

Prudential Committee Meeting
October 28, 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, and Assistant Clerk & Treasurer Victoria A. Lassonde.

Chairman Satko called the meeting to order at 5:00 p.m., stating 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 September 30, 2024, was made by Vice-Chairman Kleiner, seconded by Member Lahey, Unanimous - Passed.

CITIZEN'S CONCERNS

None

UNFINISHED BUSINESS

Elected to Appointed Positions

Job descriptions and duties were discussed. Further research and discussion required. Bookkeeper/Office Manager Fletcher will check with DLS to verify titles, job descriptions, responsibilities, and duties.

Chief Engineer Pansecchi asked about District by-law updates affected by the possible change from "Elected to Appointed" positions. Bookkeeper/Office Manager Fletcher and Assistant Clerk & Treasurer Lassonde both responded that the by-laws would have to be reviewed again, once clarification is received from DLS.

Vice-Chairman Kleiner made a motion to table this topic until Bookkeeper/Office Manager Fletcher receives clarification from DLS, Member Lahey seconded, Unanimous – Passed.

Cheshire Pilot Program

Bookkeeper/Office Manager Fletcher sent an email to Attorney Pagnotta on September 24, 2024. She has had no response.

Vice-Chairman Kleiner made a motion to remove this topic from the agenda until the District receives further information, Member Lahey seconded, Unanimous – Passed.

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NEW BUSINESS

Vote to Hire

Superintendent Barrett recommended Kyle Bentley be hired as a Step 1 Operator/Laborer.

Vice-Chairman Kleiner made a motion to hire Kyle Bentley as Operator/Laborer, based on Superintendent Barrett's recommendation, seconded by Member Lahey, Unanimous – Passed.

Request to be Closed on November 29, 2024 – Black Friday

The Office and Water Department requested for the District to be closed on November 29, 2024, Black Friday.

Vice-Chairman Kleiner made a motion for the Office and Water Department to be closed on November 29, 2024, seconded by Member Lahey, Unanimous – Passed.

Set Date – Monthly Prudential Committee Meeting

The next monthly Prudential Committee Meeting was scheduled for Monday, November 25, 2024, at 5:00 p.m. at 3 Columbia Street.

CORRESPONDENCE

None

COMMENTS/CONCERNS

Greylock Glen

Superintendent Barrett stated that he was informed on Wednesday, October 23, 2024, the Greylock Glen had a coliform hit. The subsequent test came back clean. The Town did not notify the District as protocol requires per the MOU.

Chairman Satko asked when Greylock Glen will be billed for their water usage. Assistant Clerk & Treasurer Lassonde responded that the bills will go out in November (due in December). Superintendent Barrett will get a reading and provide it to Assistant Clerk & Treasurer Lassonde for billing purposes.

Bowe Field

Chairman Satko requested a status update on water service to Bowe Field. Superintendent Barrett responded that the water was shut off and the meter removed. Chairman Satko asked whether the water was leaking. Superintendent Barrett responded that the Town had shut the water off themselves, so he did not know.

ISO Report

Chairman Satko corrected his previous statement regarding the date of the change in ISO rating. The rating was changed to 4 from 3 as a result of the 2021 evaluation. Chairman Satko and Chief Engineer Pansecchi discussed the reasons behind the reduction in rating. Both Superintendent Barrett and Chief Engineer Pansecchi had submitted documentation to refute the initial reduction in rating, and the recent communication reflected the response. The rating remains at 4. Chief Pansecchi and Chairman Satko explained the ISO rating process, reasons behind the ratings, and the impact of ratings on the District, to Member Lahey.

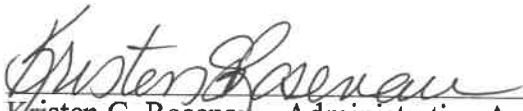
EXECUTIVE SESSION

None

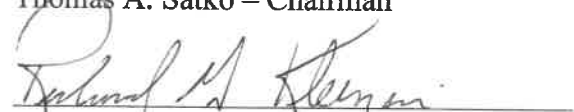
With no further business to come before the meeting, Vice-Chairman Kleiner made a motion to adjourn, seconded by Member Lahey, Unanimous – Passed.

