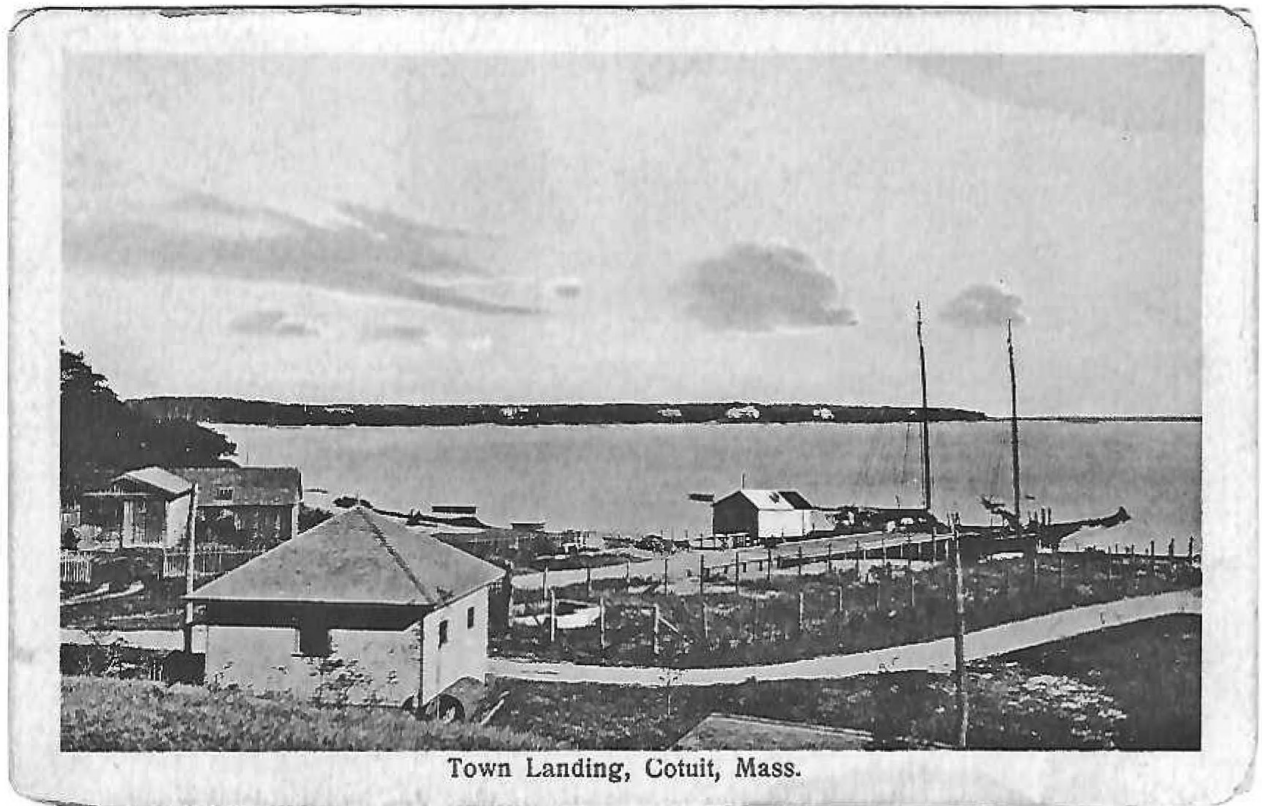


# COTUIT FIRE DISTRICT



Town Landing, Cotuit, Mass.

**Annual Reports  
FY 2019**

## ELECTED OFFICIALS

### Board of Water Commissioner

Thomas Hoppensteadt (Chairperson)	2020
Mark H. Robinson	2021
Scott Horsley	2022

### Prudential Committee

Lisa Mycock-Kelly	2020
Silvio Genao	2021
Frances Parks (Chairperson)	2022

### Board of Fire Commissioners

Adam Zais	2020
Richard Pisano (Chairperson)	2021
Kevin Conley	2022

### Moderator

Kenneth Molloy	2022
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# REPORT OF THE CLERK

