

PRUDENTIAL COMMITTEE



## TURNERS FALLS FIRE DISTRICT

226 MILLERS FALLS ROAD  
TURNERS FALLS, MA 01376

Phone: 413-863-4542

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### Prudential Committee Meeting Minutes

**Date of Meeting:** July 5, 2023

**Time of Meeting:** 5 PM

**Location:** Turners Falls Fire Department

226 Millers Falls Road

Turners Falls, MA 01376

**Present at meeting:**

Kenneth McCance Prudential Committee Chair

Leon Ambo Prudential Committee

Todd Brunelle Fire Chief

Eduard Bublik District Accountant

Bruce Merriam, Water Commissioner, Chair

Ed Pelis, Water Commissioner

Ken Morin, Water Commissioner

Jeffrey Hildreth, Water Superintendent

Steve Constantine, Finance

The Prudential Committee meeting of the Turners Falls Fire District (TFFD) was called to order at 5 PM on July 5, 2023 at the Turners Falls, District Office.

**A. Review and Acceptance of prior minutes:** The Minutes from 5/2/23 meeting were reviewed and had a few corrections, Corrected version is attached.

**Water Superintendent Report:**

Water Treated FY23: 21.3 Million Gallons

The average in previous years was 24.9 million gallons. We are currently pumping less water due to reduced consumption.

**Water Consumption:**

May: 658,000 gallons

June: 711,000 gallons

**Hydrant Flushing:** Completed by the end of June.

**Summer Helper Eli Guerin:**

Works one day a week on Fridays.

Started last week.

**Current Projects:**

Airport Piping: Order has been placed.

**Mini Split Quote:**

Awarded to Jamrog.

One quote was not returned, and the other was higher due to the need for separate electrical updates.

**Lead Service Line (LSL) Update:**

Tate and Howard have taken a set of our service cards for the project.

**Water Operator Job Posting:**

After a month of posting the Water Operator job, we received only two applications.

**Accountants Report:**

As there is currently no treasurer available to sign AP/Payroll Checks, the Accountant is temporarily taking on their role until the position is filled. Easthampton Savings Bank has been informed and has delegated this responsibility to the accountant.

Regarding the Office Windows update, all vendors that responded either mentioned that the job was too small, they were unable to install a post, or they don't handle commercial projects.

For the End of Year Closing process, most of the accruals have been entered. We are now awaiting more invoices to be received.

The Financial Report is attached for your reference.

**Chiefs Report:****1. Total Runs = 118**

Fire = 30

EMS = 88

Transports =35

Mutual Aid = 6 Given 4 Received

Overlapping Calls = 18 (15.25%)

**2. Fire prevention permits issued = 14**

14 Inspections

Inspection fees collected \$ 580.00

**4. Training**

Career staff = 26.5 hrs.

Call Force =6.0 hrs.

- 5 **Staffing-** 2 new Probationary Firefighters will begin work on the 10<sup>th</sup> of July. The New employees will begin with a 3 week orientation working days Monday-Friday, and then be assigned to a shift. The state HR PAT for them will be conducted on the 25<sup>th</sup> and 28<sup>th</sup> of July
- 6 **Child Passenger Safety Seat Program:** A total of 5 car seat installations and inspections occurred throughout .
- 7 **Public Education:** Young Hero Award Ceremony for 11-year-old Student who courageously called 911 and did not go back into his smoke-filled home to find the family pet. The ceremony was held 26 June at 1800hrs with the Massachusetts State Deputy Fire Marshall attending.

**Streetlight Update:**

Ken McCance will be discussing with Tom Bergeron from DPW about utilizing their bucket truck for streetlight maintenance and coordinating with Wyman Electric for servicing the lights.

There will be no August meeting, Next meeting will be scheduled for September.

