the abatement request was made by Vice-Chairman Kleiner, seconded by Member Lahey, Unanimous – Passed.

UNFINISHED BUSINESS

Greylock Glen Development

Tentative plans detailed in Superintendent's report. Disinfection (span within District responsibility) complete, MA DEP approval of that portion obtained, paperwork submitted to all necessary parties. Riffenberg wants to close off the line (at intersection) to visitor's center, isolate the line, fill the water tank and check for leaks.

Superintendent Barrett noted that water was supposed to have been turned on today (July 29, 2024). However, when disinfection was done (water main to just after the pump set), Superintendent Barrett found that the meter, flow meter, and "hot box" were not functioning. Superintendent Barrett estimated and accounted for water that was utilized to flush the system. Superintendent Barrett went to the scheduled meeting today, no one was onsite. Meeting rescheduled to July 30, 2024. More people are supposed to be onsite, including Mike Leary who is responsible for SCADA controls.

Vice-Chairman Kleiner asked whether MA DEP has approved the system for use. Superintendent Barrett responded that the District is able to provide water, prior to full MA DEP approval, for “construction purposes.” The water being provided now is going to fill a tank for fire suppression only, not potable use.

The Town has hired an operator. The operator will be responsible for providing the coliform sampling plan, conditional approvals, and required paperwork to MA DEP, as well as handling the disinfection of the remainder of the system. MA DEP must approve the Greylock Glen portion of the system before they can move forward with turning the water on to the visitor’s center. The District’s responsibility does not go beyond the “hot box.”

Vice-Chairman Kleiner asked whether the operator *could* access the valve and turn the water on prior to approval. Superintendent Barrett responded that this possibility has been discussed and documented in a meeting with MA DEP. Vice-Chairman Kleiner asked who is responsible for turning the water on to the visitor’s center. Superintendent Barrett responded that the operator will be responsible and reiterated that the District is only responsible for the system up to the “hot box.”

Pressure issues are a concern as this is at the outer reaches of the District. Superintendent Barrett has instituted systems designed to monitor pressure issues within that area, and procedures in the event that pressure is required for fire suppression, due to leaks, or other issues affecting the District customers. Superintendent Barrett explained that he’d previously asked to upsize piping to 10” for more volume, but the Town refused. Member Lahey asked whether Greylock Glen is responsible for their piping. Superintendent Barrett responded that Greylock Glen is responsible for all piping from the gate up.

Elected to Appointed Positions

Bookkeeper/Office Manager Fletcher stated that she and Assistant Clerk & Treasurer Lassonde are working on updating the job descriptions and should have new descriptions available for review next week. Waiting for answers from the attorney. Member Lahey asked which positions are being updated and when. Bookkeeper/Office Manager Fletcher detailed the current positions and titles and described the possible updates and reasons for changes to job descriptions. Further, she explained the difference between elected and appointed positions, and explained that none of this will occur until after the next election, if approved. Vice-Chairman Kleiner explained that if the District must keep the elected positions, but separate the duties, that would require additional cost and personnel. Chairman Satko briefly discussed the pros and cons of appointed positions versus elected positions. Chief Engineer Pansecchi added there are positions within the Fire Department which are being considered as well.

Cheshire Pilot Program

Bookkeeper/Office Manager Fletcher said Attorney Pagnotta sent an email to the Town of Cheshire Treasurer on June 22, 2024, but has not received a response. Chairman Satko explained the Pilot Program and the reasons behind it to Member Lahey. Bookkeeper/Office Manager Fletcher explained that there were questions about the charges, payment was held

until discrepancies could be explained. Two new invoices have been received. There was no plan for these charges in the FY25 budget. Chairman Satko explained a few of the assessment discrepancies that need to be corrected prior to any payment being made to the Town of Cheshire.

NEW BUSINESS

Set Date – Monthly Prudential Committee Meeting

Vice-Chairman Kleiner made a motion to Set Date for the Monthly Prudential Committee Meeting on August 26, 2024, at 5:00 p.m., seconded by Chairman Satko, Unanimous – Passed.

CORRESPONDENCE

None

COMMENTS/CONCERNS

None


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 5:52 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

DATE SUBMITTED: 7/19/2024

PERIOD COVERED 6/17/2024 – 7/21/2024.