## ANNUAL ELECTION AND DISTRICT MEETING

MAY 28 AND 29, 2019

In accordance with the foregoing notice and the by-laws of the District, the annual election of the Cotuit Fire District was held at the Freedom Hall, Main Street, Cotuit, on Tuesday, May 28, 2019, between the hours of four o'clock and eight o'clock PM. The results were as follows:

	<u>Votes Received</u>
<u>Member, Prudential Committee, 3 years</u>	
Francis Parks *	96
<u>Member, Board of Fire Commissioners, 3 years</u>	
Kevin Conley *	97
Cynthia Gardner	34
<u>Member, Board of Water Commissioners, 3 years</u>	
Scott Horsley *	118
<u>Moderator</u>	
Kenneth Malloy *	107

\*Elected

Also, in accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held Wednesday, May 29, 2019, at Freedom Hall, Main Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. The Clerk

read the call of the meeting and return of same. The tellers were appointed and sworn in. The following action was taken:

**Article 1:** Upon motion duly made and seconded, the District voted to accept the reports of the officers and committees of the District as printed. **Passed 25 in favor and 18 against**

**Article 2:** Upon motion duly made and seconded, the District voted for FY 2019 to set the annual salaries of the elected officials as follows: Prudential Committee Members, Members of the Board of Fire Commissioners and Members of the Board of Water Commissioners: **\$1,250.00** each; Moderator: **\$250.00** and Town Collector; **\$1,000.00** as provided under Section 108, of Chapter 41 of the General Laws. **Unanimous**

**Article 3:** Upon motion duly made and seconded, the District voted to raise and appropriate **\$30,000.00** to establish the reserve fund for FY 2020 as provided in Section 5C, Chapter 40 of the General Laws. **Passed by a Majority**

**Article 4:** Upon motion duly made and seconded, the District voted to raise and appropriate for FY 2020 **\$99,900.00**, for labor and salaries for the Finance Department; and **\$260,740.00** for the remaining expenses of the Finance Department, to be apportioned approximately as follows: **\$260,740.00** for operations and **\$0.00** for miscellaneous expenses for a total appropriation of **\$360,640.00**. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

**Article 5:** Upon motion duly made and seconded, the District voted to transfer and appropriate the remaining funds from the project to demolish the structure at 56 High Street in the amount of **\$24,600.00** to continue the District's Space Needs Study. **Passed 29 in favor and 10 against**

**Article 6:** Upon Motion duly made and seconded, the District voted to raise and appropriate for FY 2020 **\$1,683,539.00** for labor and salaries of the Fire Department; and **\$337,650.00** for the remaining expenses of the Fire Department, to be apportioned approximately as

follows: Maintenance, **\$77,500.00**, Operating expenses **\$259,150.00**, and Miscellaneous, **\$1,000.00**, for a total appropriation of **\$2,021,189.00**. Said appropriation to be expended under the authority of the Fire Department.  
**Passed by a Majority**

**Article 7:** Upon motion duly made and seconded, the District voted to borrow and appropriate the sum of **\$100,000.00** to make repairs to the Fire Station as required by the Massachusetts Department of Labor and Standards and other necessary repairs. Said appropriation to be expended under the authority of the Fire Department. **Passed by 2/3 Majority (40 in favor and 3 against)**

**Article 8:** Upon motion duly made and seconded, the District voted to transfer and appropriate from Free Cash the sum of **\$60,000.00** to purchase 7 Air Packs and 13 air tanks. Said appropriation to be expended under the authority of the Fire Department. **Unanimous**

**Article 9:** Upon motion duly made, seconded, the District voted to raise and appropriate for FY 2020: **\$26,000.00** for the Water Department for service connections, **\$362,410.00** for labor and salaries; and **\$302,499.00** for the remaining expenses of the Water Department, to be apportioned approximately as follows: **\$75,500.00** for maintenance; **\$225,499.00** for operations; and **\$1,500.00** for miscellaneous expenses for a total appropriation of **\$690,909.00**. Said appropriation to be expended under the authority of the Water Department. **Unanimous**

**Article 10:** Upon motion duly made and seconded, the District voted to amend the District By-laws by deleting Article IX, Section 5 as written and replace it following:

Section 5: A Stabilization Fund is hereby established for the sole use of the Water Department in accordance with MGL Ch.40, Section 5B, as amended 2016. The Water Department Stabilization Fund will be funded annually in an amount equal to the aggregate of \$20.00 per meter for every active meter listed in the preceding December's Water Department census of accounts. The fund will be accounted as a separate stabilization Fund by the Treasurer. The Water Department Stabilization Fund is to be used to fund any properly approved, lawful expenditure of the Cotuit Water Department, as per statute any expenditure to be funded by the Water Department Stabilization Fund will require a

2/3's majority of those present and voting at a District Meeting.