The meeting adjourned at 6:37 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: 9/23/2024 to 10/20/2024

DEPARTMENT RESPONSES: 35 Total Responses for 2024: 282

Fees received: \$1,365.00

INSPECTION		PERMITS	
Annual	1	Demolition/Dumpster Permit	1
Fire Protection Systems	3	Hot works	1
Photovoltaic Plan review	7	Residential Sale	11
Plan Review	2	Tank Removal	2
Reinspection	2		
Sale of Property	10		
Tank removal	1		
Total	26	Total	15

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 – We did not receive a Safer Grant this year. There were 2,161 applicants, and 191 Departments received awards. I would like to apply for the Safer Grant as well as an AFG Grant for radios. For both applications, I would like to reach out to a grant writer for assistance.

FY25 Firefighter Safety Equipment Grant – On October 16, 2024, I submitted my application for the grant. We requested the following: Fire Gear, Flashlights, Scene Lights, Stokes Basket, and fittings. The total amount applied for is \$15,008.66. This is the final year of the grant program, and they made a number of changes to the grading system. There is a possibility the award amount will be less. The estimated award date is November 18, 2024 (in the past they were usually a few weeks late on the announcements).

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

OSHA update – An OSHA update is attached.

Policy Book – The first two sections to be acknowledged have been sent out. To date, 22 members have signed off. One member feels we should have meetings to go over each policy. In total there will be approximately 150 policies. Discussing each policy is not realistic. The next round of policies will be sent out for review during November.

ESO Report Program – We are scheduled to “go live” on November 1, 2024. I am currently working on entering information into emergency reporting so they can transfer the records over. Next month you may not get some of the documentation I normally provide, or it may look different. There will be a learning curve with the report program.

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 October 28, 2024, I plan on attending a meeting with Sheriff Bowler and representatives of the State of Massachusetts to discuss the state's planned takeover of the Dispatch Center. The state plans to take over operations as of December 31, 2024.

Recently, we have had several inquiries about membership. In the end we added one apprentice. One was denied because he lives in Lee, one was from Pittsfield, two inquired and never showed up. Background checks were completed on the two who were denied. The applicant from Cheshire was involved in other agencies in town and was nothing but trouble. The applicant from North Adams had an OUI in July and does not have a driver's license. We are trying hard to increase our membership.

DISCUSSION:

Grant Writing Assistance

Chairman Satko stated that grant writing assistance would be approved if Chief Engineer Pansecchi's budget can support it. Further, if grant money is not forthcoming from the Safer Grant over the next several years, the cost for a full-time firefighter may have to be added to the budget to ensure response.

OSHA Update

Chairman Satko noted that the OSHA update indicates there is less focus on volunteer firefighters, and asked for clarification regarding how volunteers who are paid a stipend are classified. Chief Engineer Pansecchi agreed that there have been some modifications, relaxing some of the proposed changes because of the adverse financial impact. Regarding the classification of firefighters as volunteers vs. employees depends on the function they perform; ie. Alerts marching in parades are not employees. Members receiving a stipend for Fire Department response, are employees. Chairman Satko noted that those responders are not volunteers when they are paid. Superintendent Barrett pointed out that Massachusetts has instituted a state OSHA plan. Chief Engineer Pansecchi noted that Massachusetts also has the Department of Labor Standards which mirrors OSHA requirements.

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

OSHA Statement

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

SUPERINTENDENT'S REPORT

September 21, 2024 to October 21, 2024

Water main/service work/breaks this period:

- **Hydrant installations**

- 9/10 – 18 Crandall Street, (Matthews replacement) connected to existing 6" gated lateral.
- 10/10 – 5 Albert Street, (Matthews replacement) this hydrant ended up taking two days to complete as the hydrant connection was mismarked and two separate holes had to be excavated to install new hydrant tee, isolation gate, 6" lateral, and hydrant. We also replaced a leaking corporation and installed a new sewer lateral to the main from # 5 Albert Street that needed removal for our construction. Day two, we drained the water main again and removed the old hydrant connection.
- Start working on a bleed off point to circulate water back into the low-pressure system from the East Orchard Terrace Tank as a more cost-effective way to manage increased demand on the tank for water turnover.
- Water main excavations for gate operation nut replacements on Lincoln Street and Mill Street.
- Orchard Street/Daniels Avenue work to abandon mains.

