

[Crosstalk 00:00:00 – 00:00:55]

Chairman: All right.

Fran: Turn your.

Chairman: It's on. I'm going to call to order the February 24th 2014 Cotuit Fire District Financial Committee regular meeting. At this point, is anybody recording?

Fran: Amy Cates.

Chairman: Amy Cates is recording for the record. At this point, I'll open it up to public comment. I would ask anyone who has public comment, maybe with the exception of Amy, to please go over to the microphone because this all being recorded.

Amy: [Inaudible 00:01:27]

Chairman: If she has something to say that's fine. Anybody? Public comment.

Ken: I wanted to say.

Fran: You have to identify yourself.

Ken: Ken Malloy, 227 Oxford Drive. There was so much discussion last summer about the painting of Freedom Hall and I noticed it wasn't on the agenda. I was just interested in what happened there with the contractor?

Chairman: Do you want to?

Laurie: Have you heard that from ...

Fran: Yeah, I'll go through the Freedom Hall.

Laurie: Okay.

Fran: I thought it was on the ...

Chairman: Do you want to answer his question now or do you want to hold off until we're onto Freedom Hall?

Fran: I'll wait until we get to Freedom Hall.

Chairman: Okay, last call for public comment. All right, seeing none move on to the website.

Patricia: I've got to get a jacket.

[Crosstalk in the background 00:02:18]

Chairman: Would you like us, let's go to the Treasurer's report and I'll give you.

Amy: [Inaudible 00:02:24].

Chairman: All right, then.

Patricia: Patricia Brown, Browning Company. At the last meeting I was asked to prepare some options for podcasting which is essentially what we're going to do with the current minute meetings. For want of a better term when they post on the Internet the general shorthand term for it is podcasting, so what I did is I looked at a bunch of different options.

On your current web hosting server you have unlimited space, but as I mentioned last time what's going to happen is because you have big files to download the Internet company will either throttle or turn off the account because it's not set up for podcasting.

Another thing that, again, what I'm trying to do is preempt some questions, other people may say why don't we put it on iTunes? iTunes actually doesn't host accounts. What they do is simply provide links to other services, so while we may decide that we want to include them in the iTunes catalog we still need to find someplace to actually store the files and be able to download them.

Then, I looked at Amazon which people look at and say its cheap webspace. The problem is going to be in terms of bandwidth. Again, because Amazon charges both for the storage space and for the bandwidth so that when you download files it gets very expensive. I estimated that within six months you'll be paying triple the price that we would with a standard podcasting service and that doesn't include any longer term storage.

I also looked at three podcasting services. They're two problems I saw with those, some of them first is that most of them have advertising which may or may not be appropriate because you can't control what is being advertised against your podcast. I also looked at a service called Podbean which has various levels of very cheap posting. Again, the problem is the two problems that I saw were that it was not a very robust service. There were a lot of complaints online about people not being able to get at their podcasts and listen to them.

It really came down to two options. A service called Libsyn and a service called Blueberry. I looked at both. They're comparable in terms of cost. They're comparable in terms of staff and things like that, but in terms of ease of use and in terms of robustness I'm going to recommend that we go with Libsyn. It's the dollar for dollar it's about the same cost within a dollar or two.

The nice thing about the podcasting hosting account as well is that you only pay for what you used that month. We could archive the minutes indefinitely at no additional charge. You pay for what you're going to use that month. If you anticipate, and I'm guessing off the top of my head, that we'll be looking at somewhere around 250 megabytes of disc storage. What you can do is upload those files and then once those files are uploaded at the end of 30 days you get another 250 megabytes of storage, so you're not constantly paying to archive.

I know Fran and I talked about whether or not we wanted to do a long-term archive. This gives you that ability to essentially have them online forever at no additional cost. It seemed like a better option based on what I'm looking at for cost. Once we have the file that Fran sent me was 755 megabytes which may or may not mean anything to anybody, but it's a really big file especially for downloading for podcast. For an hour podcast if you look at a commercial podcast we should be in the 15 megabyte to 20 megabyte range for an hour podcast.

