

COTUIT FIRE DISTRICT



ANNUAL REPORTS F.Y. '89

COVER PHOTO:

Store of Benjamin F. Sears
Cotuit, Mass.

(Photo courtesy of the Santuit-Cotuit Historical Society)

REPORT OF THE CLERK

COTUIT FIRE DISTRICT

Annual Meeting

May 31, 1989

In accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, Wednesday, May 31, 1989. Election of District officers took place on Tuesday, May 30, 1989, from twelve noon to eight PM, and the results were as follows:

	Votes received
Moderator for three years	
Gwendolyn E. Phillips*	36
Clerk for one year	
Leslie R. Kynock*	37
Prudential Committee for three years	
John C. Klimm*	38
Fire Commissioner for three years	
Michael F. Lloyd*	38
Water Commissioner for three years	
Paul H. Wiggins*	32

Article 1: Upon motion duly made and seconded, it was unanimously voted to authorize the Treasurer, with the approval of the Prudential Committee, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1989, in accordance with the provisions of the General Laws,

*Elected

Chapter 44, Section 4; and to issue a note or notes therefore, payable within one year; and to renew any note or notes as may be given for a period of less than one year in accordance with the General Laws, Chapter 44, Section 17.

Article 2: Upon motion duly made and seconded, it was unanimously voted to authorize the treasurer to enter into compensating balance agreements during fiscal 1990, as permitted by General Laws Chapter 44, Section 53f.

Article 3: Upon motion duly made and seconded, it was unanimously voted to accept the reports of the officers and committees of the District as printed.

Article 4: Upon motion duly made and seconded, this article, to receive and act upon the accounts of all persons to whom the District may be indebted, was indefinitely postponed, unanimously, there being no unpaid bills.

Article 5: Upon motion duly made and seconded, it was unanimously voted to set the annual salaries of its elected officials as follows:

- a. Clerk -- \$650.00
- b. Treasurer -- \$3,000.00
- c. Prudential Committee Members -- \$750.00
- d. Members of the Board of Fire Commissioners -- \$750.00
- e. Members of the Board of Water Commissioners -- \$750.00
- f. Moderator -- \$150.00

Article 6: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$31,350.00 for the expenses of the Financial Department.

Article 7: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$19,791.00 for the Barnstable County Retirement assessment.

Article 8: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$141,393.90 for notes and interest.

Article 9: Upon motion duly made and seconded it was unanimously voted to raise and appropriate the sum of \$11,000.00 for the maintenance and operation of Freedom Hall.

Article 10: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$25,500.00 for the purpose of lighting the streets of the District for the fiscal year beginning July 1, 1989.

Article 11: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$1,500.00 for the maintenance of the Cotuit Library.

Article 12: Upon motion duly made and seconded, it was unanimously voted to accept Section 10A, Chapter 32, of the General Laws in order to add dental insurance coverage to the present District health insurance plan.

Article 13: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$21,000.00 for group insurance.

Article 14: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$12,000.00 for repairs to and renovations at Freedom Hall.

Article 15: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$244,092.00 for the operation and maintenance of the Fire Department to be apportioned as follows:

Labor and salaries	\$ 170,640.00
Maintenance	16,340.00
Operating expense	56,112.00
Miscellaneous	1,000.00

Article 16: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$195,000.00 for the purchase of one new Triple Combination fire engine and related equipmnt; and further, to authorize the Board of Fire Commissioners to dispose of one 1969 International fire engine, VIN #486070H139734, either by outright sale with the proceeds being deposited in the general fund, or by trading in and applying the proceeds of any such trade to the purchase of the new fire engine, whichever they deem to be in the best interest of the District.

Article 17: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$14,000.00 for the purchase of one new 3/4-ton, four-wheel drive truck with utility body; and to further authorize the Board of Fire Commissioners to dispose of one 1979 Chevrolet utility truck, VIN #CKM33A1133732, either by outright sale, with the proceeds being applied toward the purchase, or by trading in and applying the proceeds of such trade to the purchase of said new truck, whichever they deem to be in the best interest of the District.

Article 18: Upon motion duly made and seconded it was

unanimously voted to raise and appropriate \$3,500.00 for the purpose of replacing eight pocket pagers for the Fire Department.

Article 19: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$2,500.00 for hazardous materials handling equipment for the Fire Department.

Article 20: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$2,000.00 for the purchase of telephone recording equipment for the Fire Department.

Article 21: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$1,750.00 for the purchase of special radio equipment for the Fire Department to allow compatibility with changes made to the Barnstable County Fire Radio System.

Article 22: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$3,000.00 to repair/modify protective breathing apparatus owned by the Fire Department and to bring said equipment to current standards.

Article 23: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate:

a. \$20,000.00 for the Water Department for service connections;

b. \$202,960.00 for the operation and maintenance of the Water Department to be apportioned as follows:

Labor & Salaries	\$107,360.00
Maintenance	23,200.00
Operation expense	67,400.00
Miscellaneous	5,000.00

for a total appropriation of \$222,960.00, and that the receipts and revenues of the Water Department be applied to these accounts.

Article 24: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$42,540.00 to initiate a meter replacement program.

Article 25: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$3,000.00 for a PH control program.

Article 26: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$4,000.00 for the purchase and installation of a fence for Station #1, as required by the Department of Environmental Quality Engineering.

Article 27: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$15,000.00 for the implementation of a hydrant maintenance program.

Article 28: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$150,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws of the Commonwealth of Massachusetts.

Article 29: Upon motion duly made and seconded, it was unanimously voted to raise and appropriate \$27,000.00 to a reserve fund.

Article 30: Upon motion duly made and seconded it was unanimously voted to appropriate and transfer \$150,000.00 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 1990.

Article 31: Upon motion duly made and seconded, it was unanimously voted to amend Article II, Section 3, of the District's By-laws by deleting the words "the Cotuit Post Office and the Cotuit Library," and inserting therein "two public places in Cotuit,".

Article 32: Upon motion duly made and seconded, it was unanimously voted to amend Article II, Section 4, of the District's By-laws by deleting the word "ten" in the last sentence of said section and inserting therein "fifty".

Article 33: Upon motion duly made and seconded, it was unanimously voted to amend Article V, Section 6, of the District's By-laws by deleting the words "the Post Office, School Street, Cotuit," and inserting therein "a public place in Cotuit,".

Article 34: Upon motion duly made and seconded, it was unanimously voted to amend the District's By-laws by deleting Article VIII in its entirety and inserting therein the following:

ARTICLE VIII

Fire Department

Section 1: The Cotuit Fire Department shall be responsible for fire prevention, fire inspections, the extinguishing of all fires, and the carrying out of all rescue operations in the District. The Board of Fire Commissioners shall be responsible for the management and control of the fire department; they shall appoint the Fire Chief and other officers as required.

Section 2: The Fire Commissioners, through their

appointed officers, shall be responsible for the care and maintenance of the fire station property and all fire and rescue apparatus and equipment.

Section 3: The Fire Commissioners, through their appointed officers, shall maintain a conscientious and disciplined fire department, which, through a continuous training program, shall provide the District with an adequate roster of qualified rescue/firefighter personnel. They shall also be responsible for the appointed officers, fire police, firefighters, and rescue personnel as may be necessary and consistent with the size of the department and its activities; such appointments are to be made after consultation with the Fire Chief.

