

Cotuit Fire District
Prudential Committee
28 April 201

Present: Rick Barry, Laurie Hadley, Fran Parks, Clerk Charlie Eager and Treasurer Mike Daley, also present Jenny Riley , Director of the Cotuit Library

Rick Barry: Okay. I'm going to call to order the regular meeting of the Cotuit Fire District Prudential committee for April 28, 1014, and would request who is recording in case, Amy Kates, anybody else, okay? At this point, I'll open it up to public comment. Please go up to the microphone as this is all being recorded and speak your pleasure.

|Amy Kates: Amy KaTes. Rick, at last Thursday's meeting you were kind enough to give me a copy of your working contract for the chief and I was glad to have it because it allowed me to make some comments, but when I got home I noticed that there was some inconsistencies in the contract and I noticed that the dates weren't [Inaudible 04:07] and so I started [Inaudible 04:11] and I think that the truth that there is a chance that this committee got played.

Rick Barry: That contract was a boiler plate contract. The other one is different. They made some references in the Boston Municipal Court and things like that. That's all been iron and metal.

Amy Kates : Right, exactly and so the contract that you handed me, and I watched three members of the prudential committee sign the contract that was handed to them by Brendea Nailor without even reading it, and it was a different contract. And so that's a concern to me. Date's not the same, sections of the contract had been deleted, other sections had been added, the references to...

Rick Barry: Shame on me for trying to help you out.

Amy Kates: Pardon me?

Rick Barry: Shame on me for trying to help you out.

Amy Kates :Oh no, I was very glad to come to contract. I was just pointing out that it wasn't the contract that you signed within a couple of limits.

Rick Barry: I've noticed that that wasn't good enough for you and you're requesting and there's a request for public information Mr. Eager will provide you with that.

Amy Kates: Right. Right.

Rick Barry: So you all ready have it?

Amy Kates: Right. I do, I do.

Rick Barry: Okay.

Cotuit Fire District
Prudential Committee
28 April 201

Laurie Hadley: I had discussed the contract extensively with the chairman of the fire commissioners. I think I knew what I was signing without having to read the whole thing.

Rick Barry: Does anyone else want to say anything? Okay so swinging further, public comment, turning it over to Mr. Dailey, the treasurer.

Mike Daley: [I will enunciate. This is your budget report through the warrants of last week. So it won't be a final April but it says 6 through the business of last week. That's the fourteen status, the 13 status is such that I have the field rep. Our field rep from the department of revenue is needing to put the finishing touches on the free cash of May 16th. This happens to be on the [Inaudible 06:43] speaking that day so he's asked if he could come by in the morning and [Inaudible 06:47] with me. So that's our plan, is to finalize it the day he comes down. So 13 is, once he banks it out we'll be in audit, we gradually kicked off the other all ready. 14 is right there and that's the end of my report.

Rick Barry: Would you just repeat that for those people and enunciate.

Mike Barry: 13 is about to be fully audited and free cash certified when the dealer comes down on May 16th and you have your 14 in front of you and we're going to take up 15 further down the agenda. That concludes my report.

Rick Barry: Thank you. Mike, turn it over to you for Freedom Hall.

Fran Parks: I just wanted to say I went over with Mike for articles on Freedom Hall the heating system and if we put money for an upgrade to add to what we have so we have \$100,000. Which should do it, and I think we should let the voters decide if they want to air condition in this building or not. If not, then we'll just replace the furnaces, we do have one that has a cracked box. And the second, put in an article for painting, the exterior which is in sore need and windows are in need of the glazing being replaced because window panes are starting to fall out and that's \$40,000.

Rick Barry: We can't put

Fran Parks: No. No The 2 concrete car stop things in the handicap spots have been put back in their proper places and have been reed bar in so they're not going to be moving any further. And that's it.

Rick Barry: Okay. Mike, back to you. What's final with you on the budget.

Mike Daley: Okay. You should have received an e-mail late last week. I sent you an updated budget package, do you have the paper with you? [Crosstalk 09:20] Very good, so everybody's got one. And I also, at that time sent you a supporting schedule of benefits that rolls up to the funding and the proposed budget, so you would want one of these. Everybody else has their benefits?

Cotuit Fire District
Prudential Committee
28 April 201

Laurie Hadley: Yes.

Mike Daley: Good. Okay, just to revisit our timeline we hit the deadline at March 24th, we hit the deadline on the 14th of April, we were with the civic association on the 15th, our nomination process is concluded, we are here on our schedule at Monday the 28th, last regular Prudential meeting before the warrant closes and we're going to close the warrant. I would suggest that the committee and I kind of go through this simultaneously.

Rick Barry: However you guys would like to do it, fine.

Mike Daley: Okay. So article 1 is typically to hear reports article. Article 2 is typically your approved public officials, elected officials' salaries articles. And in the work papers that we are using you have a series or article numbers on them, master sheet from 3 through 19 which is a sequential setting of financial articles, and then that includes the citizens' petition article 19 which is financial article. And I believe there's 5 more articles to fall in which logically would fall behind 19?