**Agenda for for next meeting**

- 1) Call to Order
- 2) Approval of last District meeting minutes
- 3) Old Business
- 4) Department report – Fire/Water
- 5) Accountant report
- 6) New Business
- 7) Adjournment

**F. Meeting Adjourned at: 5:52 PM**

**G. Meeting Minutes submitted by:** Eduard Bublik, District Accountant

Water Commissioner's and Finance Committee's Monthly Meeting  
June 7, 2023

Bruce Merriam, Commissioner, Chairman  
Kenneth Morin, Commissioner  
Edward Pelis, Commissioner  
Jeffrey Hildreth, Superintendent  
Suzanne Leh, Clerk/Collector

Eduard Bublik, District Accountant  
Kenneth McCance, Prudential Chairman  
Leon Ambo, Prudential  
Stephen Constantine, Finance

Meeting called to order at 5:00pm. Ken Morin made the motion to accept the minutes of May 3, 2023. Ed Pelis seconded. All in favor. Prudential Committee reviewed and signed invoice warrants.

**Superintendent**

**Consumption** – Daily Average 658,000 gallons.

**Billing** – Payments have been coming in all month. About 80% have been paid.

**Service Leak** – While out doing meter work at a residence on Depot Street it was discovered and has been repaired.

**Chemical Update** – Potassium Permanganate that we have been unable to receive due to a large factory fire several months ago will again be available come July. We will return what we borrowed to Merrimac Water at that time.

**On-going Projects**

- **Mini Splits** – Had one quote, received a second that was higher and waiting to hear back on third request.
- **Filter Plant** – Waiting on Ken Britt to contact us as we need control panel specs so we can go out to bid.
- **Airport/Franklin County Tech School Building** – An airport building is slated to be constructed that will be used by FCTS for their aviation program. Bryan, the Airport manager stated they will need an 8" line to run out anticipated site. There is a dead end 12" T with valve existing for future use at pump house outside of entrance to FCTS. He is wondering if we would waive tapping fee if they extend that dead end main 400 feet, buy 2 hydrants and all the piping and valves needed. TFWD would only place the water main. Jeff believes it's a great idea as Bryan is essentially extending our distribution system. We envision more users coming off of it someday as the Tech School is looking to build a new school in the future. Discussion followed. Agreement to be written up before anything moves forward.

**Operator Leaving** – Riley has given his two week's notice. We will start advertising tomorrow. Deadline of July 5<sup>th</sup>.

**Prudential Committee** – Ken introduced a new expense detail reporting system to the fire and the water departments that ties into all account numbers for the previous month and details what the costs are for. As well as monthly statistics, he will expect year to date expenses and budget. He changed the day and time of the Prudential Committee Meetings, they will now be held on the first Wednesday of the month so water department can be included in the meetings. By-laws are on the agenda to do. Prudential Committee will sign off on all warrants and contracts. As for the open prudential committee seat it is an elected position and we will need to hold an election.

**Accountant** – FY23 Budget, still has 16.71% left. Total expenses \$36,207 for May. Largest expense was new boiler at pump station. Ed has contacted a few more companies regarding office corner windows. A sub-contractor will be coming in Friday to give an estimate. He will be calling one more. Kenny Morin & Leon possibly know of a couple people who could give estimates. Minimum of three bids.

Next Meeting scheduled for Wednesday July 5<sup>th</sup> at 5pm. Meeting adjourned at 5:43pm.

