

**ONSET FIRE DISTRICT
15 SAND POND ROAD PO BOX 44
ONSET, MASSACHUSETTS
508-295-6090
onsetadmin@comcast.net
onsetfiredistrict.comcastbiz.net**

Meeting Date: July 9, 2020 5:00PM

Meeting Location: 15 Sand Pond Road, Onset, MA 02558

1. Open Meeting with Pledge of Allegiance

Chairman Pamela Pike opens the meeting at 5:00PM with the Pledge of Allegiance. Present are Marcine Fernandes Member, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Chief Goodwin, Deputy Osswald, David Halberstadt Commissioner, Dave Rich Superintendent. Absent Charles Klueber Clerk. Joe Sullivan OPM joins remotely.

2. Approval of Minutes

Marcine Fernandes motions to accept the minutes of June 11, 2020 and June 18, 2020. Pamela Pike seconds the motion, vote 2-0-0.

3. Covid 19 Going Forward

Pamela Pike states she feels it is appropriate to resume meetings in person and suspend teleconference meetings for now. It is discussed and decided that masks will be required and if a citizen does not want to wear a mask they can participate from the lobby and maintain social distancing.

4. Change Orders and John Turner Consulting

The change order for the Water Department involves going from one water line into the building to two lines. There is discussion that one line that splits inside the building would have been adequate but the Water Department wants two lines from the street and is what the industry standard calls for.

The change order is still within overall construction cost and well within the balance of the contingency reserve according to the OPM.

After discussion it is decided to meet on July 16, 2020 with the OPM in person to decide on approval of the change order. Superintendent Dave Rich will meet with the OPM prior to the meeting with the Prudential Committee.

5. Deputy Osswald to Discuss Overtime

There is discussion regarding the payment of overtime to the Deputies at the Fire Department. Deputy Osswald states he has not received any overtime pay. Marcine Fernandes states Deputy Osswald should be getting overtime. Chief Goodwin states he needs the Prudential Committee to put it in writing.

Marcine Fernandes motions to pay both Deputy Osswald and Deputy Andersen overtime pay when their work week exceeds the scheduled 42 hours. Pamela Pike seconds the motion, vote 2-0-0.

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

Ryan Quinn has been appointed to a full time Captain position.

The Fire Department has been helping with water breaks on Cranberry Highway.

Sean Osborne is conducting flow testing classes with the Fire Department and Water Department.

7. Fire Station Building Committee:

a. Update from OPM Joe Sullivan regarding the new Fire Station, design and any other business

Construction is going well and everything is on schedule with the new fire station according to the OPM.

8. Water Commissioners: Discussion may include topics pertaining to personnel, financial, procurements and operations at the Water Department.

David Halberstadt states that he and Dave Rich interviewed someone for part time maybe full time position.

9. Clerk-Treasurer's Report which may include Health Insurance, Retirement and Financial Topics relating to the business of the Onset Fire District.

Mary McCoy states the asset audit for the District will be done soon.

The overall insurance premiums for the District went down.

Steps are being taken to close out FY2020.

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

Pam feels the District should compensate the Office employees for working during Covid 19. It is discussed that some of the firefighters received a pay increase for three months during the beginning of the pandemic. Deputy Osswald states the Fire Department should be getting reimbursed for any payroll expense as a result of Covid 19. Pamela Pike asks if that would include the Office staff who were considered essential employees. Deputy Osswald states he will look into that and try to include the office staff in any additional payroll funding.

Motion to adjourn by Marcine Fernandes at 7:03PM. Pamela Pike seconds the motion, vote 2-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Prudential Committee:

Pamela Pike Chairman

__Absent__
Charles Klueber Clerk

Marcine Fernandes Member

Documents Used: Agenda, Minutes to Meetings, Change Order

Onset Fire District
Office of the Prudential Committee
15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-6090
onsetfiredistrict.comcastbiz.net

Meeting Date: July 16, 2020 @5:00PM
Location: 15 Sand Pond Road, Onset, MA
Concurrent with Fire Station Building Committee

Listing of Topics

1. Open Prudential Committee Meeting (Chair) with Pledge of Allegiance

Chairman Pamela Pike opens the Prudential Committee meeting at 5:00PM with the Pledge of Allegiance. Present are: Marcine Fernandes Member, Chief Goodwin, Clerk-Treasurer Mary McCoy, Deputy Andersen, Melissa Goodell Recording Secretary, Joe Sullivan OPM, Absent Charles Klueber.

Marcine Fernandes opens the Fire Station Building Committee at 5:00PM. Present are David Halberstadt, Len Gay, Ed Ranson, Diane DiStolfo, Chief Goodwin and those listed above. Absent Frank Kowzic.

2. Vote on Appointment of Howard Andersen as Deputy at the Onset Fire Department

Pamela Pike introduces Deputy Andersen and states that after interviewing several worthy candidates for the position of Deputy at the Onset Fire Department the Prudential Committee offered the position to Howard Andersen and he accepted. Marcine Fernandes formally motions to appoint Howard Andersen as Deputy of the Onset Fire Department. Pamela Pike seconds the motion, vote 2-0-0. Clerk Mary McCoy swears Deputy Andersen in.

3. Meet with Joe Sullivan to go over change orders at the new Fire Station.

Joe Sullivan provides an illustration to explain the cost of the change order for water lines into the new Fire Station. There is debate as to whether the original plans for the Fire Station called for one or two water lines and then were changed after the initial plans were presented. Joe Sullivan indicates from the beginning there was only one 6" line. Joe Sullivan states the change order is in line with what other towns in the area are paying for similar change orders.