Charlie Eager: Yes.

Mike Daley: Okay, so we're going to stick with the numbers there at the front sheet of the budget package in your hand. With that, we'll just kind of go through them. What I've given you on the front page is the proposed funding mechanism and the total funding. So the first article would be number 3 which is your typical reserve fund article that historically has been \$50,000 and we're recommending another \$50,000. That would be raised and appropriate. So if you want to just ratify the work paper at the end to a single vote. You can vote these articles and these recommendations as we go through whichever works better.

Okay, so we're recommending 50,000 raised and appropriate. For the administration budget, that would be article 4, and as you look through the detail on page 4 you can see that the budget, as it seats right now is \$175,000. We've got our elected officials, our paid treasury staff person, and our clerk at the salary wages which totals to 35, and then we have other expenses which puts to 130. It's about 3% change over last year. The motion itself is down in the square box at the bottom of page 14, Mr. Clark so we'll be proposing 35 labor and salaries, 139.6 for operations and 400 for miscellaneous and that would all be raised and appropriate.

We have pretty much been through this. Some of the changes, it's not for the services we've left open the last time we met [Inaudible 13:10] put that number in there. We've pretty much ratified most of the other stuff. Unemployment insurance or highlight for you is actually at about 25,000 this year to date. We have 2 former employees collecting against us where a pay as you pay as supposed to a payroll be rated contribution like those of us at a business do. So we're experiencing, we have one employee collect, achieve employment somewhere, didn't make it a year so what happens is they come

Cotuit Fire District
Prudential Committee
28 April 201

back at us because we're in the most recent one year employment range so we're paying right now for 2 former employees who are collecting unemployment. And they should phase out next year. I think the fed is allowing up to about a year right now so the one that most recently came on in the fall and presumably an early Fiscal 15.

So we've taken a shot. I think we're okay. We'll keep you apprised at that. I think that budget's in good shape. Article 5 is the fire department budget. It is found on pages 5 and 6. It's been a work in progress since we last met. This budget ties back to the chief's current and the commissioner's current recommended budget. It proposes to raise and appropriate the entire budget. It proposes about a million-4 of salaries. Other expenses about 374 and some capital at 261. So be good at article 5, article 6 would be fire capital to replace 14 radios. That's 25,000 and we're proposing use free cash for all of our capital out lay. The second fire capital article would be article 7. This is to replace the current ambulance, the 236,000 and that would also come from pre-cash. That puts the appropriations for the fire department for Fiscal 15 and just over 2 million, 2 million-35-349.

We go to the water budget, the same thing. Water budget is contained on page and [Inaudible 15:44] all the boxes represent the multiple type of motions [Inaudible 15:48] You'll find water on page 7 for the operating budget and you'll find there 2 capital out lay articles and their rolled up budget motion. On page 8, the budget proposes to raise 702,810 for the operations. 30,000 from pre cash for pump and well annual type of appropriation and 120,000 on tank. And those are both recommended as the fire capital from pre cash.

It takes us to article 11. Article 11 is the freedom hall budget. Fran and I worked on this. There's a note in the shaded area around your page 9 that the insurance needs review. We spoke with the agent that has insurance for this building and the umbrella policy and that's an adequate funding level, we're confident that that will take care of our needs through Fiscal 15. We sorted out the electrical bills. As you know the cost of our electricity through the [Inaudible 17:14] is substantially. I've been tracking around 7 and ½ cents, it got up to 9 during [Inaudible 17:22] during this year and the new rate's going to be in excessive 10 cents. So we think everything is in order here. The electric is up 20%. We're level funding the water bill. We've put in what we think is adequate to cover the cost of heating, barring any activity on construction. [Inaudible 17:46] bid again when they change it but we built a budget for [Inaudible 17:52] just in case we have to use the same equipment through the next year. We level funded the building repairs.

We actually increased the grounds, we paid \$175 for plowing this year. We have \$150 budget, we bumped it up to 200. We level funded the boiler maintenance. We bumped up the phone bill to meet the needs that basically is for the alarm. We lowered the alarm service budget because it's [Inaudible 18:28] \$300. Building supplies, custodial supplies, we bumped them up modestly. We've got the insurance covered and then the small miscellaneous. We also increased the coverage to provide our custodial services here 10 hours a month. So that motion is all set to go to the bottom. The operating

Cotuit Fire District
Prudential Committee
28 April 201

budget, article 11, as Fran just mentioned article 12 is second of funding out HVAC, phase two if you will, the 75,000 to go with the appropriation that was all ready on the books this year. That 30, we've all ready used 5 to...

Fran Parks: We used about 4.

Mike Daley: Okay. So we've used 4, leaving us 26 so about a hundred to work with if this motion is approved, and then for painting, we've put 40,000. So we have 2 capital articles and an operating article for freedom hall found on page 9. Also in the group that's considered for reporting purposes, public works, other, is the streetlights budget. We've provided you more detail on page 10 going into Fiscal 15. Just so people better grasp the total cost and the component units of that appropriation. The insurance is adequately funded about 37 and changed this year, got 4,000 in there if you want to buy that.