GL Code	Account Name	Vendor	Check Date	Amount
1-000-1263	Real Estate 2023	efund Of Realestate Tax	06/14/23	79.5
<b>1-000-1263</b>	<b>Total</b>			<b>79.5</b>
1-000-2120	Federal W/H Taxes	PR6.15.23 Fed Taxes	06/14/23	6732.61
1-000-2120	Federal W/H Taxes	PR6.29.23 Fed Tax	06/28/23	8024.31
<b>1-000-2120</b>	<b>Total</b>			<b>14756.92</b>
1-000-2121	Medicare Contributions W/H	PR6.15.23 Medicare	06/14/23	810.05
1-000-2121	Medicare Contributions W/H	PR6.15.23 Medicare	06/14/23	810.05
1-000-2121	Medicare Contributions W/H	PR6.29.23 Medicare	06/28/23	928.93
1-000-2121	Medicare Contributions W/H	PR6.29.23 Medicare	06/28/23	928.93
<b>1-000-2121</b>	<b>Total</b>			<b>3477.96</b>
1-000-2130	Mass Taxes W/H	PR6.15.23 MA Taxes	06/14/23	2744.45
1-000-2130	Mass Taxes W/H	PR6.29.23 MA Taxes W/H	06/28/23	3130.38
<b>1-000-2130</b>	<b>Total</b>			<b>5874.83</b>
1-000-2140	Retirement Withholding	PR6.15.23 Retirement	06/14/23	4555.19
1-000-2140	Retirement Withholding	PR6.29.23 Retirement	06/28/23	4346.53
<b>1-000-2140</b>	<b>Total</b>			<b>8901.72</b>
1-000-2150	Health Insurance W/H	July Health Insurance	06/14/23	4996.8
<b>1-000-2150</b>	<b>Total</b>			<b>4996.8</b>
1-000-2151	Dental Insurance W/H	July Dental Insurance	06/29/23	274.62
<b>1-000-2151</b>	<b>Total</b>			<b>274.62</b>
1-000-2152	Life Insurance W/H	July Life Insurance	06/29/23	39.76
<b>1-000-2152</b>	<b>Total</b>			<b>39.76</b>
1-000-2155	Retirees Insurance W/H	American Fidelity June Stateme	6/8/2023	46.2
1-000-2155	Retirees Insurance W/H	July Health Insurance	06/14/23	2388.4
1-000-2155	Retirees Insurance W/H	July Health Insurance	06/29/23	52.5
1-000-2155	Retirees Insurance W/H	July Life Insurance	06/29/23	39.76
1-000-2155	Retirees Insurance W/H	July Dental Insurance	06/29/23	107.45
<b>1-000-2155</b>	<b>Total</b>			<b>2634.31</b>
1-000-2170	Union Dues W/H	PR6.15.23 Union Dues	06/14/23	280
1-000-2170	Union Dues W/H	PR6.29.23 Union Dues	06/28/23	280
<b>1-000-2170</b>	<b>Total</b>			<b>560</b>
1-000-2180	Flex Savings W/H	PR6.15.23 Flex Savings	06/14/23	92.3
1-000-2180	Flex Savings W/H	PR6.29.23 Flex Savings	06/28/23	92.3
<b>1-000-2180</b>	<b>Total</b>			<b>184.6</b>
1-000-2185	Other Insurance W/H	American Fidelity June	6/8/2023	364.25
<b>1-000-2185</b>	<b>Total</b>			<b>364.25</b>
1-000-2190	Nationwide Retirement W/H	PR6.15.23 Nationwide Retirement	06/14/23	547.61
1-000-2190	Nationwide Retirement W/H	PR6.29.23 Nationwide Retirement	06/28/23	1070.95
<b>1-000-2190</b>	<b>Total</b>			<b>1618.56</b>
1-000-2191	Nationwide Retiree-ROTH	PR6.15.23 Nationwide ROTH	06/14/23	10
1-000-2191	Nationwide Retiree-ROTH	PR6.29.23 Nationwide ROTH	06/28/23	10
<b>1-000-2191</b>	<b>Total</b>			<b>20</b>
1-135-5400	Accounting Expenses	Credit Card Payment Processi	6/14/2023	14.99
1-135-5400	Accounting Expenses	Credit Card Payment Processi	6/14/2023	21.24
1-135-5400	Accounting Expenses	Elan	6/14/2023	39.72
1-135-5400	Accounting Expenses	Eduard Bublik	6/29/2023	79.17
<b>1-135-5400</b>	<b>Total</b>			<b>155.12</b>
1-151-5300	Legal Expense	KP Law, P.C.	6/29/2023	440
<b>1-151-5300</b>	<b>Total</b>			<b>440</b>
1-152-5740	District Share Group Insurance	HAMPSHIRE COUNTY GROUP INS T	6/14/2023	19987.2
1-152-5740	District Share Group Insurance	Boston Mutual Life Ins.Co.-G	6/29/2023	159.04
<b>1-152-5740</b>	<b>Total</b>			<b>20146.24</b>
1-152-5741	District Retiree Group Insuran	HAMPSHIRE COUNTY GROUP INS T	6/14/2023	9553.6
1-152-5741	District Retiree Group Insuran	Boston Mutual Life Ins.Co.-G	6/29/2023	159.04