What I did is I played with a couple of options in terms of how I could make the file much smaller. I've come up with a method that took that 755 megabyte file that Fran gave and I got it down to 17 megabytes which is a much better option and will save us all storage space costs in the long run, so figuring it's a two-step process

I also talked at Fran's, I asked Fran to get me in touch with Kenneth Wade who did your, who's doing the audio system. I had a conversation with him this afternoon. He was on the road, but he was going to look into whether or not the

initial recording could be in a format that might make it a little smaller and require less processing. He said I honestly don't know at this point he was on the road; he would take a look at it and get back to me.

In terms of the costs, it takes about 30 to 45 minutes to run the files through two compression algorithms which get it from that really big file size down to the manageable file size. For the additional documents and things I'm figuring it's probably going to take about three hours a month for me to do the audio work and it's probably going to take an additional two hours a month to do the ancillary posting, linking, uploading the files, things like that.

I'm figuring if we're doing five meetings a month it's going to be about an hour per meeting to do all of the work that's required to get each of those meetings posted. At storage costs, I'm estimating you're going to be about \$20 a month. Anyone have any questions? Then we can talk about the website updates in a minute, but I don't know if anybody has any questions about podcasting.

Chairman: As far as the \$20, that's just for what, the \$20 a month?

Patricia: The \$20 a month will give you the storage space and the ability to download it to the website, so what I'm going to do is I'm going set up links on the website that somebody can click on. In fact I did set up a test page which I forwarded for you guys to take a look at and do a test run with it. The \$20 a month gets you that, where's my?

Chairman: What do you pay you an hourly rate?

Patricia: As of June 1st it goes up to \$75. It's been \$50. My normal rate is \$100 an hour, so I've been giving you the ... I live here too, so I've been giving the District a discount. I haven't raised my rates in two years, so June 1st it will be 75 an hour.

Chairman: Great, thank you.

Patricia: You're welcome.

Chairman: Anybody else questions?

Laurie: Just so you know, I sent the test page that you sent me to the Chairman of the Fire Commissioner's and he thought it was great. Also, the audio file went to a

stenographer to see what they thought about it and they thought the compressed one was no problem, thought that was great also.

Patricia: Great, okay.

Chairman: Are you looking for us to make a decision relative on the, was it the [Lanscomb 00:10:25]?

Amy: Before you [inaudible 00:10:27] do that could I get her to start [inaudible 00:10:30].

Patricia: What'd you say?

Amy: The one ...

Patricia: Libsyn, L-I-B-S-Y-N. L as in L-I-B-S-Y-N.

Chairman: [Inaudible 00:10:42].

Amy: No, [inaudible 00:10:42].

Chairman: Are we looking for a motion or do you want some more time?

Laurie: When do you want to start? I thought you said you wanted to wait until the beginning of the next fiscal year. Do we want to start posting these things now or ...?

Chairman: Yeah, it's good.

Patricia: If I can make one suggestion?

Laurie: Mm-hmm (affirmative).

Patricia: It might make sense to begin posting what you have now, so that at July 1st you have a couple of months of archives for people to go back and view. It's simple enough to pick up from where you are and move forward with that.

Chairman: Okay, any questions Laurie? Do you want to do that? Do you want to make a motion?

Laurie: I make a motion that we start posting the podcasts on the website starting with January of 2014.

Chairman: Sounds good. Second? All in favor.

Many: Aye.

Chairman: Are you in favor?

Fran: Yes.

Chairman: Okay. It's unanimous. Thank you very much.

Laurie: She's not done.

Patricia: I'm not done.

Chairman: I'm sorry.

Amy: Patricia, what you [inaudible 00:12:00] is that a good capture?

Patricia: Yes.

Amy: It is, okay. It's L-I-B-S-Y-N.

Patricia: Correct.

Amy: Okay, thanks a lot.

Patricia: Then, the second part of this that Fran and I talked about was the website redesign. Essentially what Fran has expressed is that it would probably be more convenient for users to be able to have a single page with a table set up so that you could immediately see on a particular date all the relevant information and have it all gathered in a single place.

