

Cotuit Fire District
Prudential Committee
Minutes
12 February 2018

Call to order at 5:30

Amy Kates is recording

Pledge of Allegiance

Public Comment: No public comment

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

Space Needs Assessment: Lisa mentioned have to comply with designer selection flaws, must first adopt procedures that were circulated. If go online can find designer selection outline. Stan asked the Chief Rhude what a lead score card was-Chief not 100% sure, think it may be ratings for energy, conservation and insulation. Second question about paragraph five making a few corrections-change the name of the town to Village of Cotuit or Cotuit Fire District and to change name of point of contact person to Stan. In the RFQ who the proposal should be submitted to. Lisa had a few questions about a few decisions need to be made in respect to dates in that document. Chief Rhude spoke with an architect from Kessel Bowes Associates (KBA) in reference to dates. He mentioned that loosened up the dates a bit and gave them more time and/or if backdated it they would be more likely to bid on it or bid at a competitive price. Also suggested changing deliverable slightly removing multiple conceptual plans bring it down to a plan, eliminate identify community concerns impact on project options (#five), providing a list of completed projects (#twelve), past five-year corresponding costs, and make sure emphasis conceptual budget not actual budget. Fran suggested a May 1st date to get it completed, hopefully by Civic Association Meeting, Chief not sure but will call and ask. Lisa asked about dates, the first asks about the applications being submitted. Reviewed dates about regarding proposal requirements, a pre-proposal meeting date for a physical inspection of the properties. Stan suggested going past the May meeting, Fran concerned about going 6 months' past the 18 months hold, then would have to go through entire process again. Fran suggested maybe a special district meeting to address this, but doesn't want to wait another year to address this. Stan asked Ray what happens to the \$25,000, Ray replied it would carry over. Lisa concerned won't get anyone to bid if rushed it, Chief agrees that getting the bid by May meeting would be difficult. Options and process was reviewed and discussed. Fran suggested working backwards from date hope to have applications received. Advertise first few weeks of April, bids due April 30th, and would meet for pre-proposal meeting May 9th @ 10:00 a.m., all questions and proposals will go to Stan. Motion made for the Prudential Committee to adopt the Cotuit Fire District designer selection procedures as set forth on the writing dated today February 12, 2018, seconded, all in favor.

Annual District Report: Charlie Eager announced the annual reports are due within the next month or so from all the committees. The last date for submission is March 30th.

Minutes: Minutes from January 22nd meeting, no corrections or additions. Motion made to accept, second all in favor

Adjourn: Motion to adjourn, seconded and unanimously approved