Maintenance is ample. It allows 417 a month which is about where we've been at. But we're dropping radically because we're going to be maintaining new LED's. So I think that's amply funded. And then the electricity's kind of crap shoot because of the new higher rate, the 10 cents. The savings that they originally estimated was based on 7 and changed, and so they are expecting a 30% reduction in electric costs in these lights but actually now they're experiencing going up. The usage would still be about the same. I don't believe we've added many new lights, just maintaining the lead of lights if you will. So I think this budget is ample. It may have some surplus and we'll beat that down next year once we have a good year of experience on the streetlights, on these streetlights. So that's 25 and it's also raised and appropriate.

On page 11, we have the library funding that has been up and down over the years. It was increased about 12% in 12, about 15% in 13, it was about 1 and 1/2 % last year. The budget before you is 2 and 1/2% over last year. 18 for 50 and that's also raised and appropriate. That's a regular recurring cost of the district.

Article 16 is the debt and interest budget that is available for view on page 12. We have an outstanding bond, those are the first 2 number you see on that detail budget. 105 is the principle payment we pay annually on the bond and this year the interest gets down a little bit 3%. 67.7 to 65.6. Those are fixed fees. We'll transact those to the exact dollar amount based on the bond schedule that we have. As you may recall earlier this month or late last month actually we voted to two notes. They're scheduled for pay down at the rate of 95,000 next year so we have a temporary debt principle pay down of 95,000, and we also have a fixed interest expense for the one year around those 2 notes of a half of percent that converts to \$2,100 so that's an absolute number as well.

So those four numbers are perfect numbers tied to our debt schedule and then we have begun to budget a small amount in the temporary interest account for things like abatement, refund, interest as you may recall the actual N13 had something to do with the 2009 personal property tax abatement debt was contested by Verizon and we had to pay over \$300 that year in interest in abatement. So we've been carrying that and

Cotuit Fire District
Prudential Committee
28 April 201

we're recommending that continue. So that whole appropriation is recommended for raise and appropriate and that'll meet our needs for up on the next year.

The next budget in addition to the detail on page 13, you also have a printout of the cost of benefits that we're estimating for Fiscal 15. It's also a work on progress. We've picked up some defects. So we're still straightening out some coverage issues and some payment issues primarily circulates around the fact that new employees particularly in the fire department have not been brought on to the live program at the end of their 6-month probationary periods so there are folks that did not have the coverage that we're catching up, so if you look at that supporting schedule detail you'll see some shaded areas that we're still working out. The actual cost for the life insurance but it's marginal, so we should be in good shape.

That three page document rolls up at the bottom and in this motion you'll notice that out in the column on the first page that's revenue being recommended, there's pre cash being recommended, and there's OPEB trust being recommended as funding. So [Inaudible 24:58] detailed budget on page 13 the \$140,000 recommended appropriation to the OPEB trust fund is being recommended from pre cash. That's the \$140,000 pre cash. In the analysis on page 2, we'll talk about it in a minute, I treat it as a recurring cost of the district because we need to get that fund up where it needs to be but it's technically voluntary. So we're using non recurring sources to build a trust fund for recurring uses so I think it's very appropriate to use and it's the only one we're using that could be argued as any recurring need within our budget.

Now if you look at the schedule of cost and benefits on page 3, at the very bottom of the last page the schedule basically total up cost by department and so there's costs associated with benefits from both your water department and there's costs associated with benefits in your fire department. There are no costs associated with benefits in the administrative budget. There's also a cost of benefits associated with, in previous employment now referred to as other post employment benefits since the cost of the retiree's benefits.

As you look at the bottom of that third page, you can see that the total cost of retiree benefits for [Inaudible 26:39] are projected to be just a hair, \$2 over 90,000. And that shared between the employer and the retirees, and the employer's cost is estimated right now at 68,151,50. So when you look at the transfer recommended we're transferring from the OPEB trust the 68 and change that we need, the 68,152 actually to pay the bills and 15 is going to come out of the trust fund at the same time we're going to put 140 into it, and what we thought was about 2 years worth of [Inaudible 27:22] contribution in our Fiscal 14 budget is grown to 140 as it was 105 last year which was roughly 50-odd-thousand. We picked up some new retirees this year flow through Fiscal 15, so our cost went up, it's now 62 and we're recommending 140 which is roughly, I'm sorry, 68, and so we're putting in roughly 2 years while we're taking out one. And our goal every year would be to defect, take one out, put two in. We're up. So coming out of Fiscal 14, we have 2 year appropriations being used to pay 50 and we're putting 2 in. So

Cotuit Fire District
Prudential Committee
28 April 201

in theory we have almost 3 years in the bucket. If we repeat this at the next time we'll have 4 years because we're taking one out, put two in, we'll pick up a year every year. At least preliminarily and we'll deal with this as time goes on but you've got a good running start on this. So this budget is funded from three sources. One is the OPEB trust to pay for the cost of retiree benefits. One is from the pre cash to fund the OPEB contributions for 15, and the rest is raise and appropriate which is the equivalent of the cost for the benefits of the 15 for all the active employees that are enjoying the benefits.

