

Cotuit Fire District
Prudential Committee
Minutes
23 October, 2017

Call to order at 6:00

Amy Kates recording

Present:

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

Public Comment:

Carol Zais thanked the committee for moving the meeting to 6:00 in the evening as she takes the information back to the Civic Association and try to keep that board informed of all the committees.

Treasurer Report:

Ray is working with the Town of Barnstable to reconcile our 2017 tax collection records with theirs. It is about 70% complete.

The 2018 Expenditure Reports: all articles are at desirable amount of spending or under it.

Ray gave a reminder about the Tax Clarification meeting on the 13th, the Charlie indicated it would be noticed in the paper.

Stan asked about financial reports, but will meet with Ray later about clarification about line items.

Space Needs Assessment:

Stan distributed draft copies. Stan met with Rick Fenuccio and he received lots of information about what he as an architect would look for and gave him sample documents. Stan apologized to Chief Paul Rhude as they never had a chance to meet and discuss the documents that he had sent him. Draft was reviewed. Fran asked if included the Water Department, Fire Station, and 56 High Street-Stan replied yes it does. Stan also mentioned the importance of paragraph one to tell people about Cotuit. Rick Fenuccio was very careful about mentioning not touching the property until ready to go, any changes will get rid of grandfather clauses as far as zoning is concerned. Rick Fenuccio and Chief Rhude both mentioned possibly combining the two properties and seeing what the pros and cons were; Fran agreed made sense. Chief Rhude commented that the Designer Selection Law states that if the final building construction is over \$100,000 then have to go with Designer Selection Law. (Chief will provide specifications if needed) But if the final construction is that amount and if/or designer fee is over \$10,000 have to request a quote/have to select a designer selection committee and go out to bid with either a set fee stating price going with and put out for companies to bid on, then the selection committee picks a vendor; or go to bid without a fee to select most desirable company then negotiate a fee with that company. Fran asked if this still applies if is just a space needs study. Chief Rhude replied that if it is just a management study that does not include any architectural, engineering, or conceptual drawings can do it if under \$25,000, but if any of the previous is listed and has any architectural input or any engineering component would be considered a designer selection and have to go by appropriate laws. It depends what looking for, if just want someone to discuss square feet and offices, can do it without going to bid, but if want someone to produce conceptual drawings then need to go out to bid using Designer Selection Process. Stan asked about conceptual drawings. Chief Rhude said layouts according to the IG office would put us under the designer selection process. If looking for a management study then could get away without it. Stan mentioned presenting qualifications to which Chief Rhude replied will tell them what the minimum qualification are and they will submit them, and the committee will rank them, and then we have to go with the top pick. Lisa commented that since moving down this path makes sense to put something together end of

paper (14:10) Stan replied that he was unaware of the Designer Selection Law, but was aware that once past the space needs dept., a lot of towns make a mistake to go out for estimates only to find out the budget is way under-Rick recommended the space needs first, then architect, then final bids, we would have to go back and wordsmith and take out anything with layout and design just make it consulting. Chief Rhude said will have to go out and bid for a designer anyways and suggested go out now and get an architect as will need it going forward through the whole process anyway, but it depends on what you are looking for. Right with the advice to come back with estimates 60 days prior to a district meeting to vote on funds. Fran commented only have \$25,000 at the moment for this process and need to do this so everyone in district is informed of what's going on. Will have to ask for more funds to go out to the architectural process and would prefer to do right now a space needs without any architectural drawings so get a better idea how much looking at for the architectural service which will cost a great deal. Lisa said if we are limited at this point of time all or nothing kind of thing and want to do something otherwise have a special meeting. Stan said will modify and take out anything that has to do with plans and design just the space needs and consulting and come back with report. After modification will send out by email and then discuss at next meeting

56 High Street:

Historical Commissioner is going to maintain the 18-month hold. Stan commented will have space needs done this fiscal year so may have idea what may need for next fiscal year which would be close to end of 18-month hold. Fran is still going to have the oil tank removed and septic shut down.

Freedom Hall Basement Clean up:

Mold Doctors took care of the basement. Fowler put mousetraps out and discovered termites and will put bait out to get rid of them. Bought two new tables for Freedom Hall as one was broken. The 4H group is going to start meeting here every other Thursday. Fran asked Ray about a better way to hold deposit checks, perhaps creating an escrow account, Ray will set it up.

Matters not Reasonably Anticipated:

Stan has nothing to report about the By-Law Committee

Fran announced the new projection screen should be arriving in the next few weeks, and then will be installed

Lisa asked about floor quotes. Fran received one so far, will get a few more.

Minutes:

Minutes from September meeting, no corrections or additions. Motion made to accept, second all in favor

Adjourn: Motion to adjourn, seconded and unanimously approved