<b>1-152-5741 Total</b>				<b>9712.64</b>
1-162-5200 Annual Meeting & Elections Exp	The Recorder	6/8/2023	408	
1-162-5200 Annual Meeting & Elections Exp	STAPLES CREDIT PLAN	6/8/2023	24.99	
1-162-5200 Annual Meeting & Elections Exp	KP Law, P.C.	6/29/2023	814	
<b>1-162-5200 Total</b>				<b>1246.99</b>
1-199-5210 Street Lights	EVERSOURCE	6/8/2023	363.07	
1-199-5210 Street Lights	EVERSOURCE	6/8/2023	121.68	
1-199-5210 Street Lights	EVERSOURCE	6/8/2023	2568.74	
1-199-5210 Street Lights	EVERSOURCE	6/14/2023	174.72	
1-199-5210 Street Lights	EVERSOURCE	6/14/2023	41.72	
1-199-5210 Street Lights	EVERSOURCE	6/14/2023	40.72	
1-199-5210 Street Lights	EVERSOURCE	6/23/2023	112.53	
<b>1-199-5210 Total</b>				<b>3423.18</b>
1-202-5320 Training Materials	Elan	6/14/2023	142.46	
1-202-5320 Training Materials	Clarion Events, Inc	6/23/2023	1639	
<b>1-202-5320 Total</b>				<b>1781.46</b>
1-202-5402 Meetings, Education, Recert	Elan	6/14/2023	10	
1-202-5402 Meetings, Education, Recert	Elan	6/14/2023	30	
1-202-5402 Meetings, Education, Recert	COMMUNITY911 TRAINING, INC	6/29/2023	1125	
<b>1-202-5402 Total</b>				<b>1165</b>
1-202-5403 Office Expense	Elan	6/14/2023	15.52	
1-202-5403 Office Expense	Elan	6/14/2023	37.58	
1-202-5403 Office Expense	Elan	6/14/2023	55.45	
1-202-5403 Office Expense	Elan	6/14/2023	125.96	
<b>1-202-5403 Total</b>				<b>234.51</b>
1-202-5405 Fire Prevention Materials	Elan	6/14/2023	123.42	
1-202-5405 Fire Prevention Materials	Elan	6/14/2023	46	
<b>1-202-5405 Total</b>				<b>169.42</b>
1-202-5710 EMS SUPPLIES	BOUND TREE MEDICAL	6/8/2023	895.57	
1-202-5710 EMS SUPPLIES	BOUND TREE MEDICAL	6/8/2023	631.07	
1-202-5710 EMS SUPPLIES	HOME DEPOT CREDIT SERVICES	6/8/2023	56	
1-202-5710 EMS SUPPLIES	HOME DEPOT CREDIT SERVICES	6/8/2023	58.96	
1-202-5710 EMS SUPPLIES	Elan	6/14/2023	8.89	
1-202-5710 EMS SUPPLIES	AIRGAS USA, LLC	6/23/2023	49.04	
1-202-5710 EMS SUPPLIES	BOUND TREE MEDICAL	6/23/2023	602.36	
<b>1-202-5710 Total</b>				<b>2301.89</b>
1-202-5780 Clothing Allowance	Elan	6/14/2023	148.89	
1-202-5780 Clothing Allowance	Elan	6/14/2023	82.96	
1-202-5780 Clothing Allowance	Elan	6/14/2023	58.8	
1-202-5780 Clothing Allowance	Elan	6/14/2023	157.09	
1-202-5780 Clothing Allowance	CHARLES W. KORBY	6/29/2023	500	
<b>1-202-5780 Total</b>				<b>947.74</b>
1-203-5210 Electricity	Town of Montague	6/23/2023	620.99	
<b>1-203-5210 Total</b>				<b>620.99</b>
1-203-5230 Telephones	COMCAST	6/14/2023	223.88	
1-203-5230 Telephones	COMCAST	6/14/2023	499.04	
<b>1-203-5230 Total</b>				<b>722.92</b>
1-203-5240 Maint-Bldg & Bldg Equip	LAURENYS UNITED	6/14/2023	360	
<b>1-203-5240 Total</b>				<b>360</b>
1-203-5400 Station Supplies	CAPITAL ONE TRADE CREDIT	6/8/2023	91.18	
1-203-5400 Station Supplies	W.B.MASON CO. INC.	6/14/2023	117.98	
<b>1-203-5400 Total</b>				<b>209.16</b>
1-204-5430 Rep & Maint - Apparatus &Equip	Bob's Auto Body, Inc.	6/8/2023	35	
1-204-5430 Rep & Maint - Apparatus &Equip	CARQUEST	6/8/2023	79.95	
1-204-5430 Rep & Maint - Apparatus &Equip	Rose Ledge Companies	6/23/2023	1561.18	

