

PRUDENTIAL COMMITTEE FIRE DISTRICT #1
144 Newton Street
South Hadley, MA 01075

2-0
3-0

Prudential Committee REGULAR Meeting Notes

Meeting Date: March 7, 2019

Location: Fire District Headquarters, 144 Newton Street

This session is being recorded

Call to Order: 6:30 p.m.

Prudential Committee Members Present: Michael Wozniak, Chairman (MIW)
Kevin Taugher, Clerk
Bruce Perron, Member

Other attendees: Chief Authier (RA) Kurt Schenker (KS)
Monica Walton (MW)

- Presentation by Bartholomew & Company regarding OPEB
 - The representatives from the Bartholomew Company, Worcester, MA made a presentation regarding investment services their company offers. This is with respect to the District's goal to invest our OPEB trust fund to earn higher interest rate than current practice, in the MMBT. These investments must be in accordance with Massachusetts General Laws, Chapter 32B, section 20.
 - Presenters were Joshua A. Paul, Sr. Vice President and Brian R. Jamros, Vice President.
 - They also offer investment funds, in accordance with M.G.L. for short- and long-term investments.
 - No action was taken by the PC at this time. The intent is to seek approval from the next District annual meeting to invest the OPEB funds with a company that offers this kind of investment vehicle.
- Review and approval of 1/23/19 amended PC meeting minutes
 - KT presented amended minutes which reflected the changes requested at the February 13, 2019 meeting. BP moved and KT seconded a motion to approve the amended minutes. Passed 3-0.
- Election Update
 - MW and Barbara Miller from District 2 met with the Principal at the high school, so the Districts are all set with the school department interface.
 - Both District Clerks are working with the Town Clerk to finalize arrangements. The District Clerks do not need any election guidance from the Town Clerk.
 - MW explained expenditures relating to the election. Tabulator has been ordered for \$4,500. A backup unit, expense of which is to be shared with District 2 is \$2,500, so District 1's share is \$1,250. The ballots are about \$1,500.

- MW has to order seven additional voting booths to add to the existing three booths. KT recommends we purchase booths that match the three we already have. MW agreed that she would order the matching booths.
- The new machine will be delivered at the end of the month. Both Districts will be trained on the operation of the machines when they are delivered at the end of March.
- MW said that the tabulator has to be stored at the District office until the morning of the election.
- Update on obtaining a third party to input lost data due to hack
 - MW spoke with the second individual Eric A. Kinshurf, CPA, Sagamore Beach, MA. Mr. Kinshurf was recommended by Scanlon Associates as a competent consultant to supervise the re-entry of the lost financial data. MW said she was quoted an estimate of \$5,000 for the services required. The other estimate was \$6,750 from Justin.
 - Mr. Kinshurf said to have someone to start entering the data, and that he would be available in about 45 days to review and enter the journal data.
- Update on District Website
 - MW said that Jeff Cyr and RA were working on the new website, the template has been selected, and they are addressing issues regarding layout and colors. The effort will be completed before the deadline.
- Finalize FY2020 Budget
 - MW has reviewed the budget with RA and had questions regarding free cash.
 - MW recommends we consider not using \$40,000 in fire vehicle stabilization for budgeting purposes, but to increase the free cash from \$162,000 to \$202,000.
 - The budget as presented will increase the tax levy by a little less than \$70,000, keeping in line with a PC goal of roughly 2.5% levee increase per year.
 - MIW had a question regarding Clerk/Treasurer salary line item. MW confirmed the budget was rounded up, and that it covers MW's salary and funds to pay for her assistant.
 - KT moved to approve the FY 2020 budget of \$4,245,022; \$1,114,373 from the ambulance reserve fund, \$202,000 from free cash, and resulting in about \$2,928,649 from taxation, not including any overlay account funding. BP seconded. Passed 3-0.
- Ambulance Report
 - KT moved to adjust ambulance receipts \$171,699.28 for Jan. 2019. BP seconded. Passed 3-0.
- Discussion on eliminating benefits for future part time elected officials
 - MIW asked about the basis for elected officials receiving insurance benefits. MW stated that according to District counsel, the PC has the authority to alter the policy upon a vote at a regular meeting.
 - KT presented a policy from the Town of South Hadley, adjusted to reflect the District. This policy reflects eligibility, and therefore identifies who is not eligible.
 - KT also presented a policy on how to deal with those that would no longer be eligible for insurance coverage once the new policy is adapted.
 - MW made comments regarding eligibility for the spouse and dependents of retired employees. The widow and dependents of a deceased retiree would only be eligible if the retired employee had served at least 20 years to the District.

- It was decided to have everyone read the proposed policies and to be tabled for now and brought to the agenda at the next meeting.
- Roll call to enter Executive Session in compliance with the provisions of MGL Chapter 30A Section 21(a)
 - This was tabled until the next meeting.
- Chief's report
 - This was tabled until the next meeting.
- Begin the process of consolidating responses from the Prudential Committee and the Fire Chief as it relates to the formal review of the Fire Chief
 - This was tabled until the next meeting.
- New Business
 - KT suggested that the PC consider adding a bylaw change to the annual meeting warrant to change the Clerk/Treasurer position from elected to appointed. It was agreed to add this to the agenda for the next meeting.
- Confirmation of agenda items for future meetings and next meeting date
 - The next meeting will be Tuesday, March 12, 2019 at 6:30 p.m. at the fire station
 - Agenda items to include:
 - Discussion and vote on warrant articles for annual District meeting.
 - Executive session
 - Chief's report
 - Health insurance policy for part-time and elected officials
 - Harassment issue that was documented in the January 23rd meeting.
- Motion to adjourn
 - KT moved to adjourn, seconded by BP. 3-0 motion passed. Meeting adjourned 8:30 p.m.

Voted and approved by the Prudential Committee on April 24, 2019.

A true copy, attest:



Kevin E. Taugher, Clerk