

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
In Person at Freedom Hall
COTUIT, MA 02635
December 8, 2025**

The meeting was called to order by Mark Lynch on December 8, 2025.

Pledge of Allegiance:

Chair Lynch led the Pledge of Allegiance.

Chair Lynch did roll call:

Prudential Committee Members Present (In Person): Mark Lynch, John Havel and Seth Burdick

Also present: (In Person) Clerk Charlie Eager, Treasurer Ray Pirrone and Assistant Treasurer Ryan Ouellette

Public Comment:

No public comment.

Meeting Minutes Approval:

MOTION: To approve November 25, 2025, Prudential Committee Meeting Minutes.

Motion made by: Mark Lynch Seconded by: Seth Burdick

Motion passed unanimously. (Mark Lynch, Seth Burdick and John Havel)

MOTION: To approve November 25, 2025, Prudential Committee Executive Meeting Minutes.

Motion made by: Mark Lynch Seconded by: Seth Burdick

Motion passed unanimously. (Mark Lynch, Seth Burdick and John Havel)

**Cotuit School Building Demolition Status: ICON Architecture contract:
Hazardous Materials Oversight contractor**

1. Contract Status Updates

ICON Architecture (Continuing Services Contract)

- The Committee has approved a continuing services contract with ICON Architecture, the firm that performed the feasibility study.
- Town Counsel Mark Boudreau recommends amending the original feasibility contract to add demolition-related services and updated pricing rather than drafting a new agreement.
- The amendment is with Attorney Boudreau for review; no immediate committee action needed.

Hazardous Materials Oversight Contractor

- The contract between the Cotuit Fire District (via the Prudential Committee) and LeftField, LLC is now fully executed.
 - LeftField has identified UEC as the preferred hazardous materials assessment and oversight firm. UEC will:
 - Perform hazardous materials testing and assessment.

- Produce abatement schedules.
- Provide oversight, documentation, and closeout materials.
- LeftField reports:
 - UEC is highly qualified, responsive, and significantly less expensive than ICON's original hazmat consultant.
 - UEC can likely begin as early as next week, pending site access and receipt of floor plans.
 - A provisional \$50,000 hazmat allowance is viewed as conservative; actual cost depends on test results.

MOTION: To move forward with UAE as a subcontractor of LeftField and that they put together the legal documentation for the team.

Motion made by: Mark Lynch Seconded by: Seth Burdick

Motion passed unanimously. (Mark Lynch, Seth Burdick and John Havel)

2. Project Schedule & Timeline

Overall Demolition & Closeout Timeline

- The current working schedule shows a completion date in early July.
- ICON's consultant Tighe & Bond is reviewing opportunities to compress the schedule.
- Kayla from LeftField will schedule a direct meeting with Tighe & Bond to discuss realignment options.

Immediate Upcoming Milestone

- Topographical survey tentatively scheduled for December 15, 2025.
 - This baseline data is required for:
 - Developing construction documents.
 - Accurate site restoration and planting plans.
 - Surveyors may use drones and take exterior foundation measurements.
 - They do not need building access, so they may proceed without Town escort; LeftField will maintain a presence on site.

Importance of Planting Season

- Planting is time-sensitive for optimal establishment.
- The project team is targeting the March 15 – June 15 growing window.

3. Difficulty Locating Existing Construction Drawings

Why the Drawings Are Needed

- ICON requires existing floor plans and foundation drawings to:
 - Avoid re-measuring the building from scratch.
 - Develop complete, accurate demolition bid documents.
 - Quantify materials, slabs, and subsurface structures.

Current Challenges

- Efforts to locate drawings through the following have been unsuccessful:
 - Barnstable Building Department
 - School Department / Facilities

- DPW Director (contact provided by Mark)

4. Technical Clarifications Provided

- **Site Plan vs. Construction Documents**
 - Site plan: shows layout of building on the lot; not sufficient for demolition.
 - Construction documents: show foundation, slab dimensions, floor plans, necessary for:
 - Hazardous materials quantification.
 - Contractor estimating.
 - Restoring the site to grade after demo.
- **Topographical Survey**
 - Establishes elevations, high/low points, and contours.
 - Critical for accurate backfill, grading, and planting.

5. Budget and Cash Flow

- As drawings and hazmat results become clearer, the project team will:
 - Develop a refined demolition budget.
 - Prepare a cash flow projection for the Fire District.

Public Outreach Planning

- Now that ICON is officially engaged, the Committee wants to schedule its first public informational meeting after the holidays.
 - Introduce the demolition team.
 - Provide updated timelines.
 - Address early questions before rumors circulate.
- Outreach radius typically covers 500 feet around the property.
- A separate future session will be needed for residents interested in post-demolition site use, once plans are better defined.

Public Comment:

None

Matters not reasonably anticipated by the Chair:

Parking Lot Safety Issue

- A short discussion noted that the parking lot currently poses a safety hazard.
- Funds were spent to address the hazard while demolition is pending.

MOTION: To adjourn.

Motion made by: Mark Lynch Seconded by: Seth Burdick

Motion passed unanimously. (Mark Lynch, Seth Burdick, and John Havel)

Respectfully submitted,

Gina Gonsalves

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