1-204-5430	Rep & Maint - Apparatus &Equip	TIRE WAREHOUSE	6/23/2023	1207.96
1-204-5430	Rep & Maint - Apparatus &Equip	Rose Ledge Companies	6/29/2023	743.59
1-204-5430	Rep & Maint - Apparatus &Equip	Rose Ledge Companies	6/29/2023	1173.91
1-204-5430	Rep & Maint - Apparatus &Equip	FAIL SAFE	6/29/2023	4855.82
<b>1-204-5430 Total</b>				<b>9657.41</b>
1-204-5432	Turnout Gear	NORTHEAST RESCUE SYSTEMS	6/29/2023	94
<b>1-204-5432 Total</b>				<b>94</b>
1-204-5480	Fuel - Vehicles	Town of Montague	6/14/2023	972.49
<b>1-204-5480 Total</b>				<b>972.49</b>
1-204-5500	Fire Equipment & Supplies	Elan	6/14/2023	204.63
1-204-5500	Fire Equipment & Supplies	Camelot Tools LLC	6/23/2023	480.2
<b>1-204-5500 Total</b>				<b>684.83</b>
1-205-5520	Communication Equip & Exp	COMCAST	6/23/2023	93.15
1-205-5520	Communication Equip & Exp	FIRSTNET	6/23/2023	201.15
<b>1-205-5520 Total</b>				<b>294.3</b>
2-222-5404	Medical Billing Expense	COASTAL MEDICAL BILLING, INC	6/8/2023	734.5
<b>2-222-5404 Total</b>				<b>734.5</b>
2-222-5406	Medical Intercepts	TOWN OF DEERFIELD	6/8/2023	275
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
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2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/8/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/14/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
2-222-5406	Medical Intercepts	NORTHFIELD EMS	6/29/2023	250
<b>2-222-5406 Total</b>				<b>5275</b>
2-224-5430	Vehicle Repairs & Maintenance	FORD OF NORTHAMPTON	6/14/2023	131.6
<b>2-224-5430 Total</b>				<b>131.6</b>
2-224-5431	Equipment Maintenance	EMS Solutions	6/14/2023	814
<b>2-224-5431 Total</b>				<b>814</b>
2-224-5480	Vehicle Fuel	Town of Montague	6/14/2023	404.64
<b>2-224-5480 Total</b>				<b>404.64</b>
<b>Grand Total</b>				<b>\$ 106,483.86</b>