Section 4: The Fire Commissioners shall certify all bills and warrants against the District contracted by their authority; they shall cause the preparation of an annual budget, recommend changes in salaries and hourly rates of pay, and cause the preparation of any other articles to be included in warrants for approval by District voters; they shall annually make a full report in writing to the District Clerk, concerning the department's actions, expenditures and accomplishments, and its financial status.

Section 5: The Fire Chief shall be the chief executive officer of the fire department. He shall be responsible for planning, directing, and adminis-

tering the day-to-day activities of that organization. The Fire Chief shall have jurisdiction over all other department personnel and shall have authority, when necessary, to enlist aid from persons outside the department for fighting fires or for matters involving public welfare and safety.

Section 6: The Fire Chief shall be responsible, within the Cotuit Fire District, for the administration and enforcement of the laws of the town and Commonwealth relating to fire prevention, emergency medical services, and public safety, including coordination with town, regional, state, and national organizations.

Section 7: Should the Fire Chief not be available to respond to a fire, rescue, or other call, the senior officer present shall assume authority until properly relieved.

Section 8: The Clerk of the Commission shall post the minutes of each meeting, as kept in accordance with Chapter 39, Section 23B, of the Massachusetts General Laws, or a summary thereof, on a bulletin board in a public place in Cotuit within three weeks of said meeting.

Article 35: Upon motion duly made and seconded it was unanimously voted to amend the District's By-laws by deleting Article IX in its entirety and inserting therein the following:

ARTICLE IX
Water Department

Section 1: The Board of Water Commissioners shall appoint the Water Superintendent and other staff as needed and shall supervise said staff in a conscientious, responsible manner.

Section 2: The Water Commissioners shall prepare an annual budget, recommend salary rates and hourly rates of pay, certify all bills and warrants against the District contracted by them, prepare articles for approval by District voters, prepare an annual report in writing on the Water Department's actions, expenditures, financial status, and condition of the physical plant.

The Water Commissioners shall have the care, custody, management, and control of all the property, real and personal, relating to the Water Department; shall have authority to determine and establish from time to time a schedule of water rates; and make rules and regulations for the introduction and use of water. The Water Commissioners or their assistants may enter upon the premises of any water taker to examine the apparatus to ascertain the use to which the water is applied or to find or stop any waste. They shall in all suitable ways exercise a careful supervision to protect the interest of the water works and the public, and shall have all the other powers, duties, and responsibilities which are given to Water Commissioners by

general laws, by-laws, and those prescribed in Chapter 244 of the Acts of 1935, Sections 5A to 5H inclusive.

Section 3: The Water Superintendant shall be responsible, within the Cotuit Fire District, for adhering to the laws, rules, and regulations of the Town of Barnstable and the Commonwealth of Massachusetts relating to delivery of safe drinking water; for proper training of personnel; for coordination with other water departments and agencies, as appropriate; and for planning, directing, and administering the day-to-day activities of the Water Department.

Section 4: The extension of water mains shall be under the following guidelines:

A. Whenever any extension of a water main is requested upon any street or way, the Water Commissioners may require that, before such an extension is made, a guaranty or bond shall be given to the District, in such amount and form and with such sureties as they shall approve, conditioned that the obligors shall pay to the District, for such time as the Commissioners shall determine, at the time appointed for payment of water rates, such sums as shall amount in the aggregate, annually, to ten per cent of the cost of such extension; subject to diminution by the amounts that the District shall

receive annually from rates paid for water by consumers connected with such extension.

An extension completed under such guaranty shall be known as a "guaranty extension" for the time of guaranty. Any consumer connected to such a guaranty extension at any time during the guaranty period becomes a guarantor for the remaining period of the guaranty, and the payments for which each guarantor is responsible are adjusted proportionately.

B. Whenever any extension of a water main is requested upon any street or way, the Water Commissioners may require that, before such an extension is made, a guaranty or bond shall be given to the District, in such form and with such sureties as they shall approve, conditioned that the obligors shall pay to the District one-half of the cost of the extension upon its completion.

C. When extensions are applied for by a real estate developer, and approved by the Water Commissioners, the total cost of such extensions shall be borne by the said developer; as to whether or not said applicant is a developer will lie in the discretion of the Water Commissioners.

Section 5: A basic use charge shall be assessed by the Water Commissioners, and each new consumer

shall pay this charge before water service is provided. This charge shall be determined by the Commissioners and shall be re-evaluated from time to time to reflect, reasonable and fairly, the costs of equipment and labor necessary to provide water to new consumers within the District. This charge shall be in addition to the cost of extending water mains and the installation of the water service as stipulated in Section 4.

The funds raised by the assessment of this basic charge shall be accounted for by the Water Commissioners separately and shall only be used for capital improvements of the District's water system. Service for buildings constructed before May 29, 1973, shall be exempt from the basic use charge.

Section 6: There shall be a fine of not less than one hundred dollars (\$100.00) nor more than three hundred dollars (\$300.00) for the wasting or taking of water without authority, or for vandalism. Wasting or taking of water includes the drawing off of water or the turning off of water in any pipe, conduit, hydrant, or fountain within the water distribution system without permission of the Water Commissioners. No hydrant shall be opened except in the case of fire or by authority of the Water Commissioners or the Fire Chief.

Section 7: The clerk of the Commission shall post the minutes of each meeting as kept in accord-

ance with Chapter 39, Section 23B, of the Massachusetts General Laws, or a summary thereof, on a bulletin board in a public place in Cotuit within three weeks of said meeting.

Upon motion duly made and seconded, it was voted to adjourn.

Respectfully submitted

LAURIE C. HADLEY
Acting Clerk

This meeting:

Raised and appropriated: 1,123,876.90

Transferred and appropriated: 150,000.00

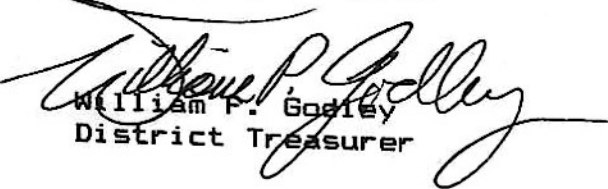
REPORT OF THE TREASURER

The 1988 District Annual Report contained an unaudited financial report because it went to press prior to the completion of the audit (completed 1/31/89). There were differences between these statements, so the audited report is herewith reprinted. The audit report is available in the treasurer's office.

As the Village of Cotuit has grown so have the responsibilities of its elected officials. The treasurer's job is a case in point. The duties of this position have required over 1000 hours of work this past year.

The treasurer must: maintain personnel files on 37 full and part time employees; prepare and administer the Village payroll (writing Bi-weekly, monthly and bi-annual checks, allocating appropriate amounts to withhold taxes, insurance, retirement, deferred compensation, etc.); deal with approximately 400 vendors who service the Village accounts; prepare monthly Fire and Water Department Warrants for submission to the Prudential Committee; maintain an ongoing year-to-date record of Village finances; write and mail approximately 70 checks monthly; invest the Village's assets in such a way that maximum interest (over \$41,000 the past year) is obtained according to State law; maintain Village financial records; and, prepare mandated quarterly reports for The Bureau of Labor, Dept. of the Census, State Sales Tax, State Department of Revenue and the IRS.

I would like to thank the elected officials, Karen Walden (my assistant), the employees and voters for their support and cooperation in helping me execute the duties of this office in an appropriate manner. Although the job has been difficult and frustrating, the end results have been a source of great satisfaction to me.