**Unanimous**

**Article 11:** Upon motion duly made and seconded, the District voted to raise and appropriate for FY 2020: **\$4,963.00** for the labor and salaries of Public Buildings custodian; and **\$19,196.00** for the remaining expenses of the District's Public Buildings, to be apportioned approximately as follows: Maintenance, **\$12,471.00**, Operating expenses **\$6,625.00**, and Miscellaneous, **\$100.00** for a total appropriation of **\$24,159.00**. Said appropriation to be expended under the authority of the Prudential Committee. **Passed by a Majority**

**Article 12:** Upon motion duly made and seconded, the District voted to raise and appropriate **\$6,000.00** to maintain the street lights of the District for FY 2020. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

**Article 13:** Upon motion duly made and seconded, and amended, the District voted to raise and appropriate **\$22,690.00** to support the maintenance of the Cotuit Library for FY 2019. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

**Article 14:** Upon motion duly made and seconded, the District voted for FY 2020 to transfer and appropriate **\$44,200.00** from Free Cash, transfer and appropriate **\$75,800.00** from available funds from closed projects, and raise and appropriate **\$355,024.00** for a total of **475,024.00** for payment of principal and interest. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

**Article 15:** Upon motion duly made and seconded, the District voted for FY 2020 to transfer from Certified Free Cash and appropriate the sum of **\$100,000.00** and to raise and appropriate the sum of **\$861,955.00**, for a total sum of **\$961,955.00** for the purpose of paying employee and other post-employment benefits. Said appropriation to be expended under the authority of the Prudential Committee. **Unanimous**

**Article 16:** Upon motion duly made and seconded, the District voted for FY 2020 to raise and appropriate **\$25,000.00** for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws. Said

appropriation to be expended under the authority of the Prudential Committee **Passed by 2/3 Majority (Unanimous)**

**Article 17:** Upon motion duly made and seconded, the District was requested to accept and adopt Massachusetts General Law Chapter, 53, Section 18B relating to Questions on the District Ballot. **Motion failed to receive 2/3 majority. (5 in favor and 35 against)**

**Article 18:** Article 18 was withdrawn. **Unanimous**

Motion made, seconded and passed unanimously to dissolve the meeting.

A True Copy, attest:

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Charles W. Eager, Clerk  
Cotuit Fire District

# REPORT OF THE CLERK

## SPECIAL DISTRICT MEETING

NOVEMBER 19, 2019

In accordance with the by-laws of the District, the Special District Meeting of the Cotuit Fire District was held Tuesday, November 19, 2019, at Freedom Hall, Main Street, Cotuit, at seven-thirty o'clock PM. The meeting was called to order by the Moderator. The Clerk read the call of the meeting and return of same. The following action was taken.

**Article 1:** Upon motion duly made and seconded, the District voted to indefinitely to postpone the article. **Unanimous**

**Article 2:** Upon motion duly made and seconded, the District voted to close Article 14 of the May 31, 2017 Annual District Meeting. **Unanimous**

**Article 3:** Upon motion duly made and seconded, the District voted to amend Article IX, Section 5, second sentence of the District By-laws to read as follows: "To raise and appropriate the funding of the Water Department Stabilization Fund each year based on the preceding December's Water Department's census of meters at \$20 a meter adjusted for any shortfall in collections of meter fees from the preceding year. In the first year, FY 2020 there will be no adjustment." **Unanimous**

**Article 4:** Upon motion duly made and seconded, the District voted to indefinitely to postpone the article. **Unanimous**

**Article 5:** Upon motion duly made and seconded, the District voted to indefinitely to postpone the article. **Unanimous**

**Article 6:** Upon motion duly made and seconded, the District voted to indefinitely to postpone the article. **Unanimous**

Motion made, seconded, and passed unanimously to dissolve the meeting.