And then we move to article 18 which is found on page 14, and that is 25,000 to put into the stabilization fund typical contribution and it's recommended to come from pre cash also. So we're basically proposing article 18, part of article 17, article 13 and 12, articles 9 and 10, and articles 6 and 7 from pre cash.

If you look on page 2, other than the petition article which is the calling 19, that's a \$295,000 appropriation to purchase a restriction on a piece of land. It's primarily 225 for the actual legal document and 10,000 to accomplish the legality of it all. That's being recommended to come out of debt. The levy could be an option if your choice was to spike the tax rate. It's possible we'll have enough pre cash to do that. We're tracking in the same range of pre cash that we have historically. Last year we used 655, the year before, we used 700, this year we're using 691,000 the way it's structured so we're right there. I think we'll leave about 300 behind and then 14, we should have some surpluses. I don't think they're going to begin to be significant because we've been making market improvements both in our revenue estimates and in our expenditure estimates, but I think we'll have something leftover.

A plan during the next month or so also to work with the successors to preamp some of the overlays which will close at the end of this year and during the pre cash which will help grow a little bit. So we may have a shot at having 6 or 700 again next year primarily for capital purposes. So don't think you want to use pre cash for this article. So it's really down to levy or debt, either way it's a 2/3 vote. Any conveyance of real estate or any interest in real estate either out of the district's hands or into the district's hands, it's a 2/3 vote, and if we use debt, it's also a 2/3 vote.

So that would be the 19th article, and that would bring our total, your total recommended appropriations to 4 million-573-159. I show you on page 2 that we also have to raise cost of the overlay account and estimating around another 21,000 just then roughly where it's hanging around and you can see the past 3 years. So that brings a total estimated appropriation through the recap sheet to just shy of 4.6 million and if you follow the recommendations that are above on page 1, you will need to raise just about 2 million-890 in taxes. We're going to level fund the local revenue of 165 primarily ambulance revenue, we're going to estimate our water revenue at a little bit more than we took in last year and then we're going to use pre cash 551 for capital articles and 140 for the OPEB contribution. We're going to use 68,152 towards the OPEB cost in 15 and we're going to presumably use debt to pay for the conveyance of the – yeah well also

Cotuit Fire District
Prudential Committee
28 April 201

restrictions, there's 2 types in the article and I think we're better off with the second type, [Inaudible 32:58] but one way or another there's 2 restrictions in there.

So with that, your appropriation is set to increase just shy of 11% off of the votes taken off of the district meeting last year. The average for the 3 immediately priority changes is about 5.3. If you look at the last 4 except about 726, the total appropriations, so we're running just over 5% increases on average the last 3 years and just almost 8% on average the last 4 years in total appropriations.

The levy impact is about 11.53% and as you can see the appropriated a levy of 259, 217, 14 is up 11.53% of 2890. On average the 3 year levy increase is really only 40 basis points because we're marking it against the levy of 2901 in 12, which is actually higher than the levy with forecasting for 15 and that was the year you had no pre cash available so you have an excessively high levy but what's interesting is in this levy 15 is right back where it had been without any pre cash in 12. So as a result, your levy is actually on a three-year average is up about 1.38 over the previous 3 years because it was up 15.3 of 30,000, 30% then it was down 22, then it was up 14, and now it's up 11. And on the 4 year average increase it's been about 8.67.

So you're beginning to get the levy under control. You're beginning to get your use of pre cash and non-recurring purposes, we're getting your stabilization funded, ideally we should be close to financing that ambulance next year on stabilization fund, and I think we're basically getting you into a practice of better Fiscal behavior. Pre cash is going to diminish because we're tightening up both on the expenditure side and on the revenue side so people are going to have to lose concept and that's pre cash should only be for non-recurring type of expenditures such as [Inaudible 35:39].

So I think that will allow me to turn it back over to you folks. Your goal would be to complete the article balance you want to put into the warrant and at the same time the motions will run off of the far right column, funding comments but if you can agree to set the balance in the article at one level that would help the clerk, and then if you want to go ahead and ratify the recommended funding approach then that will help the clerk get the motions fabricated as well.

Lauire Hadley: Are we going including 19 [Inaudible 36:26] on this one?

Mike Daley: Well as it seats right now, with the article is on the warrant, by petition so you don't have to vote to put it on, you just need to vote your recommendation on 19.

Fran Parks: Do we have to make a decision as to whether or not it's going to be a debt or...