William P. Godley
District Treasurer

COTUIT FIRE DISTRICT
General Fund Balance Sheet
As at June 30, 1988

ASSETS		
Cash (Schedule A)		\$584,343
Petty Cash		100
Accounts Receivable (Schedule B & C)		
Taxes - Personal Property	\$ 835	
Taxes - Real Estate	24,589	
Tax Title	7,871	
Water Liens	250	
Water Dept. Rates & Services	<u>17,753</u>	
Total Accounts Receivable		51,298
Overlay for Abatement Deficit		
Prior	\$ 1,793	
Fiscal Year 1988	<u>3,045</u>	
Total		<u>4,838</u>
Total Assets		<u>\$640,579</u>

LIABILITIES AND RESERVES		
Tailings - Unclaimed Checks	\$ 606	
Special Appropriations Balances (Schedule D)		78,373
Reserved Funds (Schedule D)		244,641
Surplus Revenue (Schedule E)		<u>316,959</u>
Total Liabilities and Reserves		<u>\$640,579</u>

COTUIT FIRE DISTRICT

General Fund

Cash Receipts and Disbursements

July 1, 1987, Through June 30, 1988

Cash Receipts:

Taxes - Real Estate and Personal Property	\$470,668
Water Department: Receipts and Revenue	240,059
Basic Use Charge	24,000
Interest Earned: General Funds	26,605
Stabilization Fund	5,376
Transferred and appropriated from Stabilization Fund	50,000
Other Receipts (Schedule F)	<u>15,733</u>

Total Receipts

\$ 832,441

Cash Disbursements:

Fire Department	\$169,810
Water Department	185,186
Notes and Interest	176,097
Street Lights	21,499
Financial Department	23,484
Barnstable County Retirement	12,015
Group Insurance	8,119
Freedom Hall Operation	4,276
Freedom Hall Repair	3,236
Fire Alarm Coverage	5,500
Cotuit Library	1,500
Computer	3,500
Protective Clothing	1,800
Ambulance Repair	1,597
Record Storage Room	1,846
P A System	750
Tax Refunds	5,209
Savinelli Land	114
Interest to Stabilization Fund	<u>5,376</u>

Total Disbursements

630,914

Excess of Receipts Over Disbursements

201,527

Beginning Cash Balance, July 1, 1987

382,816

Cash Balance, June 30, 1988

\$584,343

=====

COTUIT FIRE DISTRICT

General Fund

June 30, 1988

Schedule of Cash Balances:

Cape Cod Bank and Trust Checking Account	\$ 48,910
Cape Cod Bank and Trust Payroll Account	1,359
Mass Municipal Depository Savings	226,077
Lincoln Trust	257,997
Cash Appropriated for Ambulance Fund	<u>50,000</u>
Total	<u>\$584,343</u> =====

Investment Account Transactions and Cash Reconciliations

Cash in Custody of Treasurer, June 30, 1988	\$53,771 =====
Stabilization Fund Balance July 1, 1987	\$98,395
Cash Received:	
Interest Income	<u>\$ 5,376</u>
Total Received	5,376
Cash Appropriated and Transferred to General Fund for New Ambulance	<u>(50,000)</u>
Stabilization Fund Balance June 30, 1988	<u>\$53,771</u> =====

COTUIT FIRE DISTRICT
General Fund Balance Sheet
As at June 30, 1989

ASSETS

Cash (Schedule A)		\$ 498,859
Petty Cash		100
Accounts Receivable (Schedule B & C)		
Taxes - Personal Property	\$ 1,410	
Taxes - Real Estate	56,229	
Tax Title	5,310	
Water Liens	1,113	
Water Dept. Rates & Services	<u>19,510</u>	
Total Accounts Receivable		83,572
Revenue Fiscal Year 1990	\$1,343,877	
Less Transfer from		
Free Cash (Note)	<u>(150,000)</u>	
		1,193,877
Overlay for Abatement Deficit		
Fiscal Year 1989		
Total	<u>\$ 2,598</u>	
		<u>2,598</u>
Total Assets		<u>\$1,779,006</u> =====

LIABILITIES AND RESERVES

Tailings - Unclaimed Checks	\$ 606
Special Appropriations Balances (Schedule D)	1,392,156
Reserved Funds (Schedule D)	269,892
Surplus Revenue (Schedule E)	<u>116,352</u>
Total Liabilities and Reserves	<u>\$1,779,006</u> =====

See Accompanying Notes and Schedules

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Cash Receipts and Disbursements

July 1, 1988, Through June 30, 1989

Cash Receipts:

Taxes - Real Estate and Personal Property	\$564,741
Water Department:	
Receipts and Revenue	248,796
Basic Use Charge	17,000
Interest Earned:	
General Funds	25,648
Stabilization Fund	16,559
Other Receipts (Schedule F)	<u>4,856</u>

\$ 877,600

Total Receipts

963,084

Cash Disbursements: (Schedule G)

(85,484)

Excess of Disbursements over Receipts

584,343

Beginning Cash Balance, July 1, 1988

\$498,859

Cash Balance, June 30, 1989

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See Accompanying Notes and Schedules

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT
Investment Account Transactions and Cash Reconciliations
For the Period July 1, 1988, Through June 30, 1989

Cash in Custody of Treasurer, June 30, 1989			\$220,330 =====
Stabilization Fund Balance July 1, 1988			\$53,771
Cash Received:			
Transfers from General Fund	\$150,000		
Interest Income	<u>16,559</u>		
Total Received			<u>166,559</u>
Stabilization Fund Balance June 30, 1989			\$220,330 =====

See Accompanying Notes and Schedules

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule A

June 30, 1989

Schedule of Cash Balances:

Bank of Boston Special	\$ 62,194
Mass Municipal Depository Savings	47,470
Lincoln Trust - Certificates of Deposit	400,000
Lincoln Trust - Vendor	(10,903)
Lincoln Trust - General	98
Lincoln Trust - Payroll	<u>-0-</u>
Total	<u>\$498,859</u> <u>=====</u>

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule B

June 30, 1989

Schedule of Accounts Receivable

Personal Property Taxes:

1989	
1988	\$ 939
1987	127
1986	137
	<u>207</u>

Total

\$ 1,410
=====

Real Estate Taxes

1989	
1988	\$ 51,390
1987	5,829
1986	(830)
	<u>(160)</u>

Total

\$ 56,229
=====

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Water Department

Schedule C

July 1, 1988, Through June 30, 1989

Receivables, July 1, 1988	\$ 17,753	
Charges, July 1, 1988, through June 30, 1989	<u>251,967</u>	
Total Receivables		\$269,720
Less Receipts, July 1, 1988, through June 30, 1989:		
Water (Minimum)	\$ 95,891	
Excess Water	112,508	
On and Off Charge	8,680	
Service Connections	27,429	
All Others	<u>5,702</u>	
Total Receipts		<u>250,210</u>
Receivables, June 30, 1989		<u>\$ 19,510</u>

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule D

June 30, 1989

Special Appropriation Balances:

FY 1988 Record Storage Room	\$ 261
Ambulance Fund	159
Oil Tank Removal	1,000
Building Architecture and Engineering	39,645
4 WD Truck	3,028
Corrosion Study	3,400
Computer - Water Department	786
Total Carried Forward	\$ 48,279
Appropriations Control Fiscal Year 1990	<u>1,343,877</u>
Total	<u>\$1,392,156</u> =====

Reserved Funds:

Capital Improvements - Water System	\$183,032
Overlay Prior Years	590
Reserve for Abatement Deficit - 1989	2,598
Revenue Reserved Until Collected	
Taxes	
Water	62,949
Reserve for Petty Cash	20,623
	100
Total	<u>\$ 269,892</u> =====

