

Prudential Committee Meeting
January 27, 2025

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, Clerk & Acting Treasurer Allen J. Mendel, and Chief Engineer John M. Pansecchi. Member Michael J. Lahey was absent.

Also present: Superintendent John C. Barrett, Bookkeeper/Office Manager Kathleen A. Fletcher, Assistant Clerk & Treasurer Victoria A. Lassonde, Auditor David Irwin, Alert Hose Member Mike Shepard, and Alert Hose Member Eric Mallet.

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

APPROVAL OF MINUTES

A motion to waive the reading and approve the minutes for the Prudential Committee Meeting held on December 30, 2024, was made by Vice-Chairman Kleiner, seconded by Chairman Satko, Unanimous - Passed.

CITIZEN'S CONCERNS

Alert Hose Trailer Donation

Eric Mallet, Alert Hose Company member, addressed the Prudential Committee regarding the new parade cart trailer purchased by the Alert Hose Company. Eric Mallet explained that the Alert Hose Company does not own a vehicle, and trailers are not insured separately. The Alert Hose Company has suggested possibly donating the trailer to the Adams Fire District in order to facilitate the process of registering and insuring the trailer. Chief Engineer Pansecchi stated that any costs associated with registering and insuring the trailer would be reimbursed to the Adams Fire District by the Alert Hose Company. Vice-Chairman Kleiner stated that a contract of mutual understanding regarding liability should be drafted by the Alert Hose Company, reviewed by Bookkeeper/Office Manager Fletcher and Assistant Clerk & Treasurer Lassonde, and presented to the Adams Fire District counsel for approval. Further discussion is required regarding the possible donation and contract details. Vice-Chairman Kleiner stated the Alert Hose Company will have to choose a member to represent them in this process.

UNFINISHED BUSINESS

Elected to Appointed Positions

Chairman Satko stated the Clerk & Treasurer, Assistant Clerk & Treasurer, and Administrative Assistant job descriptions have been completed and reviewed. He asked Chief Engineer Pansecchi about the progress of the job descriptions for the Fire Department. Chief Engineer Pansecchi responded that the descriptions are in process and he expects them to be completed soon. Final drafts have been completed and are being reviewed. Bylaw updates regarding job title changes have been sent to Attorney Narey for review. He is awaiting the attorney's response.

Elected to Appointed Positions, continued

Chairman Satko raised the subject of salaries associated with the updated job descriptions. Bookkeeper/Office Manager Fletcher responded that salaries will be discussed at budget time. Chairman Satko suggested that an informational meeting be held so voters have time to ask any questions they may have. Vice-Chairman Kleiner agreed and said the meeting should be held a couple of weeks prior to the Annual Meeting. The Prudential Committee discussed possible dates. Bookkeeper/Office Manager Fletcher said this item will be added to the agenda for the Prudential Committee meeting being held in March. The Committee will discuss the information to be provided and set a date for the meeting.

Adams Fire District Building Structural Review and Discussion

Superintendent Barrett addressed the Committee to express his concerns about the proposal submitted by Hill Engineering due to the costs and the work suggested. Because of these concerns he requested a second opinion review by Stantec Engineering. Stantec has a scheduled site visit on Friday, February 7, 2025. Superintendent Barrett stated that budgeting for the job, at this point in the process, is difficult. Vice-Chairman Kleiner stated that there is still time in the budgeting process and the Committee should wait for the results from the Stantec review. Superintendent Barrett stated that he will have more information once the Stantec review is complete. Chairman Satko asked whether Greenwood in Attleboro has space to store the truck until the structural issues are resolved. Chief Engineer Pansecchi responded that the dealership is able to store the vehicle, however, there are payment requirements which must be met during the storage period.

NEW BUSINESS

Review FY24 with Auditor David Irwin, Adelson & Co., and Vote to Accept Audit

Auditor Irwin reviewed the Financial Statement of the FY24 Audit. The audit was performed based on both a full accrual basis of accounting, which includes the full future liabilities for net pension and health/life insurance benefits calculated using an actuarial valuation, and a modified accrual basis of accounting, which is more of a cash in, cash out accounting.

No material weaknesses or deficiencies in the internal control were found during the audit. A clean opinion for the Government Funds was provided, however, as has been stated in prior years, a clean opinion could not be provided for the Government and Business-type Activities due to the lack of certain audited reports from the Adams Contributory Retirement System, which provides support for the net pension liability.

