

**COTUIT FIRE DISTRICT  
PRUDENTIAL COMMITTEE MEETING  
Freedom Hall  
COTUIT, MA 02635  
April 8, 2025**

The meeting was called to order by Mark Lynch on April 8, 2025, @7:00pm via ZOOM.

Mark did roll call:

**Mark Lynch, Fran Parks, Seth Burdick, Ray Pirrone and Charlie Eager all via ZOOM.**

Mark led the Committee in the Pledge of Allegiance.

**Public Comment**

- Carol Zais 86 Putnam Ave. reported that she was able to meet with Power Sound New England – they did the audio visual sound system at the Federated Church. She asked how to get the estimate in the Warrant.
  - Mark offered background to Carol’s conversation and stated that Carol called Mark and asked, as a concerned citizen and President of Civic Association, has been receiving complaints from other citizens that the sound in Freedom Hall was not good during ZOOM meetings. Mark responded that the estimate that was given to him by Carol.
- Carol stated that Power Sound New England looked at the system that is already in place and the recommendations for the Commissioner meetings to be heard/recorded/hybrid meetings would be approximately \$25,846.61
  - Mark stated that he thought that was a very high number for a problem that is only sometimes. He requested that Carol send a copy of the estimate to the rest of the board members.
- Carol asked if the community as a whole would be able to vote on that number if it went onto the warrant at the ADM and in the meantime do some fundraising.
- Fran asked if Power Sound New England said anything about the baffling in Freedom Hall since that is the problem regarding the sound.
  - Fran stated that there are members that mumble and the estimate is a large sum of money
- Ray stated that anything over \$10,000 requires three (3) votes before it can be put on the warrant.
  - Carol stated that it can be put on the warrant for \$10,000 and the other \$15,000 could be raised.
- Patty Dailey 45 Banfield Drive stated that it could be put on the warrant “Not to exceed \$25,000 and direct the district to do the proper procurement under 30b
  - Patty stated that she did not see it as a sometime problem, she stated that it is a problem for the citizens of the district not able to fully participate and listen
- Lisa Haven stated that part of the problem may be that the District needs someone who is technically savvy and can work with the sound system that is currently in place
  - Carol stated that it is not just the sound system according to what the Power Sound New England company said. They typically focus on churches and religious houses where they cater to people within a certain population and she is requesting that the commission bring to the ADM.

- Patty Dailey stated that the ZOOM link continues to not work on the Agenda on the CFD website and is interested in talking about the Cotuit School study.
  - Her primary concern is the timing. Patty reviewed the timeline including the April 28, 2025, deadline to file the warrant for the ADM.
  - She expressed concern about the timeframe with the end of the study and when the Prudential Committee will bring a warrant article to demolish the building and the opportunity to respond with another warrant article is also time limited
  - She is asking the Prudential Committee to consider the very short amount of time for the citizens to hear about, absorb and think about the study (that passed in May 2024) and the timing of any determination or vote about the school itself.
  - She expressed concern about putting a demolition article on the ADM in May 2025 to give sufficient time for the village residents to have a meaningful discussion about what to do with the school
    - Fran commented that the Prudential Committee would have been ready if they were not delayed by six-week sub-committee meetings and the RFP that no one answered because it was too complicated
    - Fran stated that she believes that there should not be any further delay from putting it on the warrant ahead of the ADM
      - Mark echoed Fran's belief that there should not be any further delay and stated that he feels that the Prudential Committee bent over backwards to include commentary, set up Ad-Hoc Committee, get input from members of the community interested and he thought it worked quite well, although time-consuming, and in the end, an RFP was created that was far too detailed so the Committee started from scratch and now ICON is working on the project.
      - Mark stated that he is sensitive to Patty's concern regarding the timing and whether someone wants to put into the warrant regarding same

### **Approval of Past Meeting Minutes**

- September 11, 2024 - Prudential Meeting Minutes
  - Mark asked for a motion to approve
    - Fran moved
    - Seth seconded
      - All in favor
- October 28, 2024 – Prudential Meeting Minutes
  - Mark asked for a motion to approve
    - Fran moved
    - Seth seconded
      - All in favor
- March 24, 2025 – Prudential Meeting Minutes
  - Mark asked for a motion to approve
    - Fran moved
    - Seth seconded

