

Cotuit Fire District

Prudential Committee
Regular Meeting

August 22 , 2011

The meeting was opened at 6:05 by the Chairman, Laurie Hadley. Also present were members Amy Kates and Rick Barry (who arrived as the minutes were being reviewed), as well as the District Clerk, Charles Eager; the District Treasurer, Agnes Murray; Fire Commissioner Ron Mycock; the Fire Chief, Chris Olsen; and several members of the public.

The Chairman began the meeting by explaining new rules that she would apply, including no back and forth discussions with members of the public after the public comment session. She encouraged people to contact the Prudential Committee members to request that items in which they are interested be added to the agenda.

The Chairman then called for public comment. Ms Ruth Pierce gave her opinion that the path through the park is in terrible condition and asked if there was anything the Prudential Committee could do. The Chairman said she would call DPW and pass on Ms Pierce's concern.

The minutes of the Executive Session from June 5, the regular meeting on July 25 and the executive session of the 25th were reviewed by Ms Kates and Mr Barry during a short recess. Two misspellings of proper names were noted and will be corrected. Ms Kates thought we had planned to have a meeting with the Water Commissioners concerning Mr Charles McLaughlin's presentation regarding the District's participation in a solar energy project. The minutes indicated a decision was made to allow the Water Commissioners to go ahead as they administer the land that would be involved and the town has a very short deadline. It was agreed that the minutes correctly reflected what had happened.

Ms Kates again questioned how much participation the Prudential Committee has in union negotiations. She also felt that some things that were included in the contract were never reported to the Prudential Committee. The minutes of the Executive Session of June 5th and the regular meeting of July 25th were approved unanimously. The approval of minutes of the July 25th Executive Session was postponed until the next Executive Session.

The Treasurer's reports were distributed. Mr Barry requested again that the information be made available prior to the meeting in order to allow time for study. It was reported that starting in October more information will be provided in order to prepare for budget talks. Ms Kates had questions regarding our cash position. Ms Murray enumerated the items that had recently been paid. A transfer from the Reserve Fund will be required before the year can be closed out. This will probably take place at the next regular meeting.

The location of a District Office was then addressed. Mr Barry reported that he'd spoken with Mr Mycock. He has a situation that may be resolved by September allowing us to consider his property. Mr Barry also spoke with David Hendricks of Bell One Realty regarding property at the corner of Main Street and Route 28. This appears to be out of our price range. Mr Hendricks did tell Mr Barry of property at Merry Meadows By-way that may be available. Ms Hadley had spoken to Ali Maloney of AMG and that property is also out of our price range. Mr Barry will write up an RFP.

Accounting software was the next agenda item. Ms Hadley stated she would approve Northern Data as the price seemed to be the lowest. In addition, as an upgrade, we would not have to go through a formal bidding process. Fire and Water Departments will be able to input their own bills and could access the program to view the current position. Both departments could create their own templates for the information. A motion was made and seconded that we vote to spend \$9800 to purchase the Northern Data upgrade. It was unanimously approved. It was then subsequently unanimously amended to read \$10,500.

The Assistant Treasurer's position needs a job description, advertising, a decision on salary and a decision on hours. Benefits would not be included as initially the person selected would be working less than 20 hours a week. Sherry Leavenworth and the Treasurer should also be consulted. It was agreed to meet on September 6 to finalize the job description and work out any other issues relative to this matter.

The time of Prudential Committee meetings is agreeable to all three members. It was agreed that we change the day of the meeting from "the first Monday after the third Wednesday" to the fourth Monday. A motion to this effect passed unanimously. The next date will be September 26.

The Chairman advised the Committee that a second complaint regarding minutes for the Policy Advisory Committee has been filed with the State Attorney General. After discussion, it was agreed that nothing can be done about the past, but that minutes will be kept in the future as they have been since June.

It had been brought to the attention of the Chairman that we need a policy, or protocol, for the dissemination of information. It has been suggested that the District Clerk, Mr Eager, be asked to work up such a policy. As the District is involved in contract matters and litigation, information should be reviewed before release. Mr Barry agreed to work with Mr Eager on this matter and a motion was made, seconded and unanimously voted to that effect.

The Chairman had received a letter regarding the Cape-wide 911 system. She requested Chief Olsen address the committee on the subject. The Barnstable County Sheriff's Department is responsible for dispatching ambulances and has money now for this purpose that will run out in mid-September. They're warning us that they will have to charge the hospitals and the ambulance services, which includes the fire districts in Barnstable, and the other towns. The Chiefs have been lobbying members of the legislature for assistance. The cost to Cotuit will be

approximately \$4000, which has not been budgeted for. A District meeting will probably be required at some time in the near future to address this as well as the District lease.

Ms Kates had questions regarding the District's master insurance policy. Ms Murray provided the information that the insurance was renewed as of August 1st. Both Fire and Water have received their bills. Apparently the deductible has been increased by about \$10000. The policy covers liability, the vehicles, the buildings and the fire department personnel (VFIS) plan which is similar to Workmen's Comp. Ms Murray questioned the employers' management policy which is the coverage for litigation. Mr Mycock wanted it made clear that the Prudential Committee is also covered. Ms Kates questioned the billing process. Water and Fire each get their bills. The bills are passed on to the Treasurer, and she is also supposed to have the actual policies. This has never been done. Apparently full copies of the entire policy are provided to Fire and Water. Ms Hadley stated that it had taken years to get the two Departments to go along with a master policy rather than each taking out their own. A motion was made that, through the Treasurer, a copy of the master policy be made available to Prudential Committee. Mr Mycock said a decision had been made to increase the deductible to lower the cost of the policy. Ms Kates and Ms Murray stated that the legal deductible had been increased to \$10,000 per claim by the insurance company rather than at the request of the District. Mr Barry suggested that any further discussion be postponed until the policy could be reviewed.

Ms Kates wants the agenda ahead of time. She also wanted to know where the meeting was posted. The answer was only on the Town's web site.

A motion was made that the Committee recess to go into executive session to discuss litigation, not to return to public session. It was seconded and voted unanimously to do so. During the recess, warrants were signed.

Respectfully submitted

Amy McQuire Kates
Clerk