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. 10/6 – Sunday @ 9:36 am, APD call: meter leaking @ 5 Bobs Hill. Nick on call/respond.

Daily work:

- We have completed 161 Dig Safe mark outs from July through September.
- Emails addressing failing meters, and Master Meter billing software system duplicating customer bills.
- Completed a 12" to 8" tap in Williamstown for the new Fire Station.
- Annual Fire Extinguisher Inspections completed at all stations.
- Orchard Street/Daniels Avenue work to abandon mains.
- Dig Safe notification for Maximillian mark out of Albert Street. Contracted to complete full depth street and sidewalk replacement.
- Dig Safe notification for gas company to complete Columbia Street gas main replacement.

Classes/meetings:

1. 10/2 and 10/21 – (John) *Wright Pierce/ Stantec meeting* to start a technical memo to issue us a cost analysis for Glen Street pumping station upgrades as follows:
 - Prepare Glen Street Pumping Station for a construction project listed within Master Plan to merge East Hoosac pumping Station High service with East Orchard Tank High Service in a two-step phase.
 - Replace VFD drives, keep motors and pump assemblies.
 - Create automatic dual motor control configuration (in the event of a tank loss or repair) with the installation of a pressure transducer in pump station.
 - Install pump station metering device.
 - Install new Scada system for motor control and remove old chart recorders and phone line communication equipment.
 - Tank alternate: Permit and install a new mixing device. Existing is not permitted and has been in continuous service since 2017 (I'm told life expectancy for these mixers is 7-10 years).
 - Tank installation of temperature probes, no fewer than two, to identify thermal stratification and tank freezing. These probes will be alarmed and display live readings on my Scada computer.
 - Phase Two would be water main installation to merge separate systems, and demolition of existing East Hoosac Pumping Station and Tank.
2. 10/3 – (John) *Arc GIS class* for public asset management programs.
3. 10/7 – (John) *Greylock Glen final punch list meeting* onsite: Pump station flow meter had not been replaced and will not communicate with new VFD to meet GPM withdrawal shutdown listed in MOU. Our current flow meter can communicate to 3 devices max before being at risk of power supply failure. I allowed them to utilize an empty conduit to hook a cable to their PLC for oversight of GPM flow from the pump station.
4. 10/9 – (John) *MassDEP meeting* to provide updates after EPA lead and Copper rule improvement was issued on 10/8. Please see federal updates for more information.
 - * New requirement to send GRR lead notices to all residents within apartment buildings, and homeowners' addresses that do not reside within the dwelling by 11/15/24. This required us to create an additional mailing list of 158 consumers.
5. 10/10 – (John) *LCRR/LCRI informational meeting* with New England Water Work Association.

Superintendent's Report

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6. 10/16 – (Everyone) *OSHA Trench Training* 90-minute webinar focused on the review of serious trenching and excavation events, emphasizing key takeaways for future safe work in excavations as follows:
 - Why are these fatalities still occurring?
 - Review of rules to protect people when performing trenching activities.
 - Additionally, with each incident the following information review with lessons learned for:
 - a. Difference between an excavation and a trench.
 - b. Roles and responsibilities for Employer, Employees, Competent person, Registered professional engineer.
 - c. Hazards of excavating and trenching.
 - d. Types of protective systems.

Project Updates:

Syncta:

Continue working with Syncta to merge our cross-connection program into digital format.

Floor Evaluation:

Requested an update on completed status percentage on 9/26 due to expense and again on 10/8. The response on 10/8 was that it started final review on 10/7.

Roof Recover:

The draft plan has been reviewed and commented on with a couple minor details that needed to be addressed. Final plan being completed for review.

Inhouse work for project completion:

- I have chosen to remove existing electrical and lighting fixture from the roof for billboard lighting. The roofers will install new strut mounting plates to get the proper electrical installed, and new LED lighting, which I will sub in-house separately for cost savings.
- Roofers are replacing pitch pocket mounts for cables that hold up our antenna. I hope to utilize the ladder truck to install new support cabling in-house.
- Removal and rerouting of coaxial cable on rooftop.

