

Policy Advisory Committee Minutes for April 25, 2018
976 Main Street, Freedom Hall, Cotuit, Massachusetts

Call to Order at 5:40 p.m.

Recording: Amy Kates

Present: Cynthia Gardner-Chairperson, Lisa Mycock-Kelly- Prudential, Amy Kates-resident, and Victor Mastro-Water Commissioner

Absent: Adam Zais-Fire Commissioner

Minutes: The meeting minutes were reviewed, corrected and accepted for the March 7, 2018 and March 20, 2018 meetings.

Review of Sick Time Policies: The committee discussed pages 25 and 45 of the Water Department Handbook and the Fire Fighter's contract regarding sick time. After discussion it was decided to put forth the following recommendation:

Motion was made to request that the Prudential Committee develop a set of standard definitions of different types of leave; example sick leave for all District employees.

The motion was seconded and voted. The motion passed unanimously

Review Proposed By Law: Ms. Gardner updated the committee that Ms. Kates and her had attended the By Law committee meeting earlier this afternoon, to present their recommendation to add both the Policy Advisory and the By Law Committee are to hold their first meeting during the first quarter of the Fiscal year. The By Law committee chose not to address their proposal. Ms. Gardner did request of Ms. Lisa Mycock-Kelly- Prudential Committee member to remind her fellow members next year to schedule the meetings earlier in the year to avoid the last minute meetings and decisions.

Discussion on other Policy recommendations suggested by committee and/or attendees: Victor Mastro-Water Commissioner asked the committee to discuss Stabilization Funds. He presented each member with a handout from the Division of Local Services MA Department of Revenue titled Informational Guideline Release. He then discussed his research regarding how other municipalities were implementing Stabilization Funds. The committee then asked questions and discussed how the water department wants to implement Stabilization Funds. Further, discussion included how the District in the past had a fund similar called the Ambulance Fund. Commissioner Mastro made the following motion:

That the Prudential Committee consider the establishment of Capital Stabilization Accounts for the use by the District for specific District approved purposes.

The motion was seconded and voted. The motion passed, Ms. Mycock-Kelly abstained from the vote

Closing:

The 2018 Policy Advisory Committee voted to send the following two recommendations to the Prudential Committee for review and action:

Request that the Prudential Committee develop a set of standard definitions of different types of leave; example sick leave for all District employees.

That the Prudential Committee consider the establishment of Capital Stabilization Accounts for the use by the District for specific District approved purposes.

Motion made to adjourn, second, all in favor

DRAFT