

Cotuit Fire District  
Prudential Committee  
Minutes  
26 June, 2017

Call to order at 5:00

Amy Kates recording

**Present:**

Ray Pirrone, Lisa Mycock-Kelly, Fran Parks, Stan Goldstein, Charlie Eager

**Public Comment:** Cynthia Gardener commented about the response she received from an open meeting complaint and discussed reasons why she has concerns and would like the committee to discuss tonight a way to make sure these errors don't happen again. No response was made.

**Appoint Clerk:** Motion made to appoint Charlie Eager as Clerk for the Cotuit Fire District, seconded, all in favor.

**Committee Organization:** Stan Goldstein nominated to appoint Fran Parks for Chairperson of the Prudential Committee seconded, all in favor

**Policy Advisory:** Stan Goldstein nominated Lisa Mycock-Kelly as the Chairperson for the Policy Advisory Committee, seconded, all in favor. Fran Parks nominated Stan Goldstein as the By-Law Committee person, seconded, all in favor.

**Treasurer Report:** Announced revenue is slightly ahead of budget and expenditure is below. While going through the accounts, noticed will have to adjust for the fact that the Treasurer was appointed late, therefore would like to bring a proposed amendment or motion to the Committee to move money from the reserve fund to the finance department to cover the Treasurer contract expense since we had the contractor for longer than was anticipated and also for the public buildings salary, and with this being the last meeting and in the sake of being conservative suggests moving \$600 to that and \$22,000 to the Treasury line. Fran Parks made a motion that the Prudential Committee move \$22,600 from the reserve account to the following accounts \$22,000 to the Finance Department for Treasurer services and \$600 to the public buildings for salaries and wages. Seconded, all in favor.

Decision made last year to continue the consulting services of Mike Daly through mid-November to assist Ray for consulting on the year end reporting FY17, auditing for FY17, and free cash and tax recap filings FY17 the maximum cost would be \$9,000 and would start upon written notices and be an extension on the written contract amendment existing. Ray Pirrone is comfortable with this as will help make everything consistent. The \$9,000 has already been budgeted for FY18 in the finance budget. Stan Goldstein made a motion to accept to amend the agreement with Mike Daly as per discussed, seconded, all in favor.

**Freedom Hall Scheduling:** Fran has been working with Christina to take over the scheduling of Freedom Hall as of July 3, and have an updated the rental agreement as discussed. There may be some weekends she needs assistance to open/close for rentals but will figure it out as we go. Stan Goldstein asked about laws for non-exempt employees and asked if Christina would get comp time or over time if she puts in extra time, Fran Parks will discuss this with her.

**Recommendations of the Policy Advisory Committee:** The Committee met several times and in April made the following recommendations to the Prudential Committee not listed in any order but are ranked of importance as concerned. 1. Determine if transcriptions of meetings were satisfactory instead of minutes 2. Review and update job descriptions of all district employees and elected officials 3. Review incident requiring police assistance in Cotuit to possibility increasing patrols 4. Encourage the use of absentee ballots to increase voter participation (Stan feels the absentee ballots need to be available after working hours) 5. Convene the Committee to review the district governs and make recommendations to increase government efficiency through consolidation of the three commissions (the next step would be to have a subcommittee look at this) 6. Finalize plans for district owned building located at 56 High Street 7. District clerk to regularly review open meeting law changes and (inaudible 30:36) changes to district officials 8. The cross utilization of district administrative resources to improve governmental efficiency 9. Improve business process in

the district to address recommendations of the auditors 10. Review and revise Cotuit Fire District booklet and post on website. Reverting back to number one transcriptions are not allowable per open meeting law. Number 2 the job descriptions completed from water employees, have an up to date for custodian, have a new job description filed for Christina but will be helpful if each of the committees do a handbook of the duties of the committee that expands of the explanations that are in the bylaws. Policy handbooks are always useful. Fran also mentioned it would be helpful for next time elections come around when people start to take out papers have packets sent out about all in information about reporting to state about their election costs and more in depth about things need to do if going to run.

Town of Barnstable inspected Freedom Hall, need batteries replaced in emergency lights and exit signs. The Cellar has never been inspected before (wasn't on the list of usable space), it needs to have a railing installed on stairwells in back, provide a four-foot path to walk out on. Have a few weeks to get this accomplished. The district received a notice that Kevin Starr going to be doing work on Harborview, public hearing will be held on June 27<sup>th</sup> at Barnstable Town Hall.

**Minutes:** motion made to approve May 1, 11, 22, and June 8, 2017, seconded, all in favor

**Return to Public Meeting:** Carol Zais requested to see if meeting dates could be moved to a later time or allow public comment at the end of the meeting. Stan and Lisa agreed, will go under advisement, Fran suggested to make the next few meetings at 6:00 for a while and see how it goes.

**Adjourn:** Motion to adjourn, seconded and unanimously approved