<b>GL Code</b>	<b>Account Name</b>	<b>Vendor</b>	<b>Check Date</b>	<b>Amount</b>
4-402-5210	Heat - Office	Berkshire Gas Company	6/8/2023	42.49
<b>4-402-5210 Total</b>				<b>42.49</b>
4-402-5211	Electricity - Office	EVERSOURCE	6/14/2023	329.11
<b>4-402-5211 Total</b>				<b>329.11</b>
4-402-5215	Street Lights - Lake Pleasant	EVERSOURCE	6/29/2023	112.18
<b>4-402-5215 Total</b>				<b>112.18</b>
4-402-5230	Telephone Exp - Office	COMCAST	6/23/2023	239.03
<b>4-402-5230 Total</b>				<b>239.03</b>
4-402-5420	Office Supplies & Expense	Credit Card Payment Processi	6/14/2023	8.77
4-402-5420	Office Supplies & Expense	Credit Card Payment Processi	6/14/2023	23.29
4-402-5420	Office Supplies & Expense	Credit Card Payment Processi	6/14/2023	10
4-402-5420	Office Supplies & Expense	Credit Card Payment Processi	6/14/2023	160.07
4-402-5420	Office Supplies & Expense	Credit Card Payment Processi	6/14/2023	33.95
4-402-5420	Office Supplies & Expense	SUZANNE M LEH	6/29/2023	89.21
<b>4-402-5420 Total</b>				<b>325.29</b>
4-403-4250	Fuel - Vehicles	WEX BANK	6/8/2023	990.49
<b>4-403-4250 Total</b>				<b>990.49</b>
4-404-5530	Gen'l Materials & Supplies	Shanahan Construction Supply	6/8/2023	99
4-404-5530	Gen'l Materials & Supplies	HAMSHAW LUMBER, INC	6/29/2023	194.08
<b>4-404-5530 Total</b>				<b>293.08</b>
4-404-5850	Pipes,Meters,Hydrants,Fittings	EVERETT J. PRESCOTT, INC.	6/8/2023	175.39
4-404-5850	Pipes,Meters,Hydrants,Fittings	Ti-Sales	6/8/2023	275.59
<b>4-404-5850 Total</b>				<b>450.98</b>
4-404-5860	Clothing Allowance	STEPHEN FITZPATRICK	6/8/2023	400
<b>4-404-5860 Total</b>				<b>400</b>
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/14/2023	44.33
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/14/2023	95.28
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/14/2023	6307.95
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/14/2023	627.01
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/14/2023	1666.42
4-405-5200	Electricity - Water Facilities	EVERSOURCE	6/29/2023	242.44
<b>4-405-5200 Total</b>				<b>8983.43</b>
4-405-5230	Telephone - Water Facilities	VERIZON WIRELESS	6/14/2023	82.98
<b>4-405-5230 Total</b>				<b>82.98</b>
4-405-5300	Water Analysis	HOWARD LABORATORIES, INC.	6/8/2023	270
4-405-5300	Water Analysis	HOWARD LABORATORIES, INC.	6/29/2023	270
<b>4-405-5300 Total</b>				<b>540</b>
4-405-5530	Equip, Rep & Maint-Water Fac	CAPITAL ONE TRADE CREDIT	6/8/2023	17.99
4-405-5530	Equip, Rep & Maint-Water Fac	MASS FIRE TECHNOLOGIES, INC	6/8/2023	155.1
4-405-5530	Equip, Rep & Maint-Water Fac	NORCOM, INC	6/8/2023	2368.54
4-405-5530	Equip, Rep & Maint-Water Fac	Letourneau Heating	6/14/2023	158.82
4-405-5530	Equip, Rep & Maint-Water Fac	WESTON & SAMPSON CMR, INC.	6/14/2023	1500
<b>4-405-5530 Total</b>				<b>4200.45</b>
<b>Grand Total</b>				<b>\$ 16,989.51</b>