DEPARTMENT RESPONSES: 45 Total Responses for 2024: 174

Fees received: \$ 940.00

INSPECTION		PERMITS	
Demolition/Dumpster	1	Demolition Permit	2
Annual	2	Food truck	1
Certificate of Occupancy	1	Grills/BBQ/Outdoor Cooking	1
Commercial Kitchen	1	Oil Burner Installation	1
Complaint	1	Propane Tank install	1
Evacuation Drill	1	Residential Sale	7
Food truck	3	Tank Removal	1
Oil Burner	1		
Photovoltaic Plan Review	5		
Photovoltaic Inspections	6		
Pre-Inspection	1		
Propane	1		
Propane Exchange	1		
Re Inspection	3		
Sale of Property	7		
Tank Removal	1		
Total	35	Total	14

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.

AFG Safer Grant – There were 2,161 applications and they project to award 300 grants. The Peer Review phase of the grant was last week. If our application has made it through this phase, it then goes to the Technical Review phase which is one of the final stages. We are patiently waiting.

Job Descriptions – I am requesting that one member of the Prudential Committee be assigned to the Job Description Committee. I would like this to be done tonight so the committee can get started. I have chosen four other individuals to sit on the committee. I will be acting as a consultant only. I will provide information on our current operations. The committee will have final say on the Job Descriptions. I believe this will provide for what is best for the future of the Department.

1. Chief Turner from Great Barrington, Fire Chief and former Chief of Three Rivers.
2. Retired Chief Cahalen, Dalton Fire – He was Chief when the Department transitioned from just a full-time Chief to a full-time Chief and full-time firefighters.
3. Assistant Engineer Grimes, Adams Fire representing the future of the Department
4. Lieutenant Eric Mallet, Adams Fire also representing the future of the Department.

Permit and Inspection Fees – I have attached a proposed permit and inspection fee charge. The last time we adjusted our rate was in 2018. I have reviewed rates from a number of departments and our new rates are consistent with or below many departments. I would like the Committee to consider these increases and approve them to take effect on January 1, 2025.

OSHA Update – The comment period was extended to June 21st. I regularly follow these proposed changes. I have read many articles or posts from across the country and there are major concerns from the call/volunteer departments. Hopefully, OSHA will back off some of the requirements. There are legislators trying to fight the requirements.

Lexipol – We have started working on our policy book with Lexipol. We have moved to the policy review phase. Our first meeting we reviewed fifteen policies. In our second meeting we only got through four when the internet connection failed.

FY24 Firefighter Safety Grant – On May 31st I submitted the paperwork for reimbursement.

Fire Report Software – I have started to work with ESO to transfer as much data over from Emergency Reporting. We are planning on three to four months for this to be completed. As we progress there may be months that the report information I provide is limited.

During a recent fire one of the reels on Engine 2 was damaged. This has happened several times before. I will be looking at other options before having it repaired.

After a recent call we found a problem with one SCBA which was sent out for repairs.

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 Committee. I want to clarify that this was a suggestion from the Engineers, no members have requested anything.

June 19 @ 16:44 responded to the former Dance Studio for a structure fire. The fire was extinguished. The Fire Marshall is investigating. We arrived with a very small crew who were very busy for the first 10 – 15 minutes of the call. I was placing apparatus and directing the first line along with requesting a re-tone for more of our manpower, mutual aid, Berkshire Gas,

Chief Engineer's Report

July 24, 2024

Page 3

National Grid, The Water Department, and Rehab. Assistant Engineer Lennon pulled the first line, FF Piscioneri wrapped the hydrant, and FF Therrien arrived with the Tower. FF Perin arrived and assisted hooking the hydrant up and then backed up on the hand line.

June 21 @ 20:13 responded to assist Police and EMS in gaining entry. On arrival they had made entry but advised they would need assistance with extrication due to hoarding. It was determined that we would send Assistant Engineer Grimes back to get the Tower and take the patient off the second floor. Railings to a deck were removed and the patient placed in a stair chair, rolled into the bucket and lowered to the ground.

June 30 @ 15:18 Responded to Spring Road for a person trapped under a lawn mower. On arrival found an occupant with his leg caught under his riding mower. Mower up righted and subject assisted up.

July 1 @ 00:28 responded to a report of electrical wires down. Found a wire down between two trailers and another laying over two trailers. Occupants evacuated and firefighters remained on scene till 1:55 when the electric company advised it was safe.

July 5 @ 4:56 responded to Melrose St @ Senecal Drive for a vehicle fire. Fire extinguished with no other damage.

July 16 @ 19:06 responded to the end of East Mountain Road for a house that was struck by lightning. On arrival the house was checked and there was no fire. Damage to the deck stairs, the deck, siding and one outlet was scorched.