A True Copy, attest:

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Charles W. Eager, Clerk  
Cotuit Fire District



## FY 2019 Report of the District Treasurer

The Fiscal Year 2019 books are closed, and all of the requisite financial statements and reports have been filed with the appropriate authorities including the Department of Revenue. As a result of the District's financial performance in Fiscal Year 2019 (FY 19), the State has certified the District's Free Cash at \$728,349. These funds are available for use at the 2020 Annual District Meeting.

In FY 19 the District underspent appropriations by \$229,550, primarily from economies in the Fire Department operations of \$162,100 and savings of \$22,215 from the Water Department. In addition, despite a 6.8% decline in water rate collections, the District generated \$305,376 of incremental revenue over budget, largely due to the collection of greater antenna fees of \$151,630 and ambulance fees of \$71,167. These cost savings and extra revenue were the main components generating the Free Cash mentioned above.

In FY 19 the District retired \$680,000 of short term notes and renewed \$1,250,000 of short term notes resulting in a \$570,000 increase in short term debt. The new short term notes were to fund the water system chemical and security upgrades; purchase a pick-up truck for each the Water and Fire Departments; acquire new breathing apparatus for the Fire Department; replace the Fire Station roof; and replace flooring in Freedom Hall.

Long term debt was paid down \$152,632 in FY 19 in line with the terms of the two outstanding debt instruments. As a result of these transactions the total debt at June 30, 2019 was \$4,249,368 - an increase of \$417,368 from the prior year end.

The tax rate for FY 19 was set in a timely manner and the District's tax bills were issued on time. We wish to thank, Edward F. O'Neil, Town of Barnstable Director of Assessing, for his professional efforts during the process. In addition, we want to thank Debra Blanchette, Town Treasurer/Collector, for the collection of the District taxes and her many other efforts on behalf of the District. Finally we want to thank Lisa Haven, Assistant Treasurer, for her excellent work on behalf of the District.

Our firm of independent accountants had been working with the Finance Department on the annual audit. However, due to staff turnover at the firm, the audit is incomplete at the time of this writing. When the audit is complete, we will promptly post it on the District website for your inspection.

Included with this narrative are several FY 19 year-end financial statements and statistical reports. This information is consistent with data which has been provided in prior annual reports.

We thank you for this opportunity to be of service and we look forward to the next fiscal year. We are always available to provide information as requested.

Respectfully submitted  
Ray Pirrone, Treasurer  
Cotuit Fire District

**COTUIT FIRE DISTRICT**  
**Comparison of Budget to Actual Revenues and Other Sources of Funds**  
**Fiscal Year ending June 30, 2019**

District Revenue Category/Type	2019 Revenue and Sources Budget	2019 Revenue and Sources Actual	Variance Actual Over/(Under) General Fund Budget	Variance Actual Over/(Under) Other Fund Budgets
<b>Property Taxes</b>				
Personal Property Taxes	40,544	41,554	1,010	
Real Estate Taxes	3,367,385	3,371,633	4,248	
Interest on Taxes	11,500	13,537	2,037	
Tax Liens Redeemed		8,549	8,549	
<b>Water Department</b>				
Rates & Services	500,000	465,982	(34,018)	
Penalties		5,584	5,584	
Antenna Fees	42,500	194,130	151,630	
Solar Credits	10,000	23,486	13,486	
Fees Water			-	
Liens, Water		3,381	3,381	
Other Department Revenue		4,214	4,214	
<b>Fire Department</b>				
Ambulance Fees	165,000	236,167	71,167	
Permits and Inspections	3,500	3,475	(25)	
Other Department Revenue		25,225	25,225	
<b>Other District Revenue</b>				
Rental Income	1,500	5,810	4,310	
Intergovernmental				
Bond Proceeds				-
Grants				-
Interest on Investments	2,500	47,078	44,578	
Insurance Recovery			-	
Miscellaneous			-	
Transfer from Stabilization Fund to GF	-			
Interest on Investments - Other Funds		1,143		1,143
Gifts		1,600		1,600
Investment Earnings - OPEB Trust Fund		39,534		39,534
<b>Total Revenue</b>	<b>\$ 4,144,429</b>	<b>\$ 4,492,082</b>	<b>\$ 305,376</b>	<b>\$ 42,277</b>