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule E

July 1, 1988, Through June 30, 1989

Surplus Revenue, July 1, 1988,		\$316,959
Excess of Receipts Over Disbursements, July 1, 1988, through June 30, 1989	\$ (85,484)	
Increase in Accounts Receivable	32,274	
Decrease in Overlay for Abatement Deficit	(2,240)	
Increase in Revenue (Fiscal 1990)	<u>1,193,877</u>	
Total		<u>\$1,138,427</u>
Total Available		\$1,455,386
(Increase) Decrease in: Reserved Funds	\$ (25,251)	
Special Appropriation Balance	<u>(1,313,783)</u>	
Total (Increase) Decrease		<u>(1,339,034)</u>
Surplus Revenue, June 30, 1989		\$ 116,352 =====

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule F

July 1, 1988, Through June 30, 1989

Other Receipts:

Water Liens	\$ 783
Fees for Use of Freedom Hall	770
Ambulance Use	2,228
Fire Department Inspection Fees	<u>1,075</u>
Total	\$ 4,856 =====

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

General Fund

Schedule G

June 30, 1989

Cash Disbursements:

Fire Department	\$233,866
Water Department	188,255
Notes and Interest	147,706
Street Lights	21,615
Financial Department	27,843
Barnstable County Retirement	16,940
Group Insurance	12,484
Freedom Hall Operation	8,412
Freedom Hall Repair	3,000
Ambulance	73,260
Cotuit Library	1,500
Copier - Water Department	1,895
Computer - Water Department	4,214
4 WD Truck - Water Department	12,972
Fire Hose	11,918
Pump House Alarms	3,950
Building Arch. and Eng.	8,355
Building Feasibility Study	2,500
Corrosion Study	8,600
Pagers	3,500
Oil Tank Removal	500
District Map	233
Record Storage Room	393
Interest to Stabilization Fund	16,559
Transfers to Stabilization Fund	150,000
Other	<u>2,614</u>

Total Disbursements

\$963,084

=====

See Accompanying Notes and Schedules

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT
District Indebtedness
As at June 30, 1989

To Be Raised and Appropriated in Future Years \$1,020,768
=====

District Indebtedness Balances at June 30, 1989:

<u>Date Issued</u>	<u>Principal</u>	<u>Rate</u>	<u>Description</u>	<u>Balance</u>
July 9, 1980	300,000	5%	Major Water Improvement Project	\$128,568
February 24, 1982	226,000	5%	Cotuit Coves Sandalwood	162,200
April 1, 1987	850,000	5.73%	South Cape Land Acquisition	730,000

Total

\$1,020,768
=====

Interest Liability on above debts
in chronological order

\$ 22,499
117,460
289,768
\$ 429,727
=====

See Accompanying Notes

FitzGerald and Ducharme
Certified Public Accountants

COTUIT FIRE DISTRICT

Notes to Financial Statements

July 1, 1988, Through June 30, 1989

Note 1: Accounting Policies

The policy of the Cotuit Fire District is to prepare its financial statements on the cash basis with the exception of the recording of accounts receivable for real estate taxes, personal property taxes and water department billing. Under this basis, revenues are recognized when collected rather than when earned, and expenditures are recognized when paid rather than when incurred.

Revenues from taxes and water department billings are recorded as revenue on a cash basis. Taxes receivable, which are due in the current fiscal year, are recorded in the balance sheet; however, these amounts are fully reserved, and accordingly, are not included in the available fund balance, as a rule.

Note 2: Property and Equipment

Expenditures for property and equipment are charged to expenses when paid.

Note 3: Accounts Receivable

We did not confirm accounts receivable by direct correspondence. We did, however, satisfy ourselves that the balances were correct using other auditing procedures.

Note 4: District Valuation

Real Estate	\$ 541,794,700
Personal Property	<u>10,081,700</u>
Total	<u>\$ 551,876,400</u>

Note 5: Revenue Fiscal Year 1990

At the Cotuit Fire District Annual Meeting dated May 31, 1989, it was unanimously voted to appropriate and transfer \$150,000 from free cash in the Treasury toward the tax levy of the fiscal year beginning July 1, 1989.

FitzGerald and Ducharme
Certified Public Accountants

REPORT OF THE PRUDENTIAL COMMITTEE

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ending June 30, 1989.

Prior to the May 1989 election the District, regretfully, was advised that Gwen Phillips would not run for reelection to the Prudential Committee. However, she did stand for election as Moderator and in that capacity she will continue to extend her talents as an elected official of the Fire District.

Laura Hadley also submitted her resignation as District Clerk but was appointed as Acting District Clerk until the May 1989 District Meeting. Laura has given many years of service to the Fire District and she will be missed. Our sincere thanks to her.

As had been the case during fiscal 1988, the Prudential Committee continued to work towards close cooperation with the other departments of the District. It is our opinion that these efforts have been completely successful and all of the operating departments are functioning as a whole, with excellent compatibility and communication, resulting in the general benefit of all.

During fiscal 1989, the Prudential Committee carried on their responsibilities in management and administration of Freedom Hall. Storm windows were installed in all areas, the grounds were improved with the elimination of a number of trees and shrubs that had begun to overwhelm the area. The back yard was cleaned of all debris and mulch laid down. A sum of \$12,000 has been appropriated for painting and rehabilitation of the exterior and a request for bids to do this work will shortly be let. In addition, a Freedom Hall Committee composed of a cross section of the villagers has been formed and chaired by David Crawford. The purpose of this committee is to determine the future uses of the Hall, the way(s) it should be managed, total rehabilitation both inside and out, fund raising and many other possible options to bring the Hall to its full fruition. A questionnaire had been submitted to the people of the District in this regard and the results have been tabulated and are under consideration.

The Prudential Committee continued to oversee the street lights of the district. In that respect, a representative of Commonwealth Edison had attended our meeting to discuss the conversion of street lights from mercury to sodium. Your Committee signed this conversion contract prior to the posted deadline and thus were able to keep electric costs to its absolute minimum.

Your Committee continued in its involvement in administration of the Reserve Fund and monies were transferred from this fund to the Fire Department, Water Department and Financial Department as requested and needed. In addition, the Committee requested a transfer of a substantial amount of money to the Stabilization Fund. This was done

in order to put aside monies for major expenses that are certain to arise in the near future. In doing so, it is the hope that such expenditures can be partially funded by these reserves.

No one unit of the Fire District can function to its fullest capacity on its own and in that respect we received total cooperation from all other officials in the District enabling us to do our job properly.

The Prudential Committee would like to close this report by thanking all District officials, employees, volunteers and committee members for your cooperation, assistance and enabling the Prudential Committee and the District as a whole to have a very successful year.

Respectfully submitted,

CRAIG D. BURLINGAME
JACK A. MC CULLOUGH
JOHN KLIMM

REPORT OF THE BOARD OF FIRE COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Board of Fire Commissioners is pleased to submit our annual report for the fiscal year ending June 30, 1989. This year, we have changed the format of the report in an effort to better inform residents of the many areas of fire department involvement.

EMERGENCY MEDICAL SERVICES (EMS)

The department has seen yet another increase in EMS activity, the most significant being in ambulance responses to house rescues. We believe this rise in activity is most likely due to an increase in population and to a lesser degree, an improved awareness of the services which the department has to offer.