July 17 @ 16:14 responded to Elm Street for trees and wires down. On arrival found a large tree lying across the road and power lines down. While on scene received a report of a transformer burning and wires down in the area of 49-59 Elm St. A crew was dispatched and found no fire but there was a primary line down. Stood by at both scenes until National Grid advised the scene was safe.

July 17 @ 21:09 responded to 37-39 Elm Street for CO Alarms activated. On arrival found 70ppm of CO in the building and occupants had evacuated. The cause was a portable generator running outside under the windows. BFAIR Management notified the next morning of the fire code and requirement for the generator to be at least 20ft from the building.

DISCUSSION:

Safer Grant

When reviewing grant paperwork, noticed that the amount requested had been doubled by preparer. Contacted FEMA to learn reviews have been completed, next step is the awarding of grants. FEMA may contact Chief Engineer Pansecchi to indicate there were issues with the paperwork, or they may grant the full amount requested. Chief Engineer Pansecchi wanted to make the Committee aware of the issue. Only thing to do now is wait for further information from FEMA.

Job Description Committee

Chief Engineer Pansecchi asked for a member of the Committee to sit on the Job Description Committee. Vice-Chairman Kleiner offered his time.

Permit and Inspection Fees

Chief Engineer Pansecchi explained that these fee increases suggested are in line with fees in other area departments.

Vice-Chairman Kleiner made a motion to increase in fees, with a proposed effective date of January 1, 2025, seconded by Member Lahey, Unanimous – Passed.

Firefighter Safety Grant

Bookkeeper/Office Manager Fletcher confirmed that reimbursement has been received.

Fire Truck

Chairman Satko asked about the status of the Fire Truck. Chief Engineer Pansecchi confirmed that the truck is still in production. Chairman Satko asked about the possibility of trade-in, Chief Engineer Pansecchi responded that he has not had a chance to follow up on this yet. Chief Engineer Pansecchi noted that there was recent damage to a hose reel on Engine 2. The hose reels have been an issue, several have been crushed. These will be replaced with hose beds.

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
Proposed Rate Changes

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

Superintendent's Report
July 24, 2024

SUPERINTENDENT'S REPORT

June 21, 2024 to July 24, 2024

Sampling:

1. Gross Alpha Activity: Not received for review.
2. Perchlorate: Not received for review.
3. Radium 222 and 228: Not received for review.
4. Synthetic Organic Compounds: Not received for review.
5. Volatile Organic Compounds: Not received for review.
6. Lead and Copper: 12 samples kits have been delivered to residents and picked up. We are in the process of attempting to contact the remaining 8 residents for completion.
7. PFAS-6 - **NO DETECT.**

Water main/service work/breaks this period:

- 7/6 - Saturday @ 8:46 pm, APD call: water break @ 8 Woods Drive. 6" main, crack in pipe @ bell joint. Repaired overnight into 7/7.
- 7/10 - Thursday @ 8:30 am, water break @ 10 Woods Drive. 6" main, crack in pipe @ another bell joint.

After hour customer/alarm calls:

1. 6/21- Friday @ 6:34 pm, Berkshire County Dispatch: Pump alarm @ Wastewater Treatment Plant. Request to call the right person after explaining we only do potable water.
2. 6/22 - Saturday @ 8:35 am, SCADA call: CL low low, critical shutdown. Await second checks, no call out. Analyzer issue rectified then.
3. 7/6 - Saturday @ 8:46 pm, APD call: water break @ 8 Woods Drive.
4. 7/17- Wednesday @ 6:17 am, Berkshire County Dispatch: Flooding from 2mg tank at Hoxie Brook development. SCADA not seeing any data, operate the system manually for shutdown. For security reasons I will not enter our findings of the SCADA failure. I will discuss this at our meeting.

Meetings/Classes:

6/25 - DLS safety meeting: I have been attending these online meetings in an effort to bring the District in compliance with the new Mass OSHA State plan requirements.

Daily work:

- We have received our annual well flow testing and inspection reports, which I can provide upon request. Upon review the only issue remains the vibration in Well 4. I have created a spreadsheet to more efficiently track the year-to-year issues.
- We have completed the adhesion reviews and discussed a path forward for our roof project. Hill Engineering is now in the process of completing the draft for construction bidding plans and documentation.