Mike Daley: You need to make your recommendation, so you can recommend what you want doesn't mean district meeting will do what you recommend. So how about I help you with article 3. Article 3, we've looked for motion to set the article amount at 50,000 and the funding source raise and appropriate. Article 4, we would want to set the

Cotuit Fire District
Prudential Committee
28 April 201

appropriation at 175,000 and then your motion if you want to stay with it, would be found on the bottom of page 4. And that would be 35 for wage and salaries, 136 for operations, 400 for miscellaneous.

Fran Parks: So, moved.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: Thank you.

Mike Daley: Article 5, same thing if you turn to page 6. On article 5 we would look to appropriate 1 million-774-349 through raise and appropriate and that would break in the motion at 1,400,499 for salary wages. 738 for maintenance, 299.050 for operations, a thousand for miscellaneous for a total of 1,774,349

Fran Parks: So, moved.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: And then on the article 6, we would have you set the amount in the article at 25,000 and the appropriation from pre cash.

Fran Parks: So, moved.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: Article 7, we would seek that you would set the appropriation at 236,000 and to come from pre cash.

Fran Parks: So, moved.

Rick Daley: All in favor?

[Simultaneous] Aye.

Mike Daley: We have article 8 for water. And that water budget appropriation is requested by the commission at 702,810, we'd have you set that as the amount. The source would be raise and appropriate and if you look at page 8, the motion would be 26,000 for service

Cotuit Fire District
Prudential Committee
28 April 201

connections, 343,410 for salaries and wages, 745 for maintenance, 206,900 for operations, 52,000 for miscellaneous, for a total of 333.4.

Laurie Hadley: Vote to recommend [Inaudible 3949]

Fran Parks: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: And article 9, we would recommend that you would set the warrant on it for 30,000 and appropriation from pre cash.

Laurie Hadley: I move to recommend [Inaudible 40:07]

Fran Parks: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: Okay, that takes us to page 9. Want to do the freedom hall budget. In this case we're recommending 275, the motion would be labor and salaries 3,000, maintenance 6,300, operation's 19,100, miscellaneous 100 for a total of 275 and that's to be raised and appropriate.

Fran Parks: [Inaudible 40:59]

Laurie Hadley: Second.

Rick Barry: All right?

[Simultaneous] All right.

Mike Daley: We have article 12. 12 is the supplemental funding of the HVAC replacement for this building and recommend 75,000 and pre cash.

Fran Parks: So moved.

Laurie Hadley: Second.

Rick Barry: All in favor?

Cotuit Fire District
Prudential Committee
28 April 201

[Simultaneous] Aye.

Mike Daley: All right, article 13. This is the exterior painting of this building, we recommend you set the appropriation to 40,000 and the source is pre cash.

Fran Parks: I recommend the prudential committee accept that?

Laurie Hadley: Second. All in favor?

[Simultaneous] Aye.

Rick Barry: Article 14 rather is the streetlight circuit and that is found on page 10. It's basically a \$25,000 appropriation and it's recommended from raise and appropriate.

Fran Parks: So moved.

Laurie Hadley: Second.

Female Speaker: All in favor?

[Simultaneous] Aye.

Mike Daley: Now based on our meeting last time around I think Mrs, Hadley should leave the room

Rick Barry: Sure.

Jenny Riley: Hi, everyone. I'm really glad to have an opportunity to talk about my favorite subject, the library. Oh, I'm Jenny Riley, director of the Cotuit Library, thank you. I don't really know the rules pretty well so I'm happy to have you tell me if I make a mistake. I would just like to tell you that the library is really grateful of what we're able to do with the funds that the district gives us each year. It's very helpful because we just do spend a lot of our time fundraising so a little money we don't have to fundraise from another space. Our budget is going up about 6% this year. I don't know if you've noticed but over the last couple years we've increased the services at the library significantly and we're doing many more things than what we're doing before and the budget is going up a bit because I need to staff these things going forward.

So the primary amount of money that our budget is going towards is to have another staff member who would – one of our current staff members to increase their hours that they can take over some of the other programming duties so I have time to do some of the other things that I need to do with my piece of the job.

Cotuit Fire District
Prudential Committee
28 April 201

The other thing that is going up for us and it seems to be going up for all the libraries and keep right now is the [Inaudible 43:59] speed that we pay so that we can be a part of the sharing region of clams. And those are going up because a lot of the things that we're offering as a whole group for now being absorbed by the main cost actually [Inaudible 44:12] invest money because each of the individual libraries had to pay for things like the databases that the kids use for their school homework that we use for reference. It would be 3 times more than what we get it as a whole group. So it does bump our clients fee up but it saves us money in the long term. I wanted to come today in case you have any questions about what we had asked for or if you had any concerns or something you would like me to chat about.

[Inaudible 44:40]

Laurie Hadley: Okay, thanks.

Rick Barry: All right, thank you.

[Inaudible 45:02]

Mike Daley: We're given 2 and ½% increase to the library. Discussion then would be at the annual meeting. People want to add more and make motions, you can do that. This is our function, we decide whether we approve it or we don't approve it.

Fran Parks: I vote to recommend 18,450 [Inaudible 45:26] raise and appropriate.