Joe Sullivan states the second line will be a 3" line. The spreadsheet provided indicates a 4" line.

There are questions regarding the cost of the change order if the specs are calling for a 4" line and a 3" line is what is actually being provided. Joe Sullivan states the 4" is a typo that was carried throughout the spread sheet and the change order cost is actually for the 3" line. The discussion among the Fire Station Building Committee and Prudential Committee revolves around being sure the cost change is correctly applied and that the District is only paying for a 3" line. It is requested to present a corrected spreadsheet before any approval for the payment of the change order is given.

Joe Sullivan states he will provide a corrected spreadsheet but needs the Fire Station Building Committee to recommend paying the change order and for the Prudential Committee to vote to pay the change order so the project can move forward.

The Fire Station Building Committee members discuss and recommend paying the change order contingent on Joe Sullivan providing the corrected spreadsheet and the cost not to exceed what has been discussed.

Marcine Fernandes motions for the Prudential Committee to authorize payment of change order 13R1 not to exceed \$13,261.30. Pamela Pike seconds the motion, vote 2-0-0.

There is discussion with Joe Sullivan regarding change orders going forward. Both Committees voice displeasure at last minute notifications of changes. Joe Sullivan states he will provide proposed potential change orders in the future.

There is discussion about the instillation of a fire hydrant at the site of the new Fire Station. Marcine Fernandes motions to have the construction team at the site install the fire hydrant. Pamela Pike seconds the motion, vote 2-0-0.

Joe Sullivan states he would like to meet with the Fire Station Building Committee on a regular basis. It is decided to have the Fire Station Building Committee meet the 3rd Wednesday of the month on-site at 8 Sand Pond Road at 9:30AM. It is also decided to have the Fire Station Building Committee to meet the 4th Thursday of the month at 4:30PM at 15 Sand Pond Road.

Marcine Fernandes motions to adjourn the Prudential Committee meeting at 6:20PM. Pamela Pike seconds the motion, vote 2-0-0.

Diane DiStolfo motions to adjourn the Fire Station Building Committee meeting at 6:20PM. David Halberstadt seconds the motion, vote 6-0-0.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Prudential Committee:

Pamela Pike Chairman

Charles Klueber Clerk

Marcine Fernandes Member

Documents Used: Illustration of water lines, Spreadsheet of changes

Onset Fire District
Office of the Prudential Committee
15 Sand Pond Road, PO Box 44
Onset, Massachusetts 02558-0044
508-295-6090
onsetfiredistrict.org

Meeting Date: July 23, 2020 @5:00PM

Location: 15 Sand Pond Road

Listing of Topics

1. Open Prudential Committee Meeting (Chair) with Pledge of Allegiance

Pamela Pike opens the meeting at 5:03PM with the Pledge of Allegiance. Present are Charles Klueber Clerk, Marcine Fernandes Member, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Deputy Osswald, David Halberstadt Water Commissioner, Tom Hannon Citizen.

2. Approval of Minutes

Marcine Fernandes motions to approve the minutes of July 16, 2020. Pamela Pike seconds the motion, vote 2-0-1 with Charles Klueber abstaining.

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

Deputy Osswald presents a written report for the Fire Department (attached). There have been 80 calls for service in the past two weeks. They will be conducting interviews with Mass Maritime students looking to be interns. The Fire Department is still operating at a heightened level of security with the Coved 19 pandemic.

4. Fire Station Building Committee's Report/ Update from OPM Joe Sullivan
Discuss letter of interest to join the Committee

Marcine Fernandes indicates the FSBC would like to recommend Tom Hannon to fill the vacant position on the Committee. There is discussion about Tom Hannon's

qualifications. Marcine Fernandes motions to accept the recommendation of the FSBC to fill the vacancy on the Committee. Charles Klueber seconds the motion, vote 3-0-0.

Marcine Fernandes states the FSBC voted to rescind the payment for the change order discussed on July 16, 2020. The approval for the change order was based on receiving an email with corrected information regarding the size of the water lines going into the new station and clarifying what size line was billed. The email has not been received as promised from the OPM. There is discussion about frustration over a lack of communication. Pamela Pike would like to see a copy of the original plans for the Fire Station.

Marcine Fernandes states that Diane DiStolfo is considering taking over the Chairman position for the Committee.

5. Discuss District business at the Water Department; may include topics pertaining to financial, procurements and operations at the Water Dept.

There is discussion with Water Commissioner David Halberstadt about the recent social media chatter regarding water bills. Due to Covid 19 and software issues the bills have been delayed. It is suggested to put something on the website regarding the delay in billing.

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

There is none.

7. Items not reasonably anticipated by the chair 48 hours in advance of this meeting

There are none.

Marcine Fernandes motions to adjourn open session and enter into Executive Session at 6:08PM under M.G.L. c30A Section 21(a)(2) to conduct negotiations with nonunion personnel namely Deputy Osswald and to adjourn in Executive Session without re-entering the open meeting. Charles Klueber seconds the motion, vote 3-0-0. Pamela Pike yes, Charles Klueber yes, Marcine Fernandes yes.

Respectfully Submitted:

Melissa Goodell Recording Secretary

Prudential Committee:

Pamela Pike Chairman

Charles Klueber Clerk

Marcine Fernandes Member

Documents Used: Agenda, Minutes of July 16, 2020, Board of Engineer's Report, Tom Hannon letter of interest.