

COTUIT FIRE DISTRICT

Prudential Committee
Special Meeting

September 6, 2011

The meeting was called to order by the Chairman. Present were members Amy Kates and Rick Barry, as well as the Chairman, Laurie Hadley. The Treasurer was not present.

The first item discussed was the RFP for leasing an office. Mr Barry stated he had not had time to prepare it. He had scanned the procurement law, but had not had time to study it in depth. No one else had experience with RFPs. It was suggested we contact the Town Purchasing Agent to see if a sample could be provided. Section 4 says we must have at least three bids. We have prices on the three properties in the District, plus one just outside the District.

Ms Hadley stated she also had not had time to prepare a job description for an assistant treasurer and some discussion followed concerning what the members felt should be included. It was agreed that we run an ad in the Enterprise Newspapers and the Cape Cod Times. A motion was made and seconded, and passed unanimously, that we advertise and publish the position with a salary of up to \$15,000 depending on experience, with a closing date of September 17. Dates were blocked out to interview applicants.

The next item discussed was Freedom Hall. The three prices received were \$170,000.; approximately \$31,000.with options for an additional \$62,000.; and \$25,488. After discussion concerning the work to be done, it was moved, seconded, and voted unanimously, to accept the estimate from David Kerr of Cotuit.

It was decided that the question of contracting for mold remediation would wait until the work covered by the Kerr contract is completed.

Mr Barry and Ms Hadley declined to discuss items not on the agenda. A motion was made, seconded, and voted unanimously to adjourn.

Respectfully submitted

Amy McGuire Kates
Clerk