EMS continues to be the predominant type of service we provide. The department is able to offer both Basic and Advanced Life Support treatment which ultimately means better care for the sick or injured. In addition, daytime staffing has enabled us to significantly reduce our response time which is so very important to critically ill or injured patients.

Regretfully, this service is not without its share of risks and liabilities. Emergency legislation has been passed to help provide EMS personnel with information regarding exposures to patients with infectious diseases. The department has completed a series of preventive inoculations against Hepatitis B, in an effort to protect our personnel. Stress counseling is available when needed, and we will continue to look out for the well being of our personnel.

The department recognizes the importance of public safety education, including first aid and CPR instruction, and plans to offer more in the future.

FIRE PREVENTION

The department has become more involved in fire prevention activities this past year, due mostly to the work of Lieutenant David Pierce who has been placed in charge of this important area. New regulations for underground tanks have required more involvement in supervision of removals and inspections of replacement tanks. The department has also been involved in providing information to installers and homeowners as to the content of the regulations and related procedures.

The inspection and permitting of wood stoves, smoke detectors, and oil burning equipment is carried out on a weekly basis. The inspection of commercial properties is limited at this time to those required for annual licensing by the Town of Barnstable.

The department has for some time recognized the need to become more active in fire prevention. Code enforcement and public education are but some of the areas we would like to improve. Time and staffing limitations prevent us from doing this at the present time, we do however, expect more involvement in the future.

PERSONNEL

Personnel management continues to present the greatest challenge to the department. We have seen in recent years a change in the availability of personnel as well as the number of potential candidates for this demanding profession. Our roster of call personnel has remained almost constant in number during the past four years. New members replace personnel who no longer have the time or interest to serve the community. Despite competitive wages and benefits, our ability to attract and maintain personnel is limited due in part to the demands placed on an individual in this type service. The unusual hours and unique situations encountered in the fire and rescue service can provide a difficult environment in which to work. We continue to compete with the time our personnel have available for family, job and personal needs.

The Fire Commissioners, working together with the Fire Chief, will continue to evaluate personnel availability, incident activity and other needs to determine the best course of action to take. A recruitment program will be developed in an attempt to gain additional personnel to maintain adequate staffing levels. Wages and benefits are continually reviewed to help insure fair compensation. While 24 hour coverage is not planned in the immediate future, additional personnel during the daytime hours may be indicated as soon as 1990.

Despite all this, Cotuit, not unlike many other communities, is faced with the problem of providing service with what appears to be a decreasing number of people who have what it takes to meet the exacting demands of today's fire and rescue service.

We wish to recognize the efforts of all our personnel, both on-call and fulltime, for their continued dedication and interest. We commend their actions and abilities which have been the force behind their outstanding effectiveness.

TRAINING

As the fire and rescue service becomes more involved in new areas of responsibility, the need for improved training becomes more important. The identification and handling of hazardous materials, firefighter safety, new skills, procedures, and equipment are but some of the areas which require additional and continual training. While some training is mandated by State or Federal laws, other training is necessary to keep pace with current fire and rescue service procedures.

To help meet these needs, personnel continue to take courses to

enhance their abilities. Several members have taken advantage of training programs offered by the Cape Cod Community College, the Massachusetts Firefighting Academy, and other agencies. More time must be spent organizing better and more appropriate training to be offered by the department for the benefit of its members and thus the community.

APPARATUS AND EQUIPMENT

The department took delivery of its new ambulance in February. The delay in its arrival was due to changes in federal regulations governing design and construction and a delay in its production. The new ambulance incorporates state of the art technology in construction and equipment. We look forward to many years of service due mostly to the considerable time spent in assuring compliance with the specifications drafted for its construction.

The Cotuit Fireman's Association provided the department with a new 17' Boston Whaler rescue boat. The Fireman's Association worked hard to obtain the money from donations and fund raising efforts. The new boat will enable the department to respond more adequately to marine incidents, especially in light of the Coast Guards reduction in service over the past few years. In addition, a new 10' rubber raft was purchased by the Fireman's Association to gain access to small ponds and assist in ice rescue incidents. We are grateful to the Fireman's Association and its members for their continued support.

The replacement of one of our fire engines, approved at the Annual Meeting in May, will further improve our abilities to provide fire protection. The new engine will furnish the department with a safer, better equipped, and more reliable piece of apparatus with which to operate. Large diameter hose purchased earlier this year, will enhance our abilities, allowing greater flows of water with less effort and maintenance, and giving us important compatibility with neighboring departments.

BUILDING AND GROUNDS

Perhaps one of the most significant events of the past year has been the time spent on planning the renovations and additions to your fire station. Over two years ago, the department identified the need to modernize and expand the station, built in 1938. It was determined that additional space was needed for office and training purposes and facilities would have to be improved for personnel and apparatus. Considerable maintenance has been needed on the building for several years, but was deferred in an effort to determine the most prudent course of action to take.

A feasibility study concluded that the station was structurally sound and renovations and additions were appropriate. With this information and conceptual plans, the voters approved funding for architectural and engineering expenses to continue with the project. It is expected that final plans and cost estimates will be available by early fall, at which time we will once again go before the voters to approve

funding for completion of the project.

If approved, this major improvement will offer the department a better work environment and more appropriate facilities in which to operate. The support of the entire community in this matter has been most noteworthy. In particular we wish to sight the efforts expended by Agnes Murray, Mars Boden, Carter Willsey, and Jack Chaskas in assisting in the key selection of the architect for the project.

COMMUNITY ACTIVITIES

The department continues to be involved in community activities including the July 4th parade and other seasonal events. Fire safety education is taught during Fire Prevention Week at the Cotuit Elementary School and the department participates in "Vehicle Day" sponsored by Project BICEP.

Blood pressure screening is made available at the Post Office when time is available, and many residents come into the station for blood pressure checks during the week. Tours of the station are conducted with pre-school children. We have also worked with the Boy Scouts and similar groups by providing first aid and safety instruction.

We continue to interface with the public on a regular basis by providing information and other types of assistance.

COMMENTS

The department has, for many years, been in a state of transition. We continue to keep informed of new procedures and practices in an effort to provide the best possible service. Our apparatus and equipment is being upgraded in order to furnish safer and more effective tools to do the job. Our goal is to provide the best possible service in a cost effective manner keeping in mind the safety of our personnel.

We wish to thank you, the citizens of Cotuit, for your continued support and understanding. We will continue to respond to your requests, and help in time of need.