Memo:

General Fund	\$ 4,449,805
Other Funds	2,743
OPEB Trust Fund	39,534
<b>Total Revenues and Financing Sources</b>	<b>\$ 4,492,082</b>

**COTUIT FIRE DISTRICT**  
**STATEMENT OF NET FUNDED AND FIXED DEBT**  
**Fiscal Year ending June 30, 2019**

**LONG TERM DEBT**

**Lovell's Road Storage Tank**

Balance July 1, 2018	\$	1,200,000
less: Principal Payment		100,000
Balance June 30, 2019	\$	1,100,000

**USDA Loan**

Balance July 1, 2018		1,952,000
less: Principal Payment		52,632
Balance June 30, 2019		1,899,368

Long term interest Paid in FY2019	\$	91,816.00
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<b>Total FY2019 Long Term Debt Service Payments</b>	\$	244,448.00
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**SHORT TERM DEBT (Bond Anticipation Notes)**

**Purchase Water Restriction (\$235,000 Authorized 5/28/14 - Issued FY2016)**

Balance July 1, 2018	\$	180,000
less Pay Down in 2019		180,000
plus Issue in 2019		-
Balance June 30, 2019	\$	-

**Water System Chemical upgrade**

Balance July 1, 2018	\$	500,000
less Pay Down in 2019		500,000
Issued in 2019		500,000
Balance June 30, 2019	\$	500,000

**Water System Security Upgrade**

Balance July 1, 2018	\$	-
less Pay Down in 2019		-
Issued in 2019		470,000
Balance June 30, 2019	\$	470,000

**Water Department and Fire Department Pick-ups**

Balance July 1, 2018	\$	-
less Pay Down in 2019		-
Issued in 2019		120,000
Balance June 30, 2019	\$	120,000

**Fire Department Air Paks**

Balance July 1, 2018	\$	-
less Pay Down in 2019		-
Issued in 2019		60,000
Balance June 30, 2019	\$	60,000

**Fire Department Station Roof Replacement**

Balance July 1, 2018	\$	-
less Pay Down in 2019		-
Issued in 2019		55,000
Balance June 30, 2019	\$	55,000

**Freedom Hall Floor Replacement**

Balance July 1, 2018	\$	-
less Pay Down in 2019		-
Issued in 2019		45,000
Balance June 30, 2019	\$	45,000

<b>Short Term Interest paid in FY 2019</b>	\$	9,783
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<b>TOTAL FY 19 SHORT TERM DEBT BEGINNING BALANCE</b>	\$	680,000
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<b>TOTAL FY 19 SHORT TERM DEBT RETIRED</b>	\$	680,000
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<b>TOTAL FY 19 SHORT TERM DEBT ISSUED</b>	\$	1,250,000
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<b>TOTAL FY 19 SHORT TERM DEBT ENDING BALANCE</b>	\$	1,250,000
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**Debt Summary at June 30, 2019**

Long Term Debt Outstanding	\$	2,999,368
Short Term Debt Outstanding		1,250,000
Total Debt Outstanding at June 30,2019	\$	4,249,368

