

COTUIT FIRE DISTRICT  
BYLAWS SUBCOMMITTEE  
MARCH 30, 2022  
MEETING MINUTES

The meeting was commenced at 6 pm.

In attendance were Committee members:

Mark Lynch (Chair)

Carol Zais

Amy Kates

Rick Pisano

Mark Robinson

Lisa Haven, Assistant Treasurer, also attended.

The proposed meeting minutes from the Bylaw Committee's February 15, 2022 meeting were approved.

The group concluded that in Article V, Section 1, the word "insure" should be changed to "ensure" to be grammatically correct. The proposed change was recommended by motion, seconded and approved. This change will require approval at the annual meeting.

The Committee agreed that the changes implemented by Ms. Haven to correct certain form, typographical and grammatical errors, as noted on a PDF document sent to the Committee members by Mr. Lynch on March 29, 2022 should be implemented as noted. In addition one additional typo should be corrected: "meeting" in Article XI, Section 1 will be changed to "meetings". These changes were made by motion, seconded and approved by the committee. The Committee concluded that, since the corrections did not change the meaning of any section, they likely need not be subject to approval at the annual meeting.

The group discussed the possibility of adding the post of Assistant Treasurer to the officers identified in Article I, Section 1. Ms. Kates objected to the addition, indicating that she believed such a change would require more than a change to the Bylaws. Ms. Haven, the current Assistant Treasurer, concurred with this assessment and the proposal was tabled.

It was noted that Article 1, Section 1 names the "officers" of the District, including the Clerk and Treasurer and Article 1, Section 2 provides that all officers are to be elected for a three year term. The group agreed that a change should be made to Article 1, Section 1 noting that the Clerk and Treasurer are appointed positions and that Article 1, Section 2 should be amended by adding "elected" before "officers". This proposed change was made by motion, seconded and approved. It will need to be approved at the annual meeting.

There was a brief discussion of whether the 7:30 pm start time noted in the Bylaws for the Annual Meeting discouraged attendance. Some members believed the relatively late start time could have such an effect, especially among families with small children. It was thought that such a change should not be made without some kind of survey or voter input as to the desired start time for the meeting.

A discussion was had as to whether Article XI, Section 11, relating to ad hoc advisory committees, should be expanded. The Section currently allows "citizens of the District" to be appointed to such committees.

It was suggested that people with expertise on topic(s) under consideration should be allowed on such committees even if they were not citizens of the District. Mr. Lynch volunteered to craft proposed language to that effect.

The majority of the meeting related to a continuing discussion of the timing and content of the annual report. The Committee agreed that the annual report published by the Clerk should be uniformly referred to in the Bylaws as "the Annual Report of the District". It was noted that the contents of this report are not spelled out anywhere in the Bylaws. Mr. Pisano volunteered to prepare draft language on this topic.

Article VI, Section 2 provides that the Clerk shall cause to be published "all annual reports of all officers and committees" by the end of the calendar year. In our previous discussions, it was noted that historically, this deadline was generally not followed. It was thought that this deadline should be extended to March 31 to make the bylaws consistent with actual practice. In this meeting, there was a change in this previously stated view. Mr. Robinson proposed that instead of being extended, the deadline actually be moved forward to Nov. 15. This proposal was also endorsed by Mr. Pisano. The thought was that such a deadline was feasible and would avoid work on the project over the holiday period. It was also expressed that having such information compiled earlier would be of benefit to the public and the various committees. Ms. Haven expressed the view that it would be difficult for the Treasurer to comply with this proposed deadline given the necessity of the auditors review. Mr. Lynch was charged with discussing this issue with Treasurer Ray Pirrone in advance of the Committee's next meeting. This topic will be discussed further at the Committee's next meeting.

The meeting adjourned at approximately 7:20 pm.