It's a very simple redesign. To do all three pages for Prudential Fire and Water I'm figuring it will be about \$500 to do all three. To populate the pages with all the backlinks I'll charge you on an hourly basis for that, but I'm guessing it's probably going to be a couple hundred bucks a year to do the backlinks.

Then, I don't know if you're going to need me to upload and digitize any documents that are remaining that are still outstanding. Again, that's something that I've done. Part of the website service that I provide already builds in an hour a month of, I'm sorry half an hour a month of support time. There's been cases where I've had calls and somebody's needed a document uploaded, made into a PDF, linked back. I'm happy to do that because I certainly understand that everybody's serving on the Committees are volunteers and sometimes it's easier and quicker for me to do it and it's part of the service.

Chairman: Any questions?

Laurie: No.

Chairman: What's the Board's feeling on ...? You want to make a motion?

Laurie: To ...

Fran: I think maybe we should hold off on the web design until the beginning of the fiscal year because we don't really know how much money we have.

Chairman: Okay.

Fran: For this type of thing and we can make sure we have it in the budget for next year.

Laurie: I think that's fine. I think doing the podcasts now and then having the redesign set for June 1st.

Patricia: Yeah, it's just changing the links. It'll just be, what I'll do is I'll continue posting them in the current format. Then, July 1st if you want to change it over it's fairly quick for me to go in and then just change the links and move them to a new location.

The work of processing the audio and uploading it and creating the links will already be done. It'll just be a question of creating it on a new page, very straightforward.

Fran: That sounds fine.

Chairman: Let's do that.

Fran: Yeah.

Chairman: Okay any questions? Any questions from the audience? Ken, if you could just go up to the microphone please.

Ken: Ken Malloy, 225 Oxford. Sixty hours, five hours a month at \$75 is \$4,500. It seems like we're getting perilously close to that \$5,000 magic number. We might want to think about that.

Chairman: Any other questions?

Patricia: The one other thing that I mentioned at the beginning is if your audio guy can give me the files in a format that doesn't require as much processing it won't take me as much time to be able to process the audio. Right now I'm assuming that, based on the file size that I got, I have to go through a two-step process. I may be able to either go with a one-step process or the file may be able to go as is. I won't know that until Ken takes a look at the system. What I'm trying to do is give you, I don't want to say worst case scenario, but I'd rather be honest about how much it could cost and hopefully it's less.

Chairman: Great, thank you.

Patricia: You're welcome.

Chairman: Mr. Daley?

Speaker 6: Sure. Give this to each of you.

[Background crosstalk 00:16:38]

That's the fiscal 14 moth-to-date February appropriation report. As far as the progress goes, 213 we're getting there. We've got the cash reconciled through June 30 and into the new fiscal year. Balance sheet accounts are getting banged around pretty good at this point. I would expect other than, this is on Amy. I'm still waiting for her numbers from Town Hall to validate. She has to sign the document that goes to DOR with me.

Other than those, the receivables I've pretty much got most of the balance sheet beat into pretty good shape. Income statements are in good shape. I think, as I

told you last month, I thought the cash would come together by the end of February; it's done that.

We've migrated into full production of the financial statements. At this point, I'd say with any good luck, by the end of the month I should have those done that would keep in track with the SEC and bank disclosure. They like to get their report by 30 March, so I think we'll be okay with them. I've talked to the bank.

Amy: [Crosstalk and inaudible 00:17:59]

Speaker 6: I can try.

Amy: Okay, thank you.

Speaker 6: You want me to ...

Amy: [Inaudible 00:18:06]

Speaker 6: Okay, very difficult. Let's see if we can do this. The bank is on schedule for March and the DOR will fall in actually hopefully before that because the bank likes to get a certified pre-cash number. I think we should be okay if we don't quite make it by the end of March, certainly early April we'll button that year up.