## Assistant Treasurer

- Current Assistant Treasurer, Lisa Haven, is retiring
  - Lisa stated that the deadline/retirement date would be June 4, 2025, but stated that she would be available for after that date with training
  - Mark stated that Ray and Lisa put a list together of the duties of the Assistant Treasurer
    - Lisa, Mark and Fran discussed various parts of the Assistant Treasurer's role including Freedom Hall
  - Seth asked why the Fire Department and Water Department do not manage their own personnel requirements / needs
  - Ray spoke of his concern when splitting up duties amongst more than one person and in the past, the Treasurer has backed up the Assistant Treasurer
  - Seth asked Ray how do the duties of the Treasurer and Assistant Treasurer overlap.
    - Ray answered that the Treasurer is a legal position (and in the by-laws) and is responsible for cash receivables. Assistant Treasurer manages the details. Treasure is responsible for the policy. Assistant Treasurer does not play any role in debt planning / debt execution.
  - Seth asked about onboarding and records maintenance, is there a payroll company that specializes in municipal affairs and is this something that Ray could look into at this time since Lisa is leaving?
    - Ray stated that it is something that he can research.
  - Fran weighed in on Lisa's role in the retirement plan.
  - Seth and Ray discussed different roles and responsibilities and positions that may need to be developed and implemented.
    - Ray stated that the Committee could fund a second position and then develop the implementation feasibility and if feasibility does not add up, it would not be filled and money would not be spent
  - Fran stated that she thinks that the Assistant Treasurer position should be a full-time position
    - Seth and Mark agreed with Fran
    - Mark stated that Seth's idea of implementing an additional position on top of the full-time position for the Assistant Treasurer is beneficial
      - Ray agreed
        - Fran asked Ray what the additional position would consist of?
          - Ray answered primarily the HR position and obligations of the Prudential Committee
      - Mark asked Ray to divide up the description for full-time Assistant Treasurer position and Administrative position
      - Mark stated that by warrant, the full-time Assistant Treasurer position and part-time administrative position specific duties to be determined and how to go about posting for hiring. Indeed?
        - Ray answered that would be the best way and W. Barnstable is also hiring and using Warren Rutherford as a consultant for hiring

## **Cotuit Elementary School Feasibility Study status:**

### **Cotuit School Contract**

- Mark stated that he had a teleconference with ICON and where they are.
  - ICON is very far along
  - They understand that the numbers for:
    - What is the cost to demolish the building?
    - What is the cost to turn it into a community center?
    - What is the cost to turn it into a recreational center?
  - They have preliminary drawings with the understanding that this is conceptual and have primarily a “What is the cost?” exercise.
- Prudential Committee is likely to put on the ADM list a warrant to demolish the building and it can be drafted now, subject to ICONs most recent up-to-date number for that
- Parties that want to do something different with the building can likewise be drafting their proposals subject to the numbers that ICON will provide
- Mark proposed that a date be picked (7-10 days out from the final due date for the warrants)
  - Fran stated that if it can be presented to the Prudential Committee before the ADM, that is fine as long as those that want the Community Center to understand that the funding for a Community Center will not fall upon the taxpayers – that it will be funded separately.
    - April 21, 2025

### **By-Laws Committee**

- Fran stated that there is nothing new to report
- Will work on it

### **Policy Advisory Committee**

- Seth stated that there is nothing new to report
- Will work on it

### **Annual District Meeting**

- Mark stated that Jack Gardner sent him an email that he will not be running for moderator but will moderate the upcoming ADM but Mark will reach out to Jack to make sure that is the case
- **Annual Report**
  - Drafts have been submitted to Charlie but some are outstanding

### **Treasurer’s Report**

- Not discussed

### **Auditor’s Report**

- Not discussed

### **Cotuit Water Department budget review**

- Not discussed

### **Cotuit Fire Department budget review:**

- Not discussed

**Freedom Hall:**

- Not discussed

**Website Renewal**

- Not discussed

**Public Comment**

- Patty Daly comments in chat regarding warrant >30 days
- Carol Zais commented about Annual Report regarding clerks publishing all annual reports
  - Discussion with Mark regarding same
- Carol Zais commented that the reason that last year's Annual Report was not accepted was due to significant issues and not just editorial mistakes
  - Mark stated that he did not agree

Mark stated that he would accept a Motion to Adjourn. Fran stated So moved. Seth seconded. All in favor.