Respectfully submitted:

Robert W. Eldred, Chairman
Michael C. Lloyd
Richard T. Gilman

Board of Fire Commissioners

FIRE DEPARTMENT ACTIVITY

INCIDENTS BY TYPE - 1989
(July 1, 1988 to June 30, 1989)

FIRE AND RELATED

Structure Fire	6
Kitchen Fire	0
Vehicle Fire	2
Outside Fire	3
Chimney Fire	3
Brush Fire	14
Equipment Fire	0
Automatic Fire Alarm	26
Hazardous Condition	18
Heating Equipment	1
Emergency Standby	5
Service Call	0
Mutual Aid (Engine)	25
Investigation	36
Public Assistance	9
BWOP	4
Assist to Police	2
Other	9
Total Fire Incidents	163

FIRE INSPECTIONS

Oil Burner	90
Smoke Detector	67
Underground Tank	65
Wood Stove	15
Other	20
Total Inspections	257

MUTUAL AID RECEIVED

Paramedic	1
Ambulance	25
Fire	6

RESCUE AND RELATED

House Rescue	163
Transportation	5
Medical Assist	14
Motor Vehicle Accident	34
Boat Rescue	4
Mutual Aid (Ambulance)	19
Mutual Aid (Paramedic)	9
Pedestrian Accident	0
First Aid at Station	7
Other	4
Mutual Aid (Other)	3
Medical Alarm	2
Total Rescue Incidents	264

SUMMARY OF PATIENTS BY TYPE

Medical	76	32%
Trauma	73	30%
Cardiac	19	8%
Respiratory	21	9%
Transportation	5	2%
Non Transport	48	19%

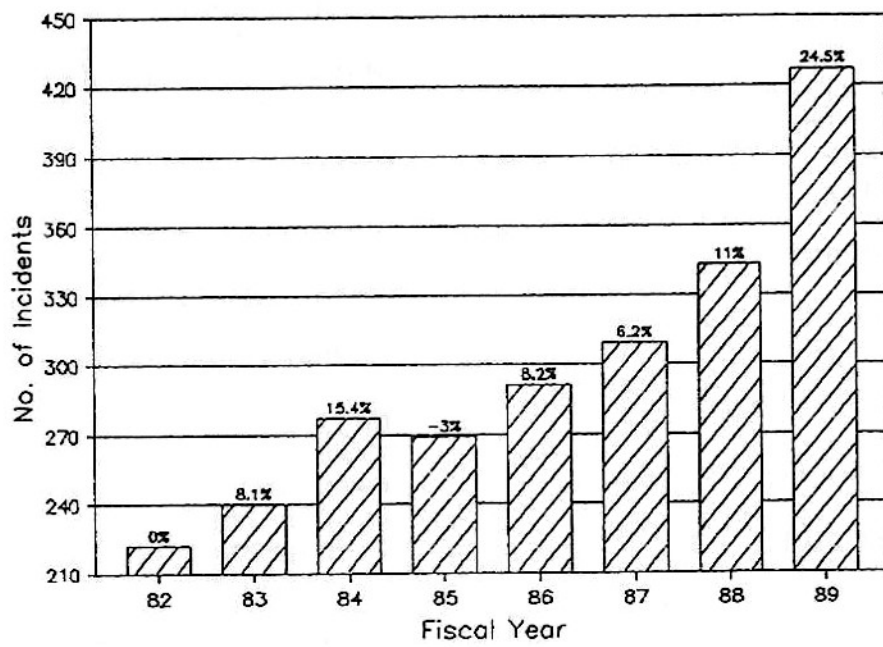
Total Patients Treated 242

LEVEL OF CARE ADMINISTERED

Advanced Life Support	32%
Basic Life Support	68%

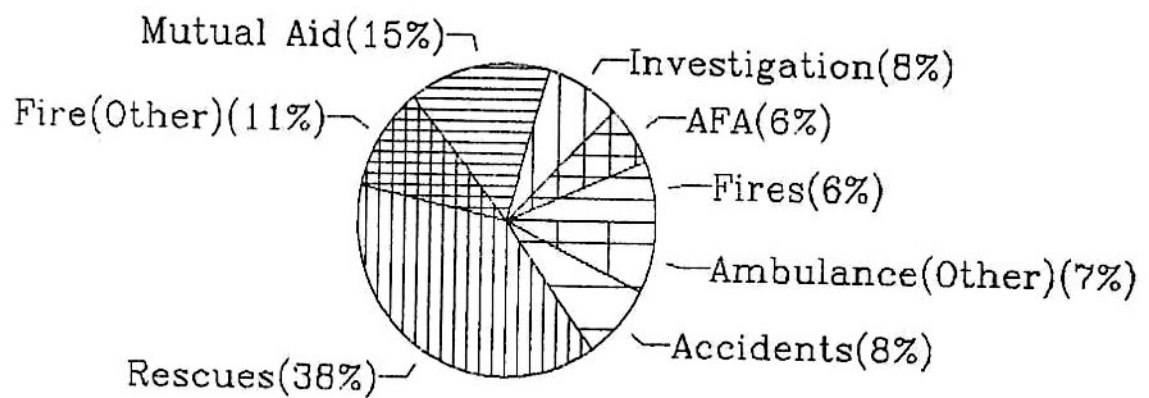
TOTAL EMERGENCY INCIDENTS 427

Incident Activity By Year



INCIDENT DETAIL BY TYPE

FISCAL YEAR 1989



REPORT OF THE BOARD OF WATER COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

This Board of Water Commissioners respectfully submits its report for the Fiscal Year ending June 30, 1989.

Chairing the Board for the second year was Paul Wiggins, with the present Chair elected June 6, 1989. In addition to the usual twelve monthly meetings, we also called three special meetings. The staff remained stable, with Leonard Mendes serving as superintendent, Thomas White as assistant superintendent, Chris Wiseman as field person, and Sheri Leavenworth as secretary/bookkeeper. During the year, Mr. White took the exam to become a Grade 2 operator and passed. The number of services in the system rose by 47 to a total of 1,671.

PROJECTS TO IMPROVE THE WATER SYSTEM:

1. After exhaustive study, primarily by John Andersen, the Board voted to replace Cotuit's aging and varied water meters to unify and upgrade the meters and method of reading. We chose the Rockwell meter, which is being installed by our staff in a three-year phased program.
2. To correct the acidity of Cotuit's water, we continued our investigation of remedies. John Andersen, with his chemical engineering background, outlined the pros and cons of various additives to the water, and we engaged Whitman and Howard to give us a definitive analysis of our water's corrosivity and recommendations to correct the pH balance and reduce the corrosivity. Action is expected in the new fiscal year.
3. Maintenance of Cotuit's fire hydrants became a matter of concern, leading this Board to request funds at the Annual Meeting on May 31 to cover inspection and any necessary repair of the 350 hydrants in the Fire District. This work will be carried out in the new fiscal year.

MAINTAINING THE SYSTEM:

Routine inspection of our four pumping stations and two water towers was carried out by the Massachusetts Department of Environmental Quality Engineering (now Department of Environmental Protection). We repaired the fence at the Main Street tower and placed fencing around pumping station #1 as a result of this official inspection.

PHYSICAL PLANT IMPROVEMENTS:

1. Under Mr. Wiggins' leadership, we upgraded our office furnishings so that it now looks like a place of business instead of a hodge-podge of hand-me-downs. New desks and chairs were purchased for Mr. Mendes and Mrs. Leavenworth, as well as a copy

machine table and a computer desk and shelves.

2. An air conditioner was installed to enhance the productivity and working conditions of staff.
3. A heat sensor and alarm were installed at pumping station #2.
4. A computer was purchased to streamline billing, record-keeping, and correspondence.
5. A new truck was purchased, replacing an older one, to keep the Department on a steady maintenance schedule.
6. Plans were laid to renovate the superintendent's area into a professional office, with space also for the Board's meetings, this to be carried out in the new fiscal year. Completed was the rehabilitation of an under-used area into an efficient storage area, under Mr. Wiggins' supervision.

WATER QUALITY CHECKS:

Cotuit's water is checked twice yearly for volatile compounds (VOC'S), as mandated by law. This testing is done by the Barnstable County Health and Environmental Department laboratory. Our water is found consistently to be well below the allowable limits set by the U.S. Environmental Protection Agency. We also check regularly for lead, copper, sodium and other compounds, again with favorable results.

PROGRESS ON NEW WELL:

Our work has continued to complete the legal engineering work needed to bring the new well on line in a few years. Mr. Andersen has done an extensive analysis of present capacity, present use, anticipated increases as our population grows, so that we can make the best judgment on when to build the new pumping station and lay the pipe to connect with the present system.