Auditor Irwin reiterated that the District has previously requested that Adams Contributory Retirement System have an audit conducted but they have refused, claiming they cannot legally pay for the audit, and no other Retirement System members are willing to contribute toward an audit. Auditor Irwin stated this has had no past impact regarding financing, but it could possibly lower the District's Bond Rating in the future, resulting in higher interest rates. Chairman Satko asked Auditor Irwin whether another letter should be sent this year. Auditor Irwin answered that

Review FY24 with Auditor David Irwin, Adelson & Co., and Vote to Accept Audit, continued

he did not see any purpose in sending another letter. Superintendent Barrett asked Auditor Irwin for his input on how to structure certain internal budgets. Auditor Irwin explained that certain types of funds (General, Stabilization, and Enterprise) are managed under strict guidelines. He further explained that internal department budgets can be structured for ease of control and oversight at the discretion of the department manager based on the needs of the District.

Chairman Satko asked Auditor Irwin about the recommendation to request a report from the Town of Adams to accompany the quarterly Fire District funds payment. Auditor Irwin explained that the District must be able to track the funds by levy year. Bookkeeper/Office Manager Fletcher stated that the District has previously requested this type of report from the Town, but none has been forthcoming. Chairman Satko mentioned that the Town had previously stated they did not have a report detailing that particular information. Auditor Irwin said the Town's software is capable of producing the necessary report as the Town is required to track that information, by levy year, in order to certify the property taxes collected. The District should be provided with this information to monitor the funds collected by the Town on behalf of the District. Auditor Irwin suggested that with the recent change to personnel within the Town, a subsequent request for this report may be successful.

Vice-Chairman Kleiner made a motion to accept FY24 Audit, seconded by Chairman Satko, Unanimous – Passed.

Update Employee Handbook, Section 31 – Pump Station Checks

Superintendent Barrett addressed the Committee, asking whether everyone had a copy of the referenced policy. The Committee members responded that they each had a copy. Superintendent Barrett explained that he had filed for a reduction of staffing to reduce the number of hours dedicated to mandatory pump station visits. The reduction was approved, and going forward pump stations will be "checked a minimum of once daily." Previously, the District was required to dedicate 4 hours per day per pump station. This reduction results in 1.5 hours per day dedicated to mandatory pump station checks. However, if more time is required due to circumstances, that time would be made available.

Vice-Chairman Kleiner made a motion to approve the change to the Employee Handbook, Section 31 with new data, seconded by Chairman Satko, Unanimous – Passed.

Set Date – Monthly Prudential Committee Meeting

The next monthly Prudential Committee Meeting was scheduled for Monday, February 24, 2025, at 5:00 p.m. at 3 Columbia Street.

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Set Date(s) – Budget Meeting(s)

The Budget Meetings were scheduled as follows:

March 5, 2025, at 5:00 pm
March 12, 2025, at 5:00 pm and
March 20, 2025, at 6:00 pm

Set Date – Annual Meeting: May 13, 2025

Vice-Chairman Kleiner made a motion to set the date for the Annual Meeting and Election on May 13, 2025, seconded by Chairman Satko, Unanimous – Passed.

CORRESPONDENCE

None

COMMENTS/CONCERNS

Chief Engineer Pansecchi thanked Superintendent Barrett for his assistance with the sprinkler system break at PNA.

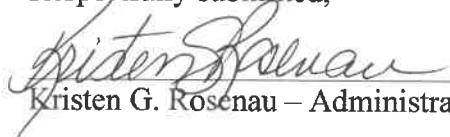
EXECUTIVE SESSION

None

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

The meeting adjourned at 7:05 p.m.

Respectfully submitted,



Kristen G. Rosenau – Administrative Assistant



Thomas A. Satko – Chairman



Richard G. Kleiner – Vice-Chairman



Michael J. Lahey – Member

PRUDENTIAL COMMITTEE

back to the state. Once the state signs them and sends them back, we will start ordering the requested equipment.

Job Description Committee – I believe the committee has seen the latest draft and will be discussing any required changes.

Policy Book – The final round of policies will be sent out at the end of the month. I have started working on the procedures which will take most of this year to complete.

ESO Report Program – We have gone live with our fire reporting. I am still waiting for our legacy training data to be transferred over. I spoke with them, and they are working on the process.

Still waiting on the nozzles we purchased with the Lion's Donation.

John Pansecchi
Chief Engineer

Attachments:
Monthly report
Members percentage and responses for 2024
Incident Details from December 21, 2024 to January 19, 2025

DISCUSSION:

AFG Grants – FY25 Firefighter Safety Grant was funded in the full amount requested, \$15,000.00. On Friday night Chief Engineer Pansecchi signed the paperwork for the Fire Marshall. All items (Safety Gear, Stokes Basket, Fittings, and a Valve) must be ordered and received by June 30, 2025. The grant decision was delayed after quotes were gathered in November. The Chief Engineer has verified prices due to the length of time since the quotes were received. At this point there have been no changes to price.