Superintendent's Report

July 24, 2024

Page 2

- We have completed an extensive review of Stantec's submission for the Lead Service Line Inventory and the service replacement program, changing 96 connections of the 329 galvanized lines detailed below. Stantec only entered data we already had on file and entered service dates that were found on property Deeds. I will email a full copy of this submission for your review, as it is extensive. A hard copy has also been printed and is in my office. Below is a part of the inventory summarizing costs before our review. I am awaiting a corrected version to review before we submit a draft to MassDEP.

Cost estimates are based off 3/4" sized lines, as most of the existing GRR are 3/4". Recent lead service contracts within Massachusetts being completed by other water suppliers have been bid on a house-by-house basis, with costs ranging between \$8,000 and \$18,000 depending on complexity within city environments. As Adams is a rural community, with more working room to lay a new service line, a cost of \$8,000 has been estimated for full replacement services per address, and for the addresses that are partial replacement, a cost of \$5,000 per house has been estimated. The estimated total cost is shown in Table 5-1 below. An abbreviated listing (showing only the GRR replacement lines) can be found in Appendix A, which details the prioritization and if the address requires full or partial replacement. A budgetary cost for a 10-year program broken out by groups.

Homes Full / Partial Replacement: 329 Full Replacement @ \$8,000.00 = \$2,632,000.00

24 Partial Replacement @ \$5,000.00 = \$120,000.00

TOTAL \$2,752,000.00

- Our floor capacity review is scheduled to begin with a site evaluation on 7/26.
- I am happy to report that the Cybersecurity and Infrastructure Security Agency (CISA) has begun scanning for vulnerabilities of our internet connections to better protect us from cyber risks. The weekly reports are sent to Kathy and me for review. The report is 37 pages long, but I have attached pages 1-7 for review. If at any point a breach is detected, it will be documented in this weekly report so we may present it to our local Cyber Security Specialist, Entre, for review and to address issues. Essentially, this is a governmental agency reviewing all known, and the newest threats gathered from throughout our country, to our local connection, to exploit vulnerabilities that Entre may not have protected us against. Please read the attached for further information.
- The Safe Drinking Water Act calls for a routine **sanitary survey** of all public drinking water systems once every 3-5 years, depending on the type of system, by all state authorities. This survey is an inspection of a water system's facilities, operations, and maintenance as well as record keeping. The inspections identify conditions that may present a sanitary or public health risk. A public water system that is in violation of regulations will receive a Notice of Noncompliance along with a Compliance Schedule Approval form. This year MassDEP has

Superintendent's Report

July 24, 2024

Page 3

added Cyber Security audits by Cyber Specialists. I do believe we will be fully prepared to meet this new mandate. A Federal Cyber Security Risk Assessment was completed in 2022, which created our Cyber Security Action Plan, and made us create the Adams Fire District Cyber Security Incident Response Plan (in draft but will have completed by this inspection). Ultimately, this led us to having the above referenced scans completed, although delayed due to our transition to Entre. The Sanitary Survey has been scheduled for August 12, 2024, with MassDEP.

- Leak detection has been completed. One leak was found on Center Street at the hydrant adjacent to the Susan B. Anthony monument. The leak is in the plumbing between the isolation gate and the hydrant.
- The second round of backflow testing is being completed.
- We have met with Syncta, the company we chose to transfer our backflow and surveying data to an online format. Syncta is currently inputting our data into their system so we can begin the educational process for testers to utilize.

Greylock Glen update:

Tentative schedule

7/15 - COMPLETED-AFD/DPW disinfect the 108 ft to the pump station.

7/22- Not Completed, placed to the back of the priority list - RCC flushes and disinfects the upper reaches of the system.

Test results to made available to AFD and DEP.

At successful completion of disinfection of water mains, Town will seek permission to use AFD water to perform pretesting of controls. Water would flow through the pump station and be discharged through the bypass hydrant. This will take place in the next stage (July 29 to July 30).

7/29-30 - Pre-Startup checks with RCC, their subcontractors, etc.

The system will have limited water at this time, fed from West Road up to the nearest inline valve.

The use of pressure/flow restricting measures will be in place at the nearby hydrant to simulate operating pressures anticipated during normal operations.

7/30 - AFD, Stantec and Wright-Pierce will perform system checks, AFD components, and Town components.

8/1- Demonstration and Training.

Full group – AFD, Stantec, Wright-Pierce, Tim Lescarbeau.

Superintendent's Report

July 24, 2024

Page 4

Note: Outdoor Center will be ready to test sprinklers by the end of July. Estimated water need: XX

8/1-15 - Tank filling, disinfection, pressure testing, coliform testing, prep for DEP inspection.