As soon as we're done with the production of the internal financials we'll get the package out to the DOR and we'll kick off the commencement of the fiscal '13 audit. They have started it. I think '13 is rapidly coming to a boil and we should be pretty much out of that year soon.

Fourteen is in pretty good shape. You've got your monthly statement. One of the things cleaning up the cash did was it cleaned up the subsidiary ledgers, so our revenue ledger and our expenditure ledgers for '13 are really cleaned up tight now.

I may have to do some reclassification across lines, but as far as voided checks or unposted transactions go those all got cleaned up with the cash wrap. Actually there are a lot of check voidings that had occurred that we did more than anything, so we actually brought some of what you seen down for fiscal '13 as far as expenditures go.

I say final budget entry scheduled for March for '14 all the encumbrances that were brought forward, all the balances that were brought forward, I'll just make sure they're all in the clean to this report. There's been some miscues already hitting accounts that aren't the right accounts, but we'll clean those up as well, so '14 will be in scrub mode pretty much by April.

Then, budget work has commenced. I've started boiling up my work papers and we've talked schedule, so '15 is I would call commenced. I wouldn't call it very far along. As far as '13 goes for the Clerk all his reports are in play as well on top of the ones that we do that are the standard ones. The special ones that are special to Cotuit we're working on those too.

Our '13 reporting will be timely for our annual report. The month should be a good one. Hopefully, we can push it forward. The only one that could hold me up at this point would be Mrs. [Namy 00:20:29]. It's been a week since I wrote her. I haven't heard anything, so I'm done for this week. I worked today, so I'll be back out next week and I'll chase her if I haven't seen or heard from her.

That's pretty much it for the report. I'll take up with you on the bulk electricity purchase. I've got some paperwork on that as well. I'll defer to the next speaker and then come back on for the bulk purchase.

Chairman: Do you want to just go into that right now and take it out of order?

Speaker 6: Sure, why not. That meeting was, the bids were due last week for the bulk purchase for the next three years to the County. They tried to schedule a meeting en mass with all of the participants, as well as the consultants, to try to analyze the contract. I'm assuming the contract has been analyzed, but the proposals they received last week are going to be reviewed en mass tomorrow.

If you can be at the meeting you can sign off on acceptance of the new rates. I'm assuming nobody's going to be there, so I brought a document for you to sign and us to fax over to them authorizing them to consider us in purchase. If none of the Board members can make it tomorrow I ...

Chairman: Where's the meeting tomorrow?

Speaker 6: It is at the County.

Chairman: [Inaudible 00:21:55] the number of delegates?

Speaker 6: It's I think at the ...

Chairman: Court House?

Speaker 6: It's at the Commission Office I believe. It's at 1:00 in the Innovation Room in the Open Cape/Cape Cod Commission Building.

Chairman: 1:00 p.m.

Speaker 6: It's going to be probably a couple of hours. You'll find out what the deal is and then you have until 5:00 to decide if you want to participate. The alternative would be to go out ourselves to get somebody as an aggregator to buy direct from the [crosstalk 00:22:39].

Chairman: By signing this we're just, we don't essentially have to jump on board, but we just want to be part of consider it and when see what the [crosstalk 00:22:46].

Speaker 6: That's your current source?

Chairman: Yeah.

Speaker 6: Is the, so the folks at the Cape Cod Light Compact are saying either send us this signed approval or come to the meeting and sign up while we're there when we explain to you what it's going to be. There is nothing to give you to decide unless you go to the meeting.

Chairman: Right.

Speaker 6: You can take a vote tonight and sign this and fax it in or you can take a vote authorize a Chairman to go if you can get there.

Chairman: I can get there, but that's up to the Board.

Laurie: I'm not going to be available tomorrow.

Speaker 6: Want to go? You sure?

Laurie: Make a motion to authorize the Chairman to go to the Street Light Meeting tomorrow.

Speaker 6: That's not the ...

Chairman: It's about the purchase.

Speaker 6: It's about the purchase.

Laurie: It's the purchase.

Speaker 6: Of electric rates for the next three years.

Laurie: Okay.