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

SUPERINTENDENT'S REPORT

December 21, 2024 to January 21, 2025

After hour customer/alarm calls:

1. 1/11 – Saturday @ 12:31 pm, APD call: Dirty water complaint on Columbia Street. Customer stated he believed water was issue from Crotteau Street water break on 1/8/25 that he had heard about. Further discussion revealed the caller was a tenant in a four-family apartment building but would not give address. Advise to call owner of property as no other complaints have been noted.

Daily work:

- 1/8 – 6" water break on Crotteau Street: Primarily completed during normal hours of operation. This leak took some time to locate as frost had the water running everywhere above and below, while heaving the blacktop, creating issues with pinpointing the leak via acoustic detection (leak detection equipment). The break was eventually discovered on our third excavation, directly under the new gas main installation.
- Our alarming system via Scada was out of service for several days. Repeated attempts to contact EII, our integrator, were met with no success and we were advised to contact the software company. In the event a critical injection issue takes place, the system is designed to shut down automatically. We just would not have been notified until someone was present in person. We resolved the issue in-house after several systems installed by EII went down. We were contacted a week later with an explanation of other system faults. The repair explained did not work. However, I found the issue purely out of luck. I advised EII of where I found the drive error and documented the issue on file.
- MassDEP UPDATE: In November of 2024, as referenced within my report, I filed the new Staffing Plan required by MassDEP. Within that plan, I filed for a staffing reduction, which we received on 1/6/25. We have reduced pump checks from twice per day to one time only. We will need to update our handbook in accordance.
- On 1/21/25 our water temperature from the treatment plant was measured at 48 degrees by our hand probe and 51 degrees on our analyzer. We checked the incoming temperature to our East Orchard Tank @ 48.5 degrees (hand probe), and outgoing temperature has now reached the freezing point of 32 degrees. I expect ice formation to begin within the tank, which has been the cause of our ongoing damages. I am hesitant to begin flushing water as we still need to maintain water in the tank. It would be a brutally slow and costly process of blending water (to get warmer water in the tank), beating up our pumps, and taking additional time to oversee (which we do not have).
- I have attached the year end totals for pumping. I am extremely happy to say, this year was the least we have pumped on record @ 238,611,000 gallons per year (GPY). From 2015 to 2019 our average was 334,573,000 GPY.

Superintendent's Report

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In 2014 we received a Notice of Non-compliance from MassDEP for failure to submit a compliance plan dating back to 2012 as our Unaccounted Water was @ 36.1%, above permitted rate of 10%. Last year was the first time since 2011 we achieved compliance. Several plans and procedures we have enacted over the years continue to show results, and instead of pumping and treating water to lose 36.1% to leaks and handing that cost to our customers (documented every year in our audit), our system is now running cost efficiently, with last year's 2023 Annual Statistical Report (still unapproved) calculations coming in at 3% unaccounted water. Achieving compliance has not only saved us the lost revenue (see attached compliance plan water audit) but also the cost of engineering to complete the required compliance plan and audit.

- We have started hydrant inspections and found one hydrant frozen adjacent to 22 Harding Avenue, so far. We complete the following inspections seasonally:

Winter inspections:

1. Listen for leaks on every hydrant in our system and document findings in addition to leak detection pinpointing if required.
2. Check for groundwater and barrel freezing, thaw if required and complete documentation.

Summer inspections:

1. Listen for leaks on every hydrant in our system and document findings in addition to leak detection pinpointing if required.
2. Complete repairs for each hydrant noted with deficiencies during annual flushing.
3. Remove all caps and lubricate for the year.
4. *Periodic inspections of both public and private hydrants occur every time one is used.*
The cost of these services are covered by the hydrant connection permit required to be applied for when wishing to connect to a hydrant fed by our water system.

Classes/meetings:

1/14: Roof site visit for bidders of roof recover contract.

1/17: Meeting with Waterworth. This company provides interactive cloud-based software to assist with live financial forecasting (same thing as our one-time rate study, but with live interactivity). We are required to maintain 3 items as listed below:

1. A 20-year Master Plan (updated in 2020), which outlines the strategic long-range plans of our system to ensure public safety and economically sustainable use. This plan should be reviewed and plans revaluated within the 15-year mark, or 2035 for us.

2. A Capital Improvement Plan (**updated in 2020, was developed at twenty years as this seemed to be the historical loan repayment partaken, possibly due to the lack of retained earnings**) which is usually a short-range plan (of up to ten years) that identifies major projects and equipment replacements that will require additional planning above and beyond yearly failures. This plan combines engineering and actual construction cost estimates, calculated inflation rates, and the spread of the predicted payments. It is crucial to maintain as we are required to get **preapproval, with engineered plans, to MassDEP within a BRP WS-32, before proceeding with any actual construction**. This plan is usually developed along with the Master Plan and redone as required, prior to the ten-year expiration. During our Sanitary Survey in August, MassDEP stated they were going to request it be updated, however I have not received that request in writing.
3. Finally, a Rate Study was completed in 2020. This plan projects future operating costs based on the above listed plans, and assumes total operational costs required for sustainable, economical operating (FINANCIAL FORECASTING). Our plan listed several operational scenarios to assist with rate setting.

