

ONSET FIRE DISTRICT
OFFICE OF THE PRUDENTIAL COMMITTEE
15 SAND POND ROAD
ONSET, MASSACHUSETTS
508-295-6090

Meeting Date: January 10, 2019

1. Open Meeting (Chair) with Pledge of Allegiance

Pamela Pike opens the meeting at 5:00PM with the Pledge of Allegiance. Present are Charles Klueber Clerk, Mary E. McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary. Absent Marcine Fernandes Member.

2. Approval of Minutes

Charles Klueber motions to accept the minutes of December 6, 11, and 13, 2018. Pamela Pike seconds the motion, vote 2-0-0.

3. Public Comment on Non-Agenda items

There is none

4. Board of Engineer's Reports and Discussions which may include topics pertaining to personnel, payroll, procurements and operations at the Fire Department.

No report

5. Report from Fire Station Building Committee

Charles Klueber states Joe Sullivan did not come to the meeting and Chief Goodwin presented two handouts, geo tech summary report and design of the new fire station. Boring on the lot indicate the ground is solid enough to support the foundation of the new building.

Charles Klueber states construction cost is now projected at 444.00 per square foot per information given by the architect.

6. Discuss District business with Water Commissioners: Discussions may include financial, procurements and operations at the Water Department

There are not any Commissioners present.

7. Clerk-Treasurer's Report which may include Health Insurance, Retirement and Financial Topics

Mary McCoy asks the Prudential Committee to increase the poll worker's pay to minimum wage and the warden pay to remain \$5.00 above minimum wage.

Charles Klueber motions for the poll workers to receive \$11.00/hour for the calendar year 2018. Pamela Pike seconds the motion, vote 2-0-0.

Charles Klueber motions effective January 1, 2019 to increase poll workers pay from \$11.00/hour to \$12.00/hour and increase election warden to \$17.00 per hour. Pamela Pike seconds the motion, vote 2-0-0.

Mary McCoy states the expenditures are on target and there shouldn't be any shortfalls.

Mary McCoy presents the first draft of the budget for FY2020 for the Prudential Committee and Clerk-Treasurer's Office.

8. Items not reasonably anticipated by the Chair 48 hours in advance of this meeting.

There are none

Motion to adjourn by Charles Klueber at 5:50PM. Pamela Pike seconds the motion, vote 2-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Prudential Committee:

Pamela Pike Chairman

Charles Klueber Clerk

Marcine Fernandes Member

Documents Used: Agenda, Meeting Minutes December 6, 11, 13, 2018, draft budget for Prudential Committee and Clerk-Treasurer's Office, Expenditure Report

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Meeting Date: January 24, 2019

Joint Meeting with the Water Commissioners

1. Open Meeting (Chair) with Pledge of Allegiance

Chairman Pamela Pike opens the Prudential Committee meeting at 5:11PM with the Pledge of Allegiance. Present are Charles Klueber Clerk, Marcine Fernandes Member, Mary E. McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Bruce Almeida Auditor, Janet Kowzic, Diane DiStolfo, Lucille Dodson Citizens. Mary MacKenzie of the Wareham Courier arrives at 5:25PM.

Chairman Ben Hughes opens the Water Commissioners Meeting at 5:12PM. Present are Frank Kowzic Clerk, Ken Fontes Member and those listed above.

2. Approval of Minutes

Charles Klueber motions to accept the Minutes of January 10, 2019. Pamela Pike seconds the motion, vote 2-0-1. Marcine Fernandes abstains.

3. Public Comment on Non-Agenda Items

There are none

4. Auditor Bruce Almeida Discusses Financial Regulations

Bruce Almeida states that after the audit and coming to the joint meeting in December and going over audit report there were still a couple of topics he wanted to discuss.

1. For the District to consider a set of regulations and a policy for disposal of assets.
2. Consider the relationship between Fire and Water and regulations that pertain to both under the umbrella of the DOR.

The state is sensitive that taxpayers are not paying on both ends and therefore the Water Department has to be careful not to cause the District to have to put any shortfalls on the tax rate.

Setting Solar funding aside for OPEB and a future Standpipe is fine but if there is a shortage of operating funds the Solar funding needs to go to Water Department Revenue so that the shortfall does not go on the tax rate. It is important to keep the books of the District and the Water Department separate and also keep the funds separate. The current Clerk-Treasurer understands this and does a remarkable job according to Bruce Almeida.

Bruce Almeida states it is important to catch up on OPEB funding.

Bruce Almeida states Mary McCoy and I maintain an open door policy to answer any questions and explain the process.

It is important for Boards to come and sign warrants. It is regulated by the DOR and is a law. If policy is not followed the DOR will come down with a heavy hand.

Before the books are closed at the end of the fiscal year if commitment for Water is not met they would need to pull the money from the Solar funding.

Bruce Almeida explains that free cash is a formula from the state for District through taxes and is different than undesignated funds that the Water Department accrues.

5. First Drafts of Budget: All Boards

Chief Goodwin presents his first draft of the Fire Department budget. At this point there appears to be an overall increase of 2.5% which includes the contractual obligation of 3% payroll increase.

The budget for the Water Department is not quite ready and will be presented at a future meeting.

Prudential Committee/Clerk-Treasurer's budget has not changed since the last meeting when it was presented. Mary McCoy states she is still waiting for the Health Insurance rates.

6. Board of Engineer's Reports and Discussions which may include topics pertaining to personnel, payroll, procurements and operations at the Fire Department.

Chief Goodwin states everything is going along smoothly. He would like to see the contract issues settled with the Deputies.

7. Report from Fire Station Building Committee

Frank Kowzic states there is no increase in foundation cost. There is a new design plan and budget proposal.

8. Discuss District business with Water Commissioners: Discussions may include financial, procurements and operations at the Water Department

Ben Hughes states he would like to get started on the bonding issue for the highway project and will need help on that from Mary McCoy. Mary McCoy states she will handle the bond process and it will take two to three weeks to get the money once the bond goes out to bid.

There is discussion on the importance of the Boards working together for the best interests of the District.

9. Clerk-Treasurer's Report which may include Health Insurance, Retirement and Financial Topics

Mary McCoy states the Clerk-Treasurer's budget will go up approximately two thousand and the Prudential Committee thirteen thousand.

10. Items not reasonably anticipated by the Chair 48 hours in advance of this meeting.

There is discussion regarding Public Records Requests and the time involved to fill them.

Marcine Fernandes motions to adjourn the Prudential Committee Meeting at 6:20PM. Charles Klueber seconds the motion, vote 3-0-0.

Frank Kowzic motions to adjourn the Water Commissioners Meeting at 6:20PM. Ken Fontes seconds the motion, vote 3-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Prudential Committee:

Pamela Pike Chairman

Charles Klueber Clerk

Marcine Fernandes Member

Water Commissioners:

Benjamin Hughes Chairman

Frank Kowzic Clerk

Ken Fontes Member

Documents Used: Agenda, Minutes to January 10, 2019, Fire Department Budget