Lead Service Line Inventory:

10/4 – Submitted a complete Service Line Inventory, with 0 unknown services.

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 and State updates:

Drought:

On October 11th, the state implemented a Level 1 Mild Drought. I have reviewed our Withdrawal Permit, and while we continue to be close to a streamflow trigger, we only need to release a drought if issued by the state between May 1st and September 30th. I have continued to monitor our static well levels which have continued to remain stable. I have **NOT issued** an outdoor watering ban.

Lead and Copper:

On October 8th, the EPA Lead and Copper Rule Improvements (LCRI) was issued to the public. This has not been finalized in the federal register yet (as of October 15, 2024). The LCRI pauses most LCRR requirements of 202 (that I had previous training on) with exception to these 3 items:

- The Service Line Inventory, which was due October 16, 2024
- The Service Line Material Consumer Notices, which should be delivered to the applicable consumers on November 15, 2024, and then annually going forward.
- New **Tier 1, 24 Hour Public Notice**, which must be issued if a PWS has exceeded the 15 ppb lead on 90th percentile calculations.

All other requirements under the LCRR are paused until October 2027, when the LCRI goes into effect. The EPA will be holding/held new webinars on the LCRI education.

DISCUSSION

Lead and Copper

Superintendent Barrett referred to his report. The Service Line Inventory is complete and was submitted. The mandatory Consumer Notices were mailed ahead of the deadline. The District has not received many calls regarding the notices.

East Orchard Terrace Tank

Chairman Satko asked for an update on the East Orchard Terrace Tank. Superintendent Barrett said the condition of the tank is deteriorating. He estimates that approximately 2 million gallons of water are dumped each year. He is creating a plan to connect high and low pressure, circulating the water in the tank, alleviating the need to continue dumping water. This tank is mentioned in the Master Plan for replacement. The tank is too big, and replacement parts are not readily available.

East Orchard Terrace Tank, continued

Chairman Satko asked about a leak in the tank. Superintendent Barrett responded that the leak was repaired by the vendor. He explained that the repair did not involve drawing down the water in the tank and was easily accessed from outside. The company that built the tank should continue to make the repairs to avoid liability in the event the tank fails due to a repair.

Member Lahey asked about the nature of the leak. Superintendent Barrett explained that the glass infused, overlapping panels within the tank expand and contract. Freezing temperatures in winter cause the problem. Superintendent Barrett plans to add probes and alarms (and possibly a larger mixer) to monitor during the winter months.

Floor Evaluation

Chairman Satko asked for an update regarding the Floor Evaluation report. Superintendent Barrett responded that he has been asking the firm for the report. He was informed on October 7, 2024, that the report was in final review, but it has not been received yet. Chairman Satko asked whether this firm is qualified. Superintendent Barrett responded that firm has been researched and does possess an engineering stamp. The project is over budget, and Superintendent Barrett is not pleased with the current response from the firm. He will email the firm to get a status update.

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
September 26, 2024 – October 23, 2024

- 75 Shut off letters were mailed on September 20, 2024, for Routes 5-8 & 105-108.
- 19 Shut off letters for Water Department bills were mailed on September 30, 2024.
- 27 Door knockers were placed on Friday, October 18, 2024, with a shut off date, Wednesday, October 23, 2024.
- There was 1 shut off and was turned back on the same day.
- As of October 23, 2024, delinquent accounts over 60 days totaled \$1,861.27 and accounts over 90 days totaled \$15,828.13 compared to September 25, 2024, delinquent accounts over 60 days totaled \$2,303.71 and accounts over 90 days totaled \$15,816.15.
- The cash flow spreadsheet continues to be updated to monitor the District's Free Cash and Retained Earnings throughout the year.
- On October 2, 2024, Assistant Clerk & Treasurer Lassonde and I attended a Virtual class on "What's New in Municipal Law" presented by the DLS/MCTA.
- 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.

DISCUSSION:

District Tax Payment from Town

Chairman Satko asked about the tax payment from the Town. Bookkeeper/Office Manager Fletcher responded that the District received a check of approximately \$9,000, plus interest, on October 28, 2024.

- 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.