Cotuit Fire District  
Combining Balance Sheet  
as at June 30, 2019

	Governmental Fund Types		Proprietary Fund Type	Fiduciary Fund Type	Account Group		Totals (Memorandum Only)
	General	Special Revenue			Capital Projects	Enterprise	
<b>ASSETS:</b>							
Cash and Investments	1,432,114.35	\$147,973.33	\$ 746,057.42	\$ -	\$ 1,032,924.12	\$ -	\$3,359,069.22
Receivables:							
Personal Property Taxes	1,529.99	-	-	-	-	-	1,529.99
Real Estate Taxes	190,771.92	-	-	-	-	-	190,771.92
Tax Liens	55,869.23	-	-	-	-	-	55,869.23
Departmental and Other	92,869.58	-	-	-	-	-	92,869.58
Intergovernmental	18,966.53	-	-	-	-	-	18,966.53
Loans Authorized	-	-	-	-	-	-	-
Amounts to be Provided	-	-	-	-	-	2,999,368.00	2,999,368.00
<b>Total Assets</b>	<b>1,792,121.60</b>	<b>\$ 147,973.33</b>	<b>\$ 746,057.42</b>	<b>\$ -</b>	<b>\$ 1,032,924.12</b>	<b>\$ 2,999,368.00</b>	<b>\$ 6,718,444.47</b>

**LIABILITIES AND FUND BALANCES:**

<b>Liabilities:</b>							
Warrants and Accounts Payable	\$ 56,603.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,603.33
Accrued Payroll and Withholdings	4,832.01	-	-	-	-	-	4,832.01
Allowance for Abatements	169,286.94	-	-	-	-	-	169,286.94
Deferred Revenue:							
Property Taxes	23,014.97	-	-	-	-	-	23,014.97
Tax Liens	55,869.23	-	-	-	-	-	55,869.23
Other	111,836.11	-	-	-	-	-	111,836.11
Other Liabilities	76,497.11	-	4,201.00	-	-	-	80,698.11
Loans Authorized & Unissued	-	-	-	-	-	-	-
Notes Payable	-	-	1,250,000.00	-	-	-	1,250,000.00
Bonds Payable	-	-	-	-	-	2,999,368.00	2,999,368.00
<b>Total Liabilities</b>	<b>497,939.70</b>	<b>-</b>	<b>1,254,201.00</b>	<b>-</b>	<b>-</b>	<b>2,999,368.00</b>	<b>4,751,508.70</b>

**Retained Earnings & Fund Balances:**

Reserved for Encumbrances	16,453.42	-	-	-	-	-	16,453.42
Reserved for Expenditures	80,000.00	-	-	-	-	-	80,000.00
Designated for Future Year's Expenditures	280,000.00	-	(508,143.58)	-	1,032,924.12	-	804,780.54
Designated for Petty Cash	200.00	-	-	-	-	-	200.00
Undesignated	917,528.48	147,973.33	-	-	-	-	1,065,501.81
<b>Total Fund Balances</b>	<b>1,294,181.90</b>	<b>147,973.33</b>	<b>(508,143.58)</b>	<b>-</b>	<b>1,032,924.12</b>	<b>-</b>	<b>1,966,935.77</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 1,792,121.60</b>	<b>\$ 147,973.33</b>	<b>\$ 746,057.42</b>	<b>\$ -</b>	<b>\$ 1,032,924.12</b>	<b>\$ 2,999,368.00</b>	<b>\$ 6,718,444.47</b>

Cotuit Fire District  
 Combined Appropriations and Expenditures  
 For the Fiscal Year 2019

