

COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
FREEDOM HALL
COTUIT, MA 02635
December 11, 2024

Present: Mark Lynch, Fran Parks, Ray Pirrone, Seth Burdick, and Charlie Eager

The meeting was called to order by Mark Lynch on December 11, 2024 @6:10pm via Zoom.

Mark did a roll call of the members and the following members were present:

Mark Lynch

Fran Parks

Seth Burdick

Also present:

Ray Pirrone - Treasurer

Lisa Haven – Assistant Treasurer

Charlie Eager – Clerk

Via Zoom is Jannelvy Martinez, Consultant

Mark stated that a vote is required to go into Executive session

Fran made a motion to go into Executive session to discuss the proposal regarding the Cotuit School. Seth seconded the motion. All in favor.

(No members of the public in Executive session).

Meeting resumed –

Fran stated that Catalyst was used for space needs and fire station and she would like to go with Catalyst.

Mark reported the results of Executive session.

- There was one response to RFP and the committee voted that they did not meet the minimum evaluation requirements to proceed with them.
- Alternative methods are being discussed to complete the study on a timely basis, while making sure that all MA Government regulations are obeyed.
- Fran suggested using Catalyst and Mark asked Jannelvy to go through an approved list of vendors that have been vetted by the state.
 - Jannelvy stated that the Operation of Services Division and the Commonwealth puts out their own bids for a “Statewide Contract”
 - These contracts are eligible for any state agency municipality, Town, non-profit, etc.
 - List for Facilities Work is called Engineering and Facility work and on the list are vendors that have been vetted and approved by the state of MA.
 - This list will help in a procurement sense – you may solicit quotes directly from the list of vendors on the list and are protected as the procurement was done by the state of MA so 30b was already followed but engineering and architectural work is exempt from MGL Ch. 30b §32A so the Committee can pick a firm that they are more familiar with or one that they feel can do a better job than those that are on the list
 - Mark asked Jannelvy if what she is saying is that the Committee could go to Catalyst and give them the RFP and ask them if they are interested in doing this and how much it would cost.
 - Jannelvy stated that yes, that is something that could be done.
 - Mark stated that it would be a good idea to reach out to the Fire Commissioner’s to make sure the Prudential Committee isn’t “stepping on anyone’s toes” before reaching out to Catalyst given that the Fire Department is presumably keeping Catalyst very busy
- Patty Daley stated that it would benefit for a structural engineer to be on the team – a multi-disciplinary engineering firm could best serve the needs of the study.
- Patty stated that one such firm is:
 - Coastal Engineering with a broad spectrum of services
 - Mackenzie Engineering in Brewster
- Fran stated that there is a structural engineer in Cotuit.
- Mark also proposed contacting the Cotuit Fire Commissioner’s and asking them their thoughts about Catalyst and/or would they mind if Prudential contacted them as well.
- Mark proposed to Jannelvy to draft a cover letter for RFP and send to Catalyst and two (2) or three (3) of the state vetted engineering firms
 - Fran and Seth stated that they agreed to Mark’s suggestion

- Patty Daley did not agree to Mark's proposal stating that Mark's motion limits to those firms that are only on the state contract and there are smaller firms on the Cape that are still legal to talk to because they are engineering firms
- Fran stated that Catalyst is in Yarmouthport and not on the state contract list
- Mark asked to limit the contact to five (5) firms
- Mark stated that he would talk to Fire Commissioner's and he will call another meeting as soon as he has feedback to share.

PUBLIC COMMENT:

- No public comment

Mark asked for a Motion to Adjourn. Seth seconded. All in favor.