IMPACTS OF DEVELOPMENTS ON COTUIT:

1. We continued, especially the present Chair, to attend hearings in Mashpee on Water's Edge North, and to "watchdog" the Stratford Ponds development to be sure that the conditions imposed on it are being adhered to.
2. We took a strong position on the proposed Putnam Avenue development, objecting to its density in a zone of contribution to public wells belonging to Centerville-Osterville-Marstons Mills Water Department, and also to its impact on Cotuit and Prince Cove with a package treatment plant. Our letters to the Massachusetts Executive Office of Environmental Affairs were dated March 8 and June 22.

NEW BY LAWS:

Ms. McConnell represented the Board for the second year in re-writing certain of the Fire District's by-laws. She revamped this Department's by-laws extensively, with the

concurrence of the other two Commissioners.

PERSONNEL POLICY:

Mr. Wiggins overhauled this Department's personnel policy, which is to be considered for uniformity and equity in all areas where this is appropriate within the Fire District by a joint personnel policy committee.

In closing, let me thank all the officials and employees of the Fire District for their cooperation, understanding, and goodwill. It's a pleasure to work with all of you, as it is with my fellow Commissioners and Water Department staff. The citizens of Cotuit also have my thanks for their understanding and support. Overseeing a water department in these times is more complex each year, and we surely appreciate your good faith efforts to help us do our job responsibly and fairly.

Respectfully submitted,



Marion McConnell, Chair

Paul Wiggins

John N. Andersen

RECORD OF WATER PUMPED

Water pumped July 1, 1988 - June 30, 1989:	131,305,100 gallons
Largest day (since July 1, 1988): 8/13/89	1,167,900 gallons
Largest week (since July 1, 1988): 8/7/89-8/13/89	6,756,600 gallons

Please see back page for tips on protecting our fresh and salt water by eliminating harmful products from our homes. This public education effort is a continuation of the Chair's "Clean Water" project.

RECEIPTS

FROM JULY 1, 1988 THROUGH JUNE 30, 1989

WATER (MINIMUM)	95,890.90
EXCESS WATER	112,508.16
ON & OFF CHARGE	8,680.00
ALL OTHERS	4,224.89
TOTAL	221,303.95
SERVICE CONNECTIONS	27,492.07
TOTAL RECEIPTS	248,796.02
CAPITAL IMPROVEMENT	17,000.00
ACCOUNTS RECEIVABLE	19,509.80
WATER LIENS	1,477.28

STOCK: 12,718.61 TAX, LABOR CONN CHG: 14,773.46

EXPENDITURES

FROM JULY 1, 1988 THROUGH JUNE 30, 1989

	APPROPRIATION	SPENT	BALANCE
LABOR & SALARIES	\$99,385.00	97,446.69	1,938.31
MAINTENANCE	\$19,500.00	19,500.00	.00
OPERATION	\$57,178.00	48,151.16	9,026.84
MISCELLANEOUS	\$ 5,000.00	3,176.88	1,823.12
SERVICE CONNECTIONS	\$20,000.00	19,980.38	19.62

SPECIAL APPROPRIATIONS

TRUCK	\$16,000.00	12,972.00	3,028.00
HEAT SENSOR UNIT	* \$ 4,000.00	3,950.00	.00
COPIER	\$ 1,895.00	1,895.00	.00
CORROSIONITY STUDY	\$12,000.00	8,600.00	3,400.00
COMPUTER	\$ 5,000.00	4,213.80	786.20

* BALANCE OF \$50.00 TRANSFERRED BACK TO GENERAL FUND AT 6/29/89 MEETING

DETAIL

FISCAL YEAR 1988/89

	<u>APPROPRIATION</u>	<u>SPENT</u>	<u>BALANCE</u>
<u>LABOR & SALARIES</u>			
Superintendent	\$ 31,248.00	31,248.00	.00
Assistant Superintendent	\$ 26,048.00	26,048.00	.00
Field Person	\$ 19,303.00	19,303.00	.00
Secretary/Bookkeeper	\$ 16,786.00	16,786.00	.00
Labor/overtime	\$ 6,000.00	4,061.69	1,938.31
TOTAL	\$ 99,385.00	97,446.69	1,938.31
 <u>MAINTENANCE</u>			
Maintenance of the System	\$ 16,500.00		(1,250.00)
Mains		6,218.57	
Pump Stations		8,572.94	
Grounds		6.95	
Other		2,951.54	.00
Meter Repair	\$ 1,000.00	1,000.00	1,250.00
Building Repair	\$ 2,000.00	750.00	.00
TOTAL	\$ 19,500.00	19,500.00	
 <u>OPERATION</u>			
Office Expense	\$ 2,810.00		(79.06)
Janitorial Supplies		54.96	
Postage		561.46	
Printing Supplies		1,119.09	
Other		1,153.55	(63.25)
Uniforms	\$ 1,350.00	1,413.25	56.00
Dues/Licenses	\$ 300.00	244.00	877.03
Truck Expense	\$ 2,750.00		
Fuel		1,469.17	
Repairs		403.80	
Engine Fuel	\$ 750.00	.00	750.00
Tools/Hardware	\$ 1,750.00	1,700.44	49.56
Chemicals	\$ 1,500.00	2,015.70	(515.70)
Phone/Pagers/Answ. Serv.	\$ 3,943.00	3,497.60	445.40
Electricity	\$ 27,500.00	23,929.09	3,570.91
Station Heating	\$ 840.00	369.82	470.18
Insurance	\$ 13,685.00		3,465.77
Bldg. & Liability		7,193.00	
Vehicle		2,269.23	
Other		757.00	
TOTAL	\$ 57,178.00	48,151.16	9,026.84
 <u>MISCELLANEOUS</u>			
Legal & Engineer Hire	\$ 5,000.00	3,176.88	1,823.12
TOTAL	\$ 5,000.00	3,176.88	1,823.12
GRAND TOTAL	\$181,063.00	168,274.73	12,788.27

Spent July 1, 1988 through 6/30/89 . Warrant # 13 .

Including pay warrants through week ending 6/30/89 .

