



**Prudential Committee of the Cotuit Fire District  
Freedom Hall, 976 Main Street, Cotuit, MA  
August 28, 2019  
Minutes**

**Called to Order at 5:30 p.m.**

**Roll Call:** Ray Pirrone-Treasurer, Fran Parks-Prudential, Silvio Genao-Prudential, Charlie Eager-Clerk

**Absent:** Lisa Mycock-Kelly

**Public Recording:** Amy Kates is recording

**Pledge of Allegiance**

**Discussion on Procedures for Conducting Meetings**

- Silvio would like to discuss and get approval from committee some procedures for meetings going forward. The first procedure would be to stick to the agenda and have all comments addressed to the Chair, second per Mass General Law Chapter 30A, Sections 18-25). paragraph G, no person shall address the meeting of this committee without permission of the Chair, disruptions will not be allowed, and members of the public shall be silent at the request of the Chair. Three, there will be a period of public comment at every meeting to allow the public to provide input which will be taken into consideration by the committee when making its decisions. Four, the Chair may choose to respond with brief or factual information to questions that come up during public comment, the committee members will not be required to respond to questions that come up during that public comment period. Five, each individual will get a maximum of two minutes which they cannot yield to other individuals. Six, when addressing the comments to the Chair individuals will state their name and address into the microphone in order to ensure proper information for the record. No comments from the committee. Motion made to approve these procedures as outlined, second, all in favor

**Public Comment**

- Stan Goldstein-12 Trudy Lane asked for a firm schedule for the flooring project at Freedom Hall.

**Space Needs Assessment Project Update**

- Kathryn Giardi from Brown, Lindquist, Fenuccio & Raber Architects reviewed handouts of preliminary project budget and construction cost estimate. Numbers higher than projected last spring due to the monthly rise of constructions costs, and the economy of

scale. If the entire project went forward would be almost 1.4 million. Kathryn then discussed soft costs with assumptions and analysis for a rough idea of cost would bring it to 1.77 million with alternate included in there. If do include alternate oil separated is not included in estimate would be roughly another \$15,000. Silvio asked if OPM services included in soft cost? Kathryn answered it is not included (need 1.5) though is a line item in there for it. Fran mentioned a few things that may be changed and asked if some of the smaller items listed (coat hook, shelves) are regulated by the state or could go with a more affordable option. Kathryn responded no and will review estimate thoroughly and look at items that could be decreased or removed. Silvio asked about construction administration-they would attend every other meeting, be responding to contractors RFI's and any questions they may have would go through them, review submittals, payments for applications, inspections, submissions to the town, and consultants will do as needed as well. Kathryn reviewed two projects schedules-standard and fast track. Fran stated would have to go to a meeting for approval, and her concern with a fast track process is the zoning board of appeals. Silvio asked Kathryn is there a cost difference with the two tracks-redesigns not included in fees otherwise same price, and question for Ray is there an appropriation for this, Ray responded no have a feasibility study at this point and would need to go to a Special District Meeting to get approval to proceed, funding could get difficulty because of interim funding-need to ask tax payer if committed to this or not. Silvio asked Fran what the general feeling is for the project based on her Space needs committee experience. Fran responded would be best to address at a special district meeting, ask the architects to explain and answer questions, and will depend on funding for project. Ray's rough guess is it will add \$80-90000 to the tax (inaudible). Silvio asked if there were any public questions. Carol Zais, 86 Putnam Ave-encouraged multiple informal community sessions before the special district meeting as this is a lot of information to digest in one meeting and then have to vote. Cynthia Gardner, 94 School St asked if possible, for the clerk to take the handouts provided and put them on the website or emailed to participants interested in viewing them. Stan Goldstein commented that the economy may be going downhill along with interest rate and construction costs going down-asked if architects had a magic ball to give an estimate on that? Though Kathryn doesn't know what will happen next but have seen clients that wait a year or two and the numbers rise no matter what is happening out there-the longer you wait the more expensive things tend to get. Silvio thanked Kathryn and will get back to her.

