

Prudential Committee
Freedom Hall
Minutes
June 28, 2018 at 5:00 p.m.

Called to order Prudential Meeting along with a joint meeting with the Water Commissioners

Present: Ray Pirrone-Treasurer, Fran Parks-Chairperson, Silvio Genao-Prudential, Charlie Eager-Clerk, Tom Hoppenstead-Water Commissioner, Don Campbell-Water Commissioner

Don Campbell opened the June 28, 2018 cooperative meeting between Prudential Committee and the Water Department Committee.

Pledge of Allegiance

Amy Kates is recording

Discussion with Water Commissioners about warrant processing-and trying to get the warrants to the Treasurer's office on a timelier basis. The water department dropped off a warrant on the afternoon of June 21 which included forty-four invoices. (detailed list was handed out) Fran asked if the Treasurer's office could receive weekly warrants to make the process smoother. Ray explained Lisa's schedule, and said if could get warrants on a weekly basis it could be something to begin to plan on for scheduling. Late invoices were discussed, along with some items that Don Campbell wanted to discuss. The first being that the water Commissioners must, according to the Water Department Bylaws certify all warrants and bills. (an example was given from October 2017 of a bill that was mistakenly paid without water department review) Fran said the issue is the warrants are being signed at the meetings, Don said not true as they go into the water department to sign warrants all the time. Fran said it would be helpful to the Treasurer's Office if they could modify the procedure and do it once a week. Discussion was held about a past postage check issue, email communications, and late fees on bills. Don also mentioned that a request was made for a copy of the auditor's report. Discussion continued about how to fix the problem regarding the warrants. Tom suggested signing the warrants twice a month, Thursdays wouldn't work due to Treasurers assistant's schedule, Don suggested changing the meeting day to get the warrants signed. Fran is astonished at the resistance of just signing the warrants once a week, so the warrants will be a smaller number-unlike the last warrant that had forty-four bills on it. Don suggested committing to signing the warrants on Tuesday and then it could go over to the Treasurer's office with pay roll. Fran said Communication is the major problem with all of this (warrants and the postage). Don said a discussion will be given for other options regarding the postage process and cost. Fran asked to back to discussion about when will be signing warrants-will it be once or twice a month? Don said they will discuss warrants and stamps at the next water commissioners meeting. Ray suggested that Lisa and Jen get together to discuss schedules and processing the warrants. Postage needs were discussed, will need a check for July 19th.

Public Comment: Cynthia Gardner has concerns, said first we are a fire district not a town, secondly have bylaws for a reason and they state elected officials suppose to meet on a monthly basis to review warrants. Warrants are public information, feels currently only the water is being transparent about the warrants. Feels if water does go to weekly warrants then the Treasurer's office is going to have to make a time for concerned citizens to come and view the warrants. Second thing is communication-wouldn't be an issue if our elected officials did what positions was supposed to be done. Hopes tonight they elect

a member to represent you to come to the water department's monthly meetings to help with communication and also elect someone from fire to attend monthly meetings. Feels if not going to abide by the bylaws then have the bylaw committee change the bylaws. No response to public comment, public comment closed.

Confirm Clerk: Charlie Eager agreed to be reappointed as the Clerk for the district. Motion made to appoint Charlie Eager as Clerk of the Cotuit Fire District, seconded, all in favor.

Fran is going to put a hold on Chairman election and Committee assignments because there is only two Committee members in attendance tonight.

Reserve Fund Transfers: Ray suggested three transfers out of the reserve fund to cover unanticipated events. The first is for the finance administration department Article 4 salaries and wages. Ray is suggesting to move \$21,000 from reserve fund to that budget. Reason is the changeover in Assistant Treasurers and systems that we worked through this past year. The next is an insurance policy although think the water dept is going to come in on budget but rather than having a deficit Ray suggests moving a \$1,000 to salary and wages in the water department. And the third is all the improvements made in Freedom hall Ray suggests moving \$7,000 to the other expenditures category for public buildings. (Fran asked if was for the projector) Ray said yes, Fran mentioned there is a gift fund of \$5,000-Ray will look into that. Motion made to transfer from the reserve fund \$21,000 for salaries and wages, seconded, all in favor. Motion made to transfer from the reserve fund \$1,000 for water department salaries-Article 7 FY18, seconded, all in favor. Motion made to transfer from the reserve fund \$2,000 for expenditures in the public building budget -Article 9 FY18, seconded, all in favor.

Space Needs RFP: nothing has been heard from Brown, Linquist, Fennucio. Silvio said need to reach out to the Chief to see where stand with that. Silvio also mentioned there have changes to the selection law.

Review and Approve minutes: Fran explained that on May 31st an Executive Session was going to be held to discuss Space Needs with Brown, Linquist, & Fennucio architects. A few minutes before the meeting a member of the district asked to speak to Fran and Lisa privately and the conversation ensued which made Fran feel threatened by this person. Fran was upset and unnerved by this, opened the meeting incorrectly by not following the proper procedures. The following week Fran contacted the Attorney General's Office and explained exactly what happened and wanted to know how they would like her to proceed in filing a complaint against herself. Fran spoke with one of the lawyers, Kerry Kilcoin in the AG office who also spoke with the director of the open meeting law department, Jonathan Scaralsik and he suggested either to have another meeting with the architects or to release the minutes. Fran decided to release the minutes as having another meeting would not be fair to architect's. Minutes were reviewed and motion made to approve, seconded, all in favor.

Motion to Adjourn, second, all in favor