Rick Barry: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Rick Barry: Thank you.

Rick Barry: Let the record reflect that Laurie Hadley is back with us. Our next article is number 16. It is our debt service. It's articulated on page 12. It is \$268,050 and it's recommended from raise and appropriate.

Fran Parks: So moved.

Laurie Hadley: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Cotuit Fire District
Prudential Committee
28 April 201

Mike Daley: All right. And the next one is articulated to page 13. It is the employee and other post employee benefits budget. It is recommended at 746,000. And the funding recommendation is 140 from pre cash, 68,152 from the OPEB trust fund and 537,848 for raise and appropriate.

Laurie Hadley: I make a motion that the committee recommends that article.

Fran Parks: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Mike Daley: Article 18 is your last financial article. It is the transfer stabilization. It's recommended at 25,000 from pre cash.

Fran Parks: So moved.

Laurie Hadley: Second.

Male Speaker: All in favor?

[Simultaneous] Aye.

Mike Daley: Okay. The 19 is before you by petition and you need to make some kind of recommendation on it. Recommendation can be raise and appropriate, it could be [Inaudible 47:56] taxes, it can be debt which will impact your taxes over a longer period of time.

Laurie Hadley: I make a motion that we use debt to afford the petition to purchase or purchase land, the level land should the article pass.

Fran Parks: [Inaudible 48:32]

Rick Barry: All in favor?

[Simultaneous] Aye.

[Inaudible 48:38]

Laurie Hadley: These are the articles of the recommendations from the bylaw committee and they addressed 2 different areas. One concerns the elections and one concerns the postings. We are asking that you vote to insert an article in the warrant to amend article 2 section 3 which presently reads the clerk shall give notice of all district meetings by publishing

Cotuit Fire District
Prudential Committee
28 April 201

the same in the newspaper, printed within the town of [Inaudible 49:48] and shall post such notice in 2 public places in [Inaudible 49:52] publishing and posting to be completed not less than 7 days prior to the date of the meeting by deleting the words 2 public places in [Inaudible 50:03] and inserting in place there the words town [Inaudible 50:08] district websites, and I'm thinking on that is that our bulletin boards are locked. If you put the warrant in mayor, you can't read it. We proposed just sticking a notice on the two boards saying that they appear and such and such in paper and is on the website and if anyone needs help printing it, they can come to the library.

Rick Barry: I would propose to make a motion to re declare this article 20 and recommend [Inaudible 50:44]

Fran Parks: Second the motion.

Rick Barry: All in favor?

[Simultaneous] Aye.

Laurie Hadley: If you turn it over on the back, these articles also refer to the postings. The first article on this page is to see if the district to amend article 2 section 6 which presently reads all committee boards of the district shall publish all notice about meetings special and regular in accordance of the Massachusetts [Inaudible 51:20] on the district website and by posting on any bulletin board designated by the prudential committee by inserting the words on the town of [Inaudible 51:31] website and before on the district website. And this again was – they didn't want to give up the posting completely at the bulletin boards but it will be at each committee's digression if they want to do both or just one.

Rick Barry: I'll make a motion that we [Inaudible 51:53] article 21 invoke to protest on the annual [Inaudible 51:59]

Fran Parks: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Laurie Barry: The next article is to see if the district revokes to amend article 11 section 1 which presently reads all boards and committee shall be required to hold at least one regular monthly meeting. A majority of the elected board shall constitute a [Inaudible 52:22] meeting. The clerk shall post all regularly scheduled meetings in accordance to Massachusetts general laws by inserting the word elected by all boards and committees, and the intent on this one is to make it clear that it applies to fire, water and prudential but not to policy advisory and bylaw. By putting the word elected board committees shall be required.

Cotuit Fire District
Prudential Committee
28 April 201

Rick Barry: I move to motion that we declare this the article 22 for purposes of the annual district [Inaudible 52:58]

Female Speaker: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Laurie Hadley: And the last article on this page is to see if the district revokes to amend article 11, section 9 which presently reads in part the committee, it refers to the policy advisory committee the committee shall conduct meetings at least once a quarter to read the committee shall conduct meetings at least once a year. This brings it into line with the bylaw that applies to the bylaw committee and recognizes the fact that there are years in which there really isn't anything for us one or the other committee to do.

Rick Barry: I make a motion that we number this article 23 [Inaudible 53:43]

Fran Parks: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Laurie Hadley: And then we go back over here to the article which applies to elections. And the changes being made to make it perfectly clear that we are governed by the mass general laws and the timelines prescribed in the general laws are the ones that we follow, and so would be deleting article 2, section 5 which presently reads annual elections by vouched will be held on the Tuesday preceding the last Wednesday in May of each year. The poles shall be open from 4 until 8 pm, each candidate for elections for district office shall file nominations for the district clerk bearing at least 25 signatures of qualified voters of the district at least 30 days prior to the annual meeting and election. There [Inaudible 54:40] the clerk should prepare printed ballots in accordance with the Massachusetts general laws to read as follows, article 2, section 5A, the election for district offices by ballot shall take one day prior to the district meeting. That way, if they changed the date of the district meeting, we don't have to change this article. Upon receipt of valid nomination papers, the clerk should have printed ballots, have prepared printed ballots including absentee ballots in accordance to the mass general law and all we did there was insert the word absentee ballot because apparently a lot of people don't realize you can get them, know the clerk has them but they don't know.

