

**Cotuit Fire District's Policy Advisory Committee Meeting-via Zoom  
January 25, 2021 Minutes**

Meeting called to order at 7:02 PM by Seth Burdick-Prudential Committee

Present were Seth Burdick-Prudential Committee representative, Tom Hoppenstead- Water Commissioner representative, Adam Zais- Fire Commissioner representative, Mike Curtis and Cynthia Gardner- members at large

First order of business was to elect a chair; Adam nominated Seth which was seconded by Tom. Put to vote and passed unanimously

Next was to discuss the goal(s) of the committee

Reviewed Capital Improvement Plan (CIP), which has been the committees work in previous years, which has yet to make it to committees for approval or the Annual District meeting

Members discussed having representatives bring to their committees the proposed plan at their next meeting for review and edits.

Committee Meetings scheduled to meet as follows:

Fire Commissioners scheduled to meet on February 9, 2021

Prudential Committee scheduled to meet on February 22, 2021

Water Commissioners scheduled to meet on February 24, 2021

Tom made a motion for the Capital Improvement Plan draft to be brought back to committees for review, Seth seconded, was put to vote, and passed unanimously

Other topics discussed that could be brought forward at the next meeting were:

Public comment at all District Public Meetings

A Formal document of District Policies, for historical tracking- Cindy will prepare a draft sample for review at the next meeting

Next order was to appointment a Clerk, Seth nominated Cindy, seconded, voted and passed unanimously

Adam thanked Frances Parks, Chairperson of the Prudential Committee for sending documents to committee members for review prior to our meeting. Documents included draft Capital Improvement Plan, Governance Study presented September 20, 1999, and meeting Agenda

Discussion regarding Governance Study and its relevance today and if a new study might be helpful entailed- Fran spoke to the cost of repeating the study as possibly costing \$25,000 dollars, additional discussion included the importance of planning, importance of an outside objective view, and cost.

The committee agreed to first work on getting the CIP accepted first

Adam thanked Sivio Genao, former Prudential Committee representative for all his work on the draft CIP

Cindy made a motion for the next meeting of the Policy Advisory Committee to be on March 1, 2021 at 6 PM, motion seconded, voted and passed unanimously

Adam made motion to adjourn meeting, Mike seconded, voted and passed unanimously.

Meeting adjourned at approximately 7:32 PM

Link to recorded meeting: <https://youtu.be/c79IDBfv0ho>

Respectfully submitted,

Cynthia B. Gardner, Clerk  
Cotuit Fire District's Policy Advisory Committee