Speaker 6: That's the document that you can sign and fax into them. I've got two copies there made out for you.

Chairman: Okay. Is this your [explain 00:23:55]?

Speaker 6: Or ... that's the email with the directions and the information on the meeting if you want to attend the meeting.

Chairman: Okay.

Speaker 6: I got something late from him this afternoon. I didn't even look at what it said. I had told him that you'd be taking it up today at your meeting and that you would be sending him in a fax or attending the meeting tomorrow depending on what you would dispose to do tonight.

Chairman: Okay, if you guys want I can go. I'm going to be over there on ...

Fran: We need a motion that we all [inaudible 00:24:30] so it's in the minutes.

Chairman: Right.

Laurie: I'll correct the motion to authorize you to go to the meeting then on our behalf to learn about and hopefully approve the bulk purchase of electricity for the District.

Chairman: All right, all in favor?

Many: Aye.

Chairman: All right, 1:00.

Speaker 6: Just please let me know what decision you reach tonight. If you do not plan on participating, please scan and email the signed proxy to me. I'll just send him and email and let him know that you'll be there.

Chairman: Okay, great.

Speaker 6: Great, thank you very much.

Chairman: You bet.

Speaker 6: Concludes that [inaudible 00:25:06].

Speaker 7: Just to update folks on the streetlights. I was at the streetlight (squealing) excuse me.

[No audio 00:25:18 – 00:25:36]

I was at a meeting February 10th regarding the final stages of the streetlight conversion. It's kind of unusual that this on time, on budget and it's a County project. It's really remarkable, but essentially we have 303 lights here in Cotuit and they'll all be replaced.

The test lights that are down there now in the test area those were ... there were some other lights that were under development at the time. Cape Light in their wisdom felt that this later version of the lights is a better situation for us. What they're going to do is they're going to replace those. In effect, the test lights aren't really the test lights. That's the only glitch, so we're doing okay.

We are in the final group of the lights. For those of you out there who, Charlie, you live in [Cumaqade 00:26:44] right?

Charlie: Right.

Speaker 7: And driving in Yarmouth all the lights along 6A have been replaced and what's your impression?

Charlie: I don't really see that much of them.

Chairman: You don't see the lights?

[Laughing and crosstalk 00:26:57]

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Page 13 of 17

Charlie: I don't see that much of a difference. I will tell you that in the Village of Barnstable itself there was a great deal of opposition to going to the LED.

Speaker 7: Yeah.

Charlie: We're only doing it in the industrial areas.

Speaker 7: Okay. There was the representative from, the engineer from Siemen's and also Kevin, what's Kevin's last name, from Cape Light, but they were trying to convince the good folks of Barnstable to try and get more on board because ultimately what we're looking at is we are getting \$111, 000 worth of lights for nothing. The amount of energy saving and maintenance savings is going to be 67% of what we are doing now. It seems like quite a windfall.

The project should be completed before summer, April/May. There was one additional thing that they wanted to bring up. There's a report that was generated, I checked my email today from my phone but I can't read my email on my phone it's too small, that I'm going to send out to you guys. I haven't read it yet and that's the final proposals and what's going to happen.

Then after it's all done we will have a 60 day period where we can make contacts with the folks at Cape Light. I know Ken you had said that there's an issue with the building for the church.

Ken: The parsonage.

Speaker 7: The front of the parsonage, that area from here to Putnam Ave is going to be the brightest and then everything else is going to be the exact same. It was actually a pretty cool presentation where they got into the human eye and if everything has the exact same brightness your eye doesn't have to focus and can restrict. All the lights should be working really well and enable us to see a little bit better.

Some of the problems with the older lights are when they put them in they're all working at the, whatever you want to call it, lumens. They are all working at different lumens so it makes your eye adjust and you have a slower response rate. That's where we are with that. It seems like it's all going perfect.

The one issue is we may have to discuss is hiring somebody to do some tree work. They had sent some folks out and they suggest that we take care of that prior to. The issue that I see with that is, and I don't know how much tree work

we would need to have done, but with all the procurement issues we would probably have to put something out.