And then article 2, section 5B, nominations to district offices – there's something wrong there. Crossed out the words 2B, that's a mistake- shall be made by filing nomination papers for the district clerks signed by at least 25 persons qualified to vote in said

Cotuit Fire District
Prudential Committee
28 April 201

district. Such nomination papers must be filed for certification of signatures for the town clerks, town [Inaudible 55:53] no later than 50 days prior to the dates after the election and must thereafter be filed by the nominee with the district clerk not later than 35 days prior to such election or such of the date as may be prescribed by mass general law chapter 53, section 10 as from time to time amended.

Laurie Hadley: A lot of words but [Inaudible 56:23] 21. No, okay. Okay, yeah 24.

Rick Barry: Make a motion that we declare this article 24 in the annual district [Inaudible 56:32]

Fran Parks: Second.

Male Speaker: All in favor?

[Simultaneous] Aye.

Laurie Hadley: And I'll make the correction and mail it to you tomorrow.

Mike Daley: [Inaudible 56:44]

Laurie Hadley: I beg your pardon? Yeah, that's what happens when I cut and paste.

Female Speaker: [Inaudible 56:55]

Female Speaker: I beg your pardon?

[Inaudible 57:00]

Laurie Hadley: Didn't we do this the other night? Am I dreaming?

Fran Parks: Yes, we did it already.

Rick Barry: Let's do this again [Inaudible 57:38]

Laurie Hadley: Okay, all right. Then I nominate Fran Parks to be the prudential committee member to work with the fire commissioners on the union contract.

Rick Barry: I'll second that.

Rick Barry: All in favor?

[Simultaneous] Aye.

Cotuit Fire District
Prudential Committee
28 April 201

Fran Parks: Before we move on, I had an e-mail from the gentleman about the light, telephone light, the streetlight, yes Mr. Freedman Sandlewood and Rosemary. So I told them. So have we asked to have the section replaced so they can put the new head on it?

Rick Barry: I was over at the county and I forgot to do that.

Fran Parks: Do we do that or does our, the people that repair?

Rick Barry: I'm not sure.

Fran Parks: Okay.

Rick Barry: It's I believe Siemens but it's actually, it's the arm not the head.

Fran Parks: It's the arm, not the head, right.

Rick Barry: I'll be able to do that tomorrow.

Rick Barry: Okay, the next item is possible executive sessions of discussing modifications of the contract within non-union employee, the treasurer. At this point Mr. treasurer, would you like to have this an open session or would you prefer it to be an executive session?

Mike Daley: It doesn't really matter to me, it's your pleasure. If you have questions that go to the performance [Inaudible 59:25] executive session but [Inaudible 59:29]

Rick Barry: I just assume keep it all out in the open. Would you just inform the board of your question.

Mike Daley: Yeah, I don't have a copy of the e-mail that I sent. But basically talk about the level of service that... You had, we had talked about the level of service and we have basically billed at the maximum hours of our contract [Inaudible 01:00:12] That was mainly because we were challenged to perform services that were outside the scope of our contract. We expected that we would have a full time or a present employee with 25 hours of service to work with, we can get that. We did not know we had to deal with Fiscal 11, Fiscal 12. We started the first of January during Fiscal 13 and we got through the 6 months okay, that's when we got to Fiscal 14 that we had budgeted the 300 hours, and all summer we had daily 5 to 6 maybe 8 hours a week of service in the office that we were compensating for.

We got involved in a job description, we got involved in an employee termination, resignation, whatever you want, we got involved in a new job description, we got involved in a recruitment hire, we got involved in some limited amount of training. None of that was expected, none of it was provided for but those are things that need to be done regardless. We can't help that, so you had asked why our billing said then so

Cotuit Fire District
Prudential Committee
28 April 201

aggressive and I told you that I would discuss it with you and if you wanted to change that contract, that would be fine. The amount of hours isn't as well defined [Inaudible 01:02:06] e-mail some sense of demand. We have a good employee now in the office and is performing well. Cut the cost of that service more than 20%. There are no benefits associated with that position and basically it is less cost, and woman is doing really well. She still needs training and we're at the point where we're putting 13 into bed [Inaudible 01:02:41] less the balance sheets certified the pre cash, the audits commence and we have basically 2 months left of Fiscal 14.