Project Updates:

Syncta:

Training for the new online Cross Connection Program will be starting on Wednesdays in January.

LSLR program update:

MassDEP has suspended Lead Service Line Planning Grants. Massachusetts Water Works Association has contacted MassDEP in Boston to check the status of this program. Below is the response from Maria Pinaud, Director of the SRF program for MassDEP (who just announced she is retiring at the end of the month):

"The LSL grant program has been suspended for the time being given that the existing funds have been allocated. The Draft 2025 DWSRF IUP will have more details on what is being proposed for 2025 with the funding we expect. As you may know, Congress has not yet appropriated the funding for the base grant nor the supplemental LSL grants."

- The petition for judicial review and related materials are available at www.awwa.org/lead.

AWWA filed the petition in December. In the Nonbinding Statement of Issues, AWWA highlighted four concerns, questioning whether **EPA violated the Safe Drinking Water Act by:**

- **Requiring water systems to replace lead service lines located on private property and owned by entities other than the systems if the systems can “access” such lines or to otherwise take actions on private property that are not part of the public water system.**
- Imposing requirements that are not feasible, including a 10-year mandatory service line replacement deadline.
- Requiring states to determine whether a shortened service line replacement deadline is feasible for mandatory lead and galvanized requiring replacement service line replacement and then requiring states to impose a shortened deadline.
- **Failing to adequately analyze public water systems' costs of compliance with the Final Rule or properly assess the benefits.**

DISCUSSION

Scada System – Issue with alarm testing is mostly resolved. Superintendent Barrett said EII is no longer paying for licenses and may be going out of business. Chairman Satko asked about what happens when/if EII no longer supports the Scada system. Superintendent Barrett said there are limited options in the area, he will be looking for other monitoring options, but ultimately the District may have to monitor the system directly.

Tank Freezing – Chairman Satko asked whether a mixer is installed in the tank. Superintendent Barrett answered yes, there is a mixer installed, however Stantec thinks the mixer may be too small. Superintendent Barrett noted that the freezing issue will be eliminated when this tank serves additional area.

Capital Improvement Plan – The Sanitary Survey indicated the Capital Improvement Plan needs to be updated. Stantec submitted a proposal of \$19,500.00 to update the plan. Superintendent Barrett said he thinks that is not a reasonable amount and will consider other options.

Rate Study – Superintendent Barrett is looking at cloud-based software that can assist with creating different scenarios.

SRF Funding – Superintendent Barrett is concerned that SRF Funding is primarily being awarded to PFAS remediation and the outlook for future SRF funding for non PFAS related projects is not positive.

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ATTACHMENTS:

1. Year-end pumping totals
2. 2022 Water Audit cost calculations @ 13.5% water loss

Respectfully submitted
Adams Fire District Superintendent
John C. Barrett

**Vice-Chairman Kleiner made a motion to accept the Superintendent's Report,
Chairman Satko seconded, Unanimous – Passed.**

**Bookkeeper/Office Manager's Report
December 26, 2024 – January 22, 2025**

- 57 Delinquent letters were mailed on December 18, 2024, for Routes 5-8 & 105-108.
- As of January 22, 2024, delinquent accounts over 60 days totaled \$0.00, due to BCAC Program and accounts over 90 days totaled \$15,733.00 compared to December 25, 2025, delinquent accounts over 60 days totaled \$0.00, due to BCAC Program and accounts over 90 days totaled \$15,721.40.
- The cash flow spreadsheet continues to be updated to monitor the District's Free Cash and Retained Earnings throughout the year.
- 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 on the FY26 budget.
- David Irwin and Joe Collins from Adelson & Co. have finished the draft for the District's FY24 Audit. The Prudential Committee will review and approve the District's FY24 Audit on Monday, January 27, 2025.
- Assistant Clerk & Treasurer Lassonde and I have started the work on the District's Annual Report.
- At the beginning of the month the Roof Replacement Project was put out to bid. As the contact person I have received 24 requests for bid packets as of January 22, 2025. 6 Contractors showed up for the Site visit on January 14, 2025. There will be another site visit on Monday, January 27, 2025. Bids will be opened Tuesday, February 11, 2025 @ 10:00.
- 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,
Chairman Satko seconded, Unanimous – Passed.**