

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

**Meeting Date: August 13, 2020 5:00PM**

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

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

Chairman Pamela Pike opens the meeting at 5:05PM with the Pledge of Allegiance. Present are Charles Klueber Clerk, Marcine Fernandes Member, Melissa Goodell Recording Secretary, Joe Sullivan OPM, Jovina Dean Citizen.

2. Approval of Minutes

Charles Klueber motions to approve the minutes of July 23, 2020. Marcine Fernandes seconds the motion, vote 3-0-0.

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

There is no one present to give a report.

4. Fire Station Building Committee's Report/ Update from OPM Joe Sullivan

There is continued discussion regarding the water line going into the new fire station. Joe Sullivan states the District was charged for a 3" line.

Joe Sullivan presents a printout for a Summary of Change Orders which breaks down who requested the change order, whether it is pending or approved and the cost. Of the 11 pending change orders, Joe Sullivan recommends 4 of them be approved. Those he is asking approval for are item 7 for an underground conduit, item 18 room size change for the IDF, item 20 overhead door windows, and item 22 seismic clips at CMU walls for a total withdrawal from the contingency fund of \$20,978.49.

After discussion of the 4 requested change orders Charles Klueber motions to approve the change orders for items #7, 18, 20 and 22. Pamela Pike seconds the motion, vote 3-0-0.

Pamela Pike presents Joe Sullivan with an invoice from John Turner Consulting and questions what the invoice is for; there is no back up indicating services. Joe Sullivan indicates John Turner Consulting is a testing company and test the concrete for consistency, the blacktop for temperature among other things. Joe Sullivan advises not to pay any invoices without backup information and his signature. Going forward Joe Sullivan will come to the District Office on Thursday morning and sign all invoices for approval before the checks are issued.

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

There is no one present to give a report.

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

Melissa Goodell states Cape & Islands Shred came and shred the documents approved by Secretary Galvin's Office.

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

Charles Klueber notified the Committee he will not be running for re-election in May.

Pamela Pike states she would like to have a joint meeting with the Water Commissioners on September 24, 2020 if they are available.

9. Executive Session under M.G.L. c30A Section 21(a)(2) to conduct negotiations with nonunion personnel namely Deputy Osswald.

Deputy Osswald is not present; there is no Executive Session meeting. It is discussed and decided that going forward the Attorney for the District will handle all further claims from Deputy Osswald for past overtime pay.

Motion to adjourn by Charles Klueber at 6:31PM. Marcine Fernandes seconds the motion, vote 3-0-0.

Respectfully Submitted:

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Melissa Goodell Recording Secretary

**Prudential Committee:**

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Pamela Pike Chairman

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Charles Klueber Clerk

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Marcine Fernandes Member

Documents Used: Agenda, Minutes to July 23, 2020, Summary of Change Orders, invoice from John Turner Consulting

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**Meeting Date: August 27, 2020 @5:00PM**

**Location: 15 Sand Pond Road**

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

Pamela Pike opens the Prudential Committee meeting at 5:15PM with the Pledge of Allegiance. Present are Charles Klueber Clerk, Marcine Fernandes Member, Mary McCoy Clerk-Treasurer, Melissa Goodell Recording Secretary, Chief Goodwin, David Halberstadt Commissioner, Joe Sullivan OPM.

2. Approval of Minutes

Charles Klueber motions to accept the minutes of August 13, 2020. Marcine Fernandes seconds the motion, vote 3-0-0.

3. Fire Station Building Committee's Report/ Update from OPM Joe Sullivan

Joe Sullivan states the first construction meeting with David Halberstadt and Ed Ransom went well. They were able to see firsthand how the construction of the new fire station is progressing.

Joe Sullivan states the job is 42% complete and having spent on \$64,000.00 on change orders is phenomenal.

Joe Sullivan mentions there will be a plaque placed in the vestibule and the Prudential Committee should think about whose names should be on the plaque.

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

Chief Goodwin does not have a report but wanted to inform the Prudential Committee that he would be meeting with the Retirement Board the end of September of 2020. Chief Goodwin would like to schedule meetings with the Prudential Committee to settle things up because he may not be here at the end of the year.

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

David Halberstadt states things have been running well at the Water Department and he is looking to put together job descriptions and policies for the employees.

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

Mary McCoy states the new software program for the Water Department is going well. There is discussion about putting a notice on the website explaining why the bills did not go out in the spring and in the fall there will be a double bill.

The asset audit is complete and the audit of the books will begin the first of September. An audit of the OPEB account has also been ordered.

In the last 5 years the accounts for the District have earned \$120,000.00 in interest.

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

Pamela Pike states she was informed that the Town of Sandwich auctioned off a Fire Station and wanted to look into the option for Onset. There is discussion about forming a Committee to discuss options for the station in the Village once the new station is completed.

A handout written by Len Gay about the Fire Station at 5 East Central Ave, Onset, MA was left at the Office and Pamela Pike distributes a copy to each Prudential Committee member to review, and asks it be put on the agenda for the next meeting.

8. Executive Session under M.G.L. c.30A, §21(a)(3) to discuss strategy with respect to clearly and imminently threatened or otherwise demonstrably likely litigation as an open meeting may have a detrimental effect on the litigating position of the Prudential Committee and the chair so declares.

Marcine Fernandes motions to enter Executive Session at 6:20PM under M.G.L. c.30A, §21(a)(3) to discuss strategy with respect to clearly and imminently threatened or otherwise demonstrably likely litigation as an open meeting may have a detrimental effect on the litigating position of the Prudential Committee and the chair so declares. Charles Klueber seconds the motion, Chair Pamela Pike confirms an open meeting would have a detrimental effect on the litigating position of the Prudential Committee, vote 3-0-0. Pamela Pike yes, Charles Klueber yes, Marcine Fernandes yes.

9. Possible vote on items discussed in Executive Session

There is discussion about payment of overtime wages that should have been paid to Deputy Osswald and Retired Deputy Ellis and correcting the error by immediately issuing a check to both Deputy Osswald and Retired Deputy Ellis for the preceding 3 years from August 27, 2020 back to August 27, 2017. Marcine Fernandes motions to issue a check to Deputy Osswald and another check to Retired Deputy Ellis for overtime pay calculated using their respective time cards as approved by Chief Goodwin and the Prudential Committee for the time period August 27, 2017 to August 27, 2020. Charles Klueber seconds the motion, vote 3-0-0.

Marcine Fernandes motions to have the checks for overtime pay be delivered to Deputy Osswald and Retired Deputy Ellis on Friday August 28, 2020 and to pay any expense associated with the delivery of the checks. Charles Klueber seconds the motion, vote 3-0-0.

10. Adjourn

Charles Klueber motions to adjourn at 7:40PM. Marcine Fernandes seconds the motion, vote 3-0-0.

Respectfully Submitted:

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Melissa Goodell Recording Secretary

**Prudential Committee:**

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Pamela Pike Chairman

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Charles Klueber Clerk

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Marcine Fernandes Member

Documents Used: Agenda, Minutes of August 13, 2020, handout regarding the Fire Station