Laurie: Are they going to tell us what tree work we need to do?

Speaker 7: They may have already told us I just haven't had an opportunity to get on my email today and check it out.

Laurie: I think they've already done a pretty good job in Cotuit. We haven't had any power outages to speak off. When was the last?

Speaker 7: No, I saw some trucks a couple of weeks ago, two weeks ago doing some tree work so I don't know who got that, but it all looks like it's going to be a good project for us. we're getting \$111,000 worth of stuff for free and we can expect our electric and maintenance costs to be 67% less than what they are now, so that's all good news. If anyone has any questions I'll try and answer them otherwise, I'll pass it on to you Fran.

Fran: Thanks, snow removal. I know that, who's been actually doing the parking lot outside? Is it the Fire Department or the Water Department?

Chairman: I have no idea.

Laurie: I think the Fire Department does it generally, but the Water Department. I don't know if they have a formal switching off program. I think it's just whichever one gets up here first depending on the work they have to do for their own.

Fran: Right.

Laurie: Yeah.

Fran: I think we need to have a firm plan in place for removal of the sidewalks and clearing out the entrances because they're not doing that. We should either hire somebody to be on, make an agreement with somebody to be on call so it just gets taken care of. I think we need to find somebody who's going to do that.

I have a problem with anybody coming here and doing it as a community service because of the liability involved. I know it's nice to have the Boy Scouts do it or something else, but I'm concerned about liability issues with that.

Chairman: Now didn't you, Laurie, didn't you make some ... I saw an email.

Laurie: That was for sanding even though the parking lot is plowed when we get this melting and freezing and melting and freezing it gets pretty slippery out there. I spoke with Mr. Santos at the Highway Department because they do the Fire Department and they also do the Library. I asked him if it was possible to get this lot done as well and he had no problem with that. It didn't happen this weekend, but I think that's because he didn't have time to let the guys know.

Chairman: As far as the sidewalk removal goes ...

Speaker 7: I know there's I think Roger Stutters the one who does it for the Village, but it's not getting done in a ... it's like a day or two after a storm.

Laurie: There are a couple of young guys who could do it that have started this type of service. One is Danny [Whitenmeyer 00:32:49] and another is Nick [Suza 00:32:52]. We might want to approach them.

Chairman: Hopefully, we won't need to do this until next year, but I think ...

Laurie: Or this Wednesday.

Fran: Yeah, or this Wednesday.

Chairman: This Wednesday, yeah. Whatever the Board's feeling is on that if you want to look into. Do you know these guys? You want to call them up and see what they would charge to shovel?

Laurie: I can. Donny is, Nick's father is plowing our yard this year and Mr. Whitenmeyer works for the highway department and it's his son. He even has a little sander so.

Chairman: As far as a little bit concerned about someone who's plowing your driveway getting a contract here.

Laurie: It's not him, it's his kids.

Chairman: You know how things roll around here, but why don't we get some estimates and see where they're at and go from there.

Laurie: Okay.

Chairman: Hopefully, by the time we have our next meeting we'll be watching baseball and not shoveling snow.

Laurie: You can watch baseball now. It's starting the end of this week.

Chairman: Is that right?

Laurie: It's, [grapefruit 00:33:57] yeah and they broadcast those.

Chairman: Fran, heating system?

Fran: Heating system, I think clearly we need to make a decision. the last discussion about the bids that came in for the HVAC system were clearly out of whack, so I just wanted to know if you want to. We have a cracked firebox in one of the furnaces and I wanted to know if you wanted me to try and go out to bid again for just the furnaces.

Laurie: I think that's a good idea.

Chairman: Now, we would be talking about oil furnaces though as opposed to gas?

Fran: No, gas.

Chairman: Okay.

Fran: Because we can get the gas run to the, bringing in the gas line would be no cost.

Chairman: Okay. I had heard through the grapevine that you went back to the engineers.

Fran: Yeah, I went back to the engineers and he still came back to me you probably do it and just do the duct work for the air conditioning, but there's ...