### **Freedom Hall Update**

- Fran discussed gutter cleaning/replacement, reached out to three companies and Gutter Monkeys are the only ones to respond and will be here in a few weeks for \$625. Discussed removing the old piano-reached out to three companies and 1800gotjunk will remove it for \$508. Handicap signposts are falling apart-though recently passed Election Committee inspection, Fran informed them that the posts would be proper before the election. Fran proposes replacing them with Aztec about \$250. Fran also discussed the faded no overnight parking sign on side of building-two weeks ago someone parked in the lot for a week, Fran signs would cost (\$160) and will post and the lodge agreed to allow a sign to be put on that building as well. Discussed the lights in the back are out, electrician will repair, Fran has done other repairs at the hall (tp holder, touch up paint).

Many problems with the front door, would like to get quotes to get the door fixed. Fran spoke with the owner next door regarding the replacement fence and the fence stops near window well, will shorten the fence. The Historical Society would like some of the old floorboards from floor project for a fundraiser. Once know when the floor project will start, need to have someone put the chairs up on the stage. Fran would like the ice cream tables to be put as surplus. Motion made to declare the piano and two ice cream tables surplus, second, all in favor. Silvio will try to get the no overnight parking signs at no cost. Since the floorboards are part of the contract with the floor company, Silvio will reach out to them about what going to do with old floor and if hold onto some of it and Silvio will find out when the start date is going to be.

### **Discussion on Open Meeting Law Complaint Response Procedure**

- Silvio stated he feels this committee has received a fair amount of OML complaints and believe have been better about how run the meetings, we have attending an IG training and based on what learned in that training would like to make a motion, Fran added that the Fire Dept is also doing this and she would like to recommend Gargiulo firm rather than district attorney. Silvio stated that this has been discussed in previous Executive Session, and he would like to make a motion to accept a procedure where when we get an OML complaint that we delegate it to counsel, second, all in favor.

### **By-Law Committee Update**

- Silvio has reached out to the other committees to find out who their nominees are Scott Horsley, water and Adam Zais, fire. At large members are Penny Lavert and Mimi McConnell, Fran Parks from Prudential. Hope to be meeting after Labor Day. Ray Pirrone commented about the By Law change at the Annual District Meeting that directed the Treasurer to create a Stabilization fund equal to the census of meters and the fee for meters. When it came to the budget, we failed to include authorization to expend those funds. Ray has a bylaw that directs him to do something that he has no authorization to spend on and his recommendation is we acknowledge that and include that in the budget for next year the authorization to spend according to that bylaw. It is a stabilization fund that the water department would need and Annual District meeting authority to spend under at any case so by authorizing the funding at the next annual district meeting there is no gain or loss and it will then put us under the appropriate budgetary discipline for that bylaw. Fran agrees that it is a much more appropriate

### **Policy Advisory Committee Update**

- Silvio will represent Prudential, Adam Zais-Fire, Tom Hoppenstedt-Water. At large will be Jackie Mastro, Amy Kates, Cynthia Gardner.

### **Treasurer Report**

- Ray reviewed FY19 and FY20. Unibank will give a presentation regarding online payments for the district. Rereviewed the water department stabilization fund.

### **Reading/Approval of Minutes**

- July 22 minutes need to be rereviewed. Motion made to approve 2019-April 29, June 24, July 12, July 15, second, all in favor. Motion to approve the Executive Session meeting from July 22, 2019, second, all in favor.

### **Other Business/Topics not Anticipated by the Chair**

- Auditor suggested quarterly budget reviews with Fire and Water Commissioners-By Law states should review their budgets and progress they are making in February, but Fran thinks it would be better to do so on a more consistent basis-quarterly. Fran also discussed contacting the IG office to see if would come to our District for OML training. Fran will provide Silvio with information for the signs. Silvio went on the AG site and found available online trainings, next one being Tues, Sept 17-Silvio will send a link. Silvio wanted to congratulate the Kettleers on winning the Cape Cod Baseball League. Kevin Conley was appointed to the negotiating committee and Silvio would like to nominate Fran, Fran accepted, Motion made to nominate Fran to the Bargaining Agreement Negotiating Committee for the Fire Department, second, all in favor.

### **Adjournment**

- Motion to adjourn, second, all in favor