Cash is reconciled through June of last year, July and August. [Inaudible 01:02:58] so it's fairly clean, but when Tony came we lost any capacity to post cash receipts. So that's my next task. Cash receipts posting isn't really part of my gig but if I don't do it, it doesn't get done, if I don't do it, it stalls our ability to progress with 14. So it's going to get done one way or another whether I get paid or I don't get paid because it's got to be done. So my expectation is that the budget that we had was built around 6 hours of service a week. We need to make sure everything was in order and to do the cash, do the receivables, do the heavy lifting, give the balance sheets [Inaudible 01:03:48] the very high end accounting budgets, not to reclassify these postings but it's part of the job and it must be done.

So we bid under 30B contract and on the 30B, and 30B says A, we can't run away. We're not. We can't even really run away as long as you appropriate Fiscal 15 which is again budgeted for 300 hours same as last year, and should be okay if we can bank hard over the next 60 days because I won't have as much catching up work to do, in fact I'm about ready to start cleaning up 14 to be ready to close 14 in June. So we got to shot at really getting everything one before the recap sheet, getting the audit rolling right out of the 13 into the 14 audit and getting a reasonable audit [Inaudible 01:04:49] So the 30B contract can be amended through our valid reasons of [Inaudible 01:05:02] so that would be [Inaudible 01:05:06] And that would be your pleasure, if you want to do that, that would be fine. Get things caught up and I get paid. As far as training Tony goes, we don't really have a contract and with the 30,000, the 3300 would allow me to just keep putting him like 6 hours a week. [Inaudible 01:05:40] but it helps. As far as Tony goes, I believe that training contract is necessary. She is to be taught a lot more than she's done. She's good, she's doing the logs fine, her strength is payroll analysis [Inaudible 01:06:07] She picked up the AP pretty well. We are in the process now of cleaning up postings from both the previous employee and [Inaudible 01:06:18]

[

Mike Daley: So she has no capacity with cash receipts. So I think that primarily [Inaudible 01:06:41] cash receipts in [Inaudible 01:06:47] are still in play. So we split 6 months and we still have to make [Inaudible 01:07:07] usually you would want to see your cash reconciled within 45 days [Inaudible 01:07:14] and that's the goal, is to get to that level of ideally [Inaudible 01:07:21] The cash receipts come from all over the place, we have water revenue coming from water, we have tax revenue coming from collector, we have local

Cotuit Fire District
Prudential Committee
28 April 201

[Inaudible 01:07:40] coming from the department. So I think that the idea when approaching it would be to use the things that work and [Inaudible 01:07:51] and over 3 or 4 months [Inaudible 01:08:05] I have the templates so they're not a problem, it's just knowing how the templates work. With 40 hours [Inaudible 01:08:14] just hanging on cash, month, month, month, month, she would be [Inaudible 01:08:20] where she could then proceed to [Inaudible 01:08:22]

So what I propose to you in the e-mail I sent was if you will inclined to want to maximize the opportunities here for the next 2 months to execute a training contract and keep the rate the same [Inaudible 01:08:48] office and 45 would get us maybe 5 [Inaudible 01:08:57] She would learn, would teach and it'll get done. So that's your choice. We can amend to see contract for the [Inaudible 01:09:17] 30 hours. Maybe we can issue a contract for training 45 hours, it's 110 which would [Inaudible 01:09:27] get us totally where she needs to be, 14 books would be much better shape [Inaudible 01:09:36] If we don't get it all done, whatever doesn't get done just going to get done on the other side [Inaudible 01:09:42] doesn't get done until the other side as well. So that's why I basically told you in this e-mail. The choice is yours, I'll do whatever you want.

Male Speaker: Let's get the feeling of the board.

Laurie Hadley: I think we should go there and do it.

Fran Parks: I agree. I think we should pay people for the work they do, and certainly I don't think anybody would have anticipated the amount of backlog that they found.

Laurie Hadley: No, we had no clue.

Fran Parks: In the finance department and I think once Tony is fully trained then that's back to normal and we'll be back to the normal budget. But I think we desperately need to get this all cleaned up and put up and running and professionally done as possible.

Rick Barry: You want to make a motion?

Fran Parks: You can make a motion.

Rick Barry: What were the provisions of the general laws again?

Mike Daley: The existing contract and the amended up to 10%.

Rick Barry: I'll make a motion that we amend the existing contract with the district treasurer of 10%, 30 hours for a total increase from the amount payable of \$3,300.

Fran Parks: Second.

Cotuit Fire District
Prudential Committee
28 April 201

Male Speaker: All in favor?

[Simultaneous] Aye.

Rick Barry: I would further make another motion that because of unforeseen circumstances with respect to our former assistant treasurer, Tony who has come on needs some additional training. I would make a motion that we enter into a contract with Mr. Dailey's firm for figure 45 hours to take care of the accounts payable.

Rick Barry: 45 hours.

Rick Barry: 45 hours, I'm sorry.

Fran Parks: Second.

Mike Daley: All in favor?

[Simultaneous] Aye.

Male Speaker: All right. I think that's it. [Inaudible 01:12:06]

Fran parks: Motion to adjourn?

Rick Barry: Second.

Rick Barry: All in favor?

[Simultaneous] Aye.

Laurie Hadley: Oh, shall we get something?