FY 2019	Group / Line Item	Beginning Encumbrance	05/18 ADM FY 2019	PRU Comm 2019	Final FY 2019	Expended 2019	Encumb 2019	Cont Approp	Total 2019	2019 Turnback
	<b>Finance Department</b>									
2	Salary & Wages Elected Officials	-	12,500.00	-	12,500.00	11,520.73	-	-	11,520.73	979.27
2	Salary & Wages Clerk	-	2,800.00	-	2,800.00	2,800.00	-	-	2,800.00	-
4	Salary & Wages Finance	-	67,250.00	16,400.00	83,650.00	84,244.46	-	-	84,244.46	(594.46)
	<b>Total Payroll</b>	-	82,550.00	16,400.00	98,950.00	98,565.19	-	-	98,565.19	384.81
4	Telephone	-	850.00	-	850.00	960.06	-	-	960.06	(110.06)
4	Legal services	-	6,000.00	-	6,000.00	8,052.12	-	-	8,052.12	(2,052.12)
4	Audit Services	-	14,000.00	-	14,000.00	20,000.00	-	-	20,000.00	(6,000.00)
4	Website	-	600.00	-	600.00	-	-	-	-	600.00
4	Bond Advisory Services	-	3,900.00	-	3,900.00	6,869.08	-	-	6,869.08	(2,969.08)
4	Bank Fees	-	50.00	-	50.00	-	-	-	-	50.00
4	Payroll Service	-	12,700.00	-	12,700.00	10,900.87	-	-	10,900.87	1,799.13
4	Legal Advertisement	-	1,750.00	-	1,750.00	739.32	-	-	739.32	1,010.68
4	Postage	-	750.00	-	750.00	556.05	-	-	556.05	193.95
4	Office Supplies	-	1,750.00	-	1,750.00	825.33	-	-	825.33	924.67
4	Computer/Copy Expense	-	6,000.00	-	6,000.00	5,625.52	-	-	5,625.52	374.48
4	Dues & Memberships	-	150.00	-	150.00	195.00	-	-	195.00	(45.00)
4	Insurance - Property & Liability	-	105,000.00	-	105,000.00	104,808.00	-	-	104,808.00	192.00
4	Insurance - Workers Comp	-	47,700.00	-	47,700.00	52,011.00	-	-	52,011.00	(4,311.00)
4	Unemployment Insurance	-	1,000.00	-	1,000.00	-	-	-	-	1,000.00
4	Payroll Taxes	-	40,000.00	-	40,000.00	29,909.33	-	-	29,909.33	10,090.67
4	Employee Assistance Program	-	3,950.00	-	3,950.00	3,950.00	-	-	3,950.00	-
4	Town Administrative Services	-	6,800.00	-	6,800.00	6,808.00	-	-	6,808.00	(8.00)
4	Annual Report	-	1,100.00	-	1,100.00	1,602.50	-	-	1,602.50	(502.50)
4	Election Cost	-	700.00	-	700.00	693.00	-	-	693.00	7.00
4	Miscellaneous Expense	-	-	2,200.00	2,200.00	1,664.41	-	-	1,664.41	535.59
	<b>Total Other Expenses</b>	-	254,750.00	2,200.00	256,950.00	256,169.59	-	-	256,169.59	780.41
23	Prior Year Encumbrance	629.17	-	-	629.17	629.17	-	-	629.17	-
	<b>Total Finance Department/General Government</b>	<b>629.17</b>	<b>337,300.00</b>	<b>18,600.00</b>	<b>356,529.17</b>	<b>355,363.95</b>	<b>-</b>	<b>-</b>	<b>355,363.95</b>	<b>1,165.22</b>
3	<b>Reserve Fund</b>	-	<b>30,000.00</b>	(25,800.00)	<b>4,200.00</b>	-	-	-	-	<b>4,200.00</b>
	<b>Fire Department</b>									
5	Salary & Wages - Chief	-	133,000.00	-	133,000.00	133,288.44	-	-	133,288.44	(288.44)
5	Salary & Wages - Perm Full Time	-	893,925.00	-	893,925.00	891,081.67	-	-	891,081.67	2,843.33
5	Salary & Wages - Admin Assist	-	46,765.00	-	46,765.00	46,763.60	-	-	46,763.60	1.40
5	Salary & Wages - Incident Perm	-	74,000.00	-	74,000.00	71,451.85	-	-	71,451.85	2,548.15
5	Salary & Wages - Training FT	-	75,000.00	-	75,000.00	45,306.53	-	-	45,306.53	29,693.47
5	Salary & Wages - Vacation Coverage	-	100,000.00	-	100,000.00	88,524.65	-	-	88,524.65	11,475.35
5	Salary & Wages - Sick Coverage	-	100,000.00	-	100,000.00	64,921.65	-	-	64,921.65	35,078.35
5	Salary & Wages - Personal Coverage	-	30,000.00	-	30,000.00	27,759.29	-	-	27,759.29	2,240.71
5	Salary & Wages - Holiday Pay	-	44,000.00	-	44,000.00	44,634.52	-	-	44,634.52	(634.52)

Cotuit Fire District  
 Combined Appropriations and Expenditures  
 For the Fiscal Year 2019