Final setpoint adjustments.

8/12 - Complete all punch list items during tank filling period. (Punch list by Wright-Pierce, AFD and the Town.)

Round of routine sampling and coliform testing.

Intent to enable Outdoor Center internal plumbing disinfection and testing in the following week.

8/19 - DEP Inspection with AFD, Town, Wright-Pierce, Operator.

8/19-23 - Address DEP comments and remaining punch list items.

Testing of Outdoor Center fire pump and sprinklers.

Disinfection and testing of Outdoor Center plumbing systems.

TBD- DEP and AFD approval to operate.

Mid-September, Labor Day weekend grand opening planned.

Federal and State updates:

- On June 7th, a petition with the U.S. Court of Appeals for the District of Columbia Circuit to review the U.S. Environmental Protection Agency's (EPA) Final PFAS Drinking Water Rule. The filing water associations are concerned that EPA did not rely on the best available science and the most recent occurrence data and used novel approaches as the basis for portions of the rule and believe the new rule underestimates nationwide costs and adds to affordability challenges without achieving the public health outcomes we all seek.

DISCUSSION

Floor Capacity

Floor capacity evaluation began last week. There is concern about large crack in wall and the footing under the building appears. Will await report.

Superintendent's Report

July 24, 2024

Page 5

Sanitary Survey

The survey is scheduled for Monday, August 12, 2024. Superintendent Barrett explained the sanitary survey to Member Lahey, as this is his first time through the process. The survey takes a full day and includes an audit of paperwork and procedures, wells, pump stations, and internet security. Superintendent Barrett stated that the District should not encounter any issues with this survey as he has already successfully completed the federal audit, and the cybersecurity assessment. The internet security plan is almost complete.

2 Million Gallon Tank

A surge occurred, the SCADA system was interrupted, and no alarms were sent to indicate an issue with the tank. This allowed the pump to continue running, ultimately leading to the tank overflowing. The District was contacted by the Berkshire County Sheriff's department. Superintendent Barrett and Assistant Superintendent Johnson responded. The situation was corrected, no customer complaints resulted from the incident. Chlorination was increased to raise residuals for the protection of the supply, and levels are now back to normal.

Roof Project

Chairman Satko asked whether the roof repairs would be completed this year. Superintendent Barrett responded that the plan is being drafted, once the plan is received, it will be reviewed and sent out to bid. Whether it is completed within this year depends on what results from the bid process and availability of a roofing contractor.

Attachments to Report:

1. CISA Report

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
June 21, 2024 – July 25, 2024

- 42 Shut off letters were mailed on June 21, 2024, for Routes 5-8 & 105-108.
- 13 Door knockers were placed on Friday, July 19, 2024, with a shut off date, Wednesday, July 24, 2024.
- There were 4 shut offs, 3 were turned back on the same day, July 24, 2024.
- As of July 24, 2024, delinquent accounts over 60 days totaled \$1,146.66 and accounts over 90 days totaled \$15,403.22 compared to June 20, 2024, delinquent accounts over 60 days totaled \$3,507.92 and accounts over 90 days totaled \$16,071.46.
- The cash flow spreadsheet continues to be updated to monitor the District's Free Cash and Retained Earnings throughout the year.
- I was advised on June 26, 2024, that MIIA paid Michael Corkins' claim for his damaged vehicle tires occurring on September 4, 2023, in the amount of \$1,053.87.
- I have been informed that we should be receiving a tax check from the Town of Adams soon.
- On July 2, 2024, I received the Actuarial Valuation Report back from Odyssey for the District's Postemployment Benefits (OPEB).
- The last Warrant for FY24 was completed on July 24, 2024, and all year end accounts were balanced, and year end reports finalized.
- Assistant Clerk & Treasurer Lassonde and I have started the process for Free Cash.
- David Irwin, the District's Auditor from Adelson & Co., has contacted us to start the process of the District's Audit.
- Working on the Special Election process which will be held Tuesday, September 24, 2024.
- Reports attached:
 - Treasurer's Report
 - Appropriation – General Fund
 - Appropriation - General Fund Year End
 - Appropriation – Enterprise Fund
 - Appropriation – Enterprise Fund Year End
 - Gallons Billed – Monthly Report
 - Schedule of Encumbered Funds – General Fund
 - Schedule of Encumbered Funds – Enterprise Fund
 - Transfer of Funds – General Fund
 - Transfer of Funds – Enterprise Fund

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**