RECORD OF WATER PUMPED

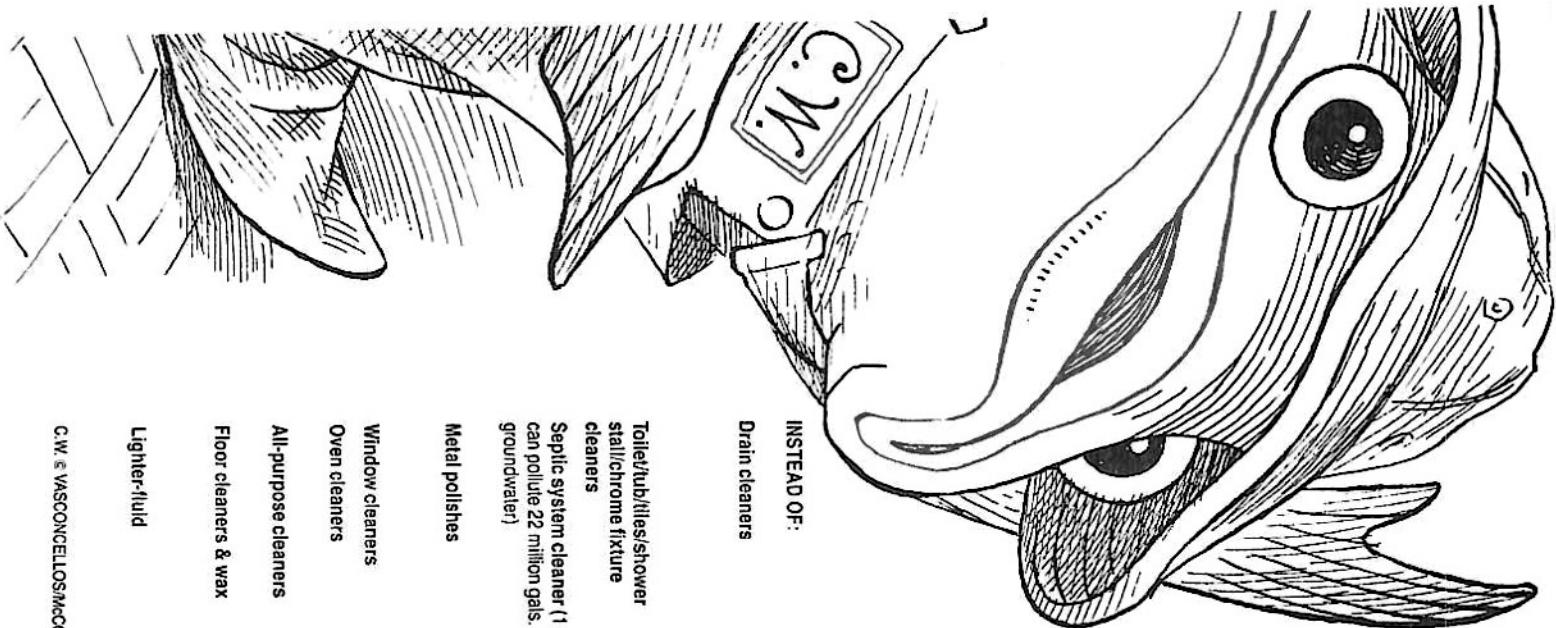
Water pumped from July 1, 1988 through	<u>6/30/89</u>	<u>131,305,100 GALLONS</u>
Largest day (since July 1, 1988)	<u>8/13/88</u>	<u>1,167,900 GALLONS</u>
Largest week (since July 1, 1988)	<u>8/7-8/13/88</u>	<u>6,756,600 GALLONS</u>

NOTES FOR ANNUAL DISTRICT MEETING
(To be held Wednesday, May 30, 1990)

ELECTION TUESDAY, MAY 29, 1990 FROM 12:00 NOON UNTIL 8:00 PM

NOTES FOR ANNUAL DISTRICT MEETING
(To be held Wednesday, May 30, 1990)

ELECTION TUESDAY, MAY 29, 1990 FROM 12:00 NOON UNTIL 8:00 PM



Dear Friends!

You make a difference – when you choose and use products for the home and yard. Did you know that each of our homes has an average of 3-10 gallons of hazardous materials on hand?

So, it's up to you – to each of us – to switch to safe, effective substitutes . . . to stop using poisons, toxics, and generally harmful items we take for granted – and to dispose of dangerous leftovers as safely and quickly as possible.

Never flush chemicals down the drain. **Never** dump waste oil or solvents on the ground. **Never** dispose of chemicals in trash. **Remember, what you put into the ground today may be in your drinking water next week, and, later, in your (and my) swimming water!** I'm your friend C.W., here to offer these simple, cheap alternatives:

INSTEAD OF:

Drain cleaners

Toilet/tub/sinks/shower stall/chrome fixture cleaners

Septic system cleaner (1 gal. can pollute 22 million gals. groundwater)

Metal polishes

Window cleaners

Oven cleaners

All-purpose cleaners

Floor cleaners & wax

Lighter-fluid

TRY THESE:

Pour boiling water down drains weekly. If drain is plugged, force in mix of 1 cup baking soda, 1 cup salt, 1 cup white vinegar. After 15 mins, pour in boiling water to flush. Or use plunger or metal "snake" or install strainer.

Sprinkle baking soda on damp sponge or soft brush and gently scour (same for car head & tail lights, mirrors, windshields).

Pour 1 cup baking soda down toilet each week. This creates good pH balance for better sewage digestion of waste. Also, pump system every 2 years to protect drinking water, streams & coastal waters.

Soak silver in boiling water containing salt, baking soda & piece of aluminum foil; use lemon juice & salt on brass & copper; white vinegar on chrome.

Rub newspaper on wet glass.

Use baking soda & steel wool for scouring. Place cookie sheet below pies, casseroles, etc.

Add ½ cup white vinegar & 2 tablespoons cornstarch to 1 gal. warm water; or 2 tablespoons borax to every 3 cups warm water.

Mix 1 cup white vinegar in 2 gals. water to remove greasy build-up. Polish with club soda. Add sour or skim milk to rinse water to shine floor.

Use newspapers or twigs to ignite charcoal.

INSTEAD OF:

Mothballs

Bleach

Detergents

Furniture polishes

Salt/ice-cers

Spot Removers

Pesticides, herbicides, fungicides

Fertilizers (Americans have 20 million acres of lawns)

Ant & roach poison

Flea collars & sprays for pets

TRY THESE:

Place newspapers, cedar chips, or lavender flowers on closet floor. Store woolens in plastic containers with cedar chips.

Add ½ cup baking soda to boost detergent or soap cleaning power. Use powder bleach, not liquid, if at all.

Replace with washing soda or pure soap flakes. If still using detergents, choose phosphate-free, biodegradable brands.

Mix 1 part lemon juice & 2 parts vegetable or olive oil, or use Carnauba wax.

Use sand or unscented kitty litter (and caution!) Cold water immediately, lemon juice, club soda, or corn meal & water (for soaking).

Use insect traps; introduce beneficials, such as ladybugs; hose plants vigorously, hand pick bugs; spray with soapy water, then rinse. Build healthy soil with compost & mulches for healthy plants that resist pests.

Replace with mulches & compost. Switch from grass to ground cover, wood chips, edible landscaping.

Pour line of cream of tartar or red chili pepper at entry points; chopped bay leaves or cucumber skins likewise. Try boric acid on roaches, but keep children & pets away.

Mix brewer's yeast in pet food – fleas are repelled by its taste. Start with a small amount & build up daily.

**Your Friend,
C.W.**

ORGANIZATION

Moderator

Gwendolyn E. Phillips	428-9590	1992
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Prudential Committee

Craig D. Burlingame	420-1229	1990
Jack A. McCullough	420-2413	1991
John C. Klimm	428-1603	1992

Board of Water Commissioners

John N. Andersen	420-2423	1991
Mimi McConnell	428-9573	1990
Paul H. Wiggins	428-8948	1992

Board of Fire Commissioners

Robert W. Eldred	428-2136	1991
Richard T. Gilman	428-4702	1990
Michael C. Lloyd	428-7369	1992

Clerk

Leslie R. Kynock	428-3920	1990
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Treasurer

William P. Godley	428-8189	1991
Karen Walden, Assistant	477-2111	

REGULAR-MONTHLY MEETINGS

* Prudential Committee	Fire Commissioners
Fire Station, 7:30 PM	Fire Station, 7:30 PM
1st Monday after 3d Wednesday	3d Thursday

Water Commissioners
Water Department, 7:30 PM
3d Wednesday

* As of January 1990

The Prudential Committee meets the 1st Saturday after the 3rd Wednesday every month
9 o'clock am, at the Fire Station.