FY 2019	Group / Line Item	Beginning Encumbrance	05/18 ADM FY 2019	PRU Comm 2019	Final FY 2019	Expended 2019	Encumb 2019	Cont Approp	Total 2019	2019 Turnback
5	Salary & Wages - Full Time Injury	-	55,000.00	-	55,000.00	21,780.73	-	-	21,780.73	33,219.27
5	Salary & Wages - Other Union	-	4,000.00	-	4,000.00	-	-	-	-	4,000.00
5	Salary & Wages - Emerg Labor	-	25,000.00	-	25,000.00	699.38	-	-	699.38	24,300.62
5	Salary & Wages - Longevity Pay	-	11,000.00	-	11,000.00	8,450.00	-	-	8,450.00	2,550.00
5	Salary & Wages - Other FT	-	10,000.00	-	10,000.00	38,645.40	-	-	38,645.40	(28,645.40)
5	Salary & Wages - EMS Officer	-	10,000.00	-	10,000.00	4,467.24	-	-	4,467.24	5,532.76
	<b>Total Payroll</b>	-	1,611,690.00	2,019.00	1,611,690.00	1,489,793.95	2,019.00	-	1,489,793.95	125,934.05
5	Electricity	-	14,000.00	-	14,000.00	9,722.14	-	-	9,722.14	4,277.86
5	Heating	-	6,550.00	-	6,550.00	4,497.10	83.05	-	4,580.15	1,969.85
5	Gasoline/Diesel	-	12,000.00	-	12,000.00	10,357.30	67.69	-	10,424.99	1,575.01
5	Repairs/Maint - Buildings	-	17,000.00	-	17,000.00	30,198.15	8,367.98	-	38,566.13	(21,566.13)
5	Repairs/Maint - Grounds	-	3,500.00	-	3,500.00	1,147.29	-	-	1,147.29	2,352.71
5	Repairs/Maint - Vehicles	-	26,000.00	-	26,000.00	28,161.59	275.00	-	28,436.59	(2,436.59)
5	Repairs/Maint - Radio Equip	-	5,000.00	-	5,000.00	6,665.43	-	-	6,665.43	(1,665.43)
5	Maint - Protective Clothing	-	14,000.00	-	14,000.00	7,543.48	-	-	7,543.48	6,456.52
5	Maint - Uniforms FT	-	12,000.00	-	12,000.00	8,014.80	-	-	8,014.80	3,985.20
5	Telephone	-	3,500.00	-	3,500.00	2,727.89	41.23	-	2,769.12	730.88
5	911 Dispatch	-	37,500.00	-	37,500.00	36,634.67	-	-	36,634.67	865.33
5	Telephone Lines - Other	-	4,500.00	-	4,500.00	3,043.78	-	-	3,043.78	1,456.22
5	Legal Services	-	35,000.00	-	35,000.00	11,383.00	-	-	11,383.00	23,617.00
5	Physicals/PA Tests	-	3,400.00	-	3,400.00	750.00	-	-	750.00	2,650.00
5	CMED Fees	-	4,000.00	-	4,000.00	2,152.65	-	-	2,152.65	1,847.35
5	Ambulance Billing	-	12,000.00	-	12,000.00	10,049.75	-	-	10,049.75	1,950.25
5	Administrative Expense	-	18,000.00	-	18,000.00	23,762.37	-	-	23,762.37	(5,762.37)
5	Office Supplies	-	3,500.00	-	3,500.00	2,087.58	-	-	2,087.58	1,412.42
5	Fire/Rescue Equipment	-	10,000.00	-	10,000.00	8,039.60	-	-	8,039.60	1,960.40
5	Building Supplies	-	8,000.00	-	8,000.00	10,878.57	-	-	10,878.57	(2,878.57)
5	Ambulance Supplies	-	38,500.00	-	38,500.00	21,965.74	488.90	-	22,454.64	16,045.36
5	Dues & Memberships	-	2,500.00	-	2,500.00	1,107.45	-	-	1,107.45	1,392.55
5	Training & Education	-	22,000.00	-	22,000.00	26,128.01	-	-	26,128.01	(4,128.01)
5	Fire Prevention Education	-	1,200.00	-	1,200.00	895.04	-	-	895.04	304.96
5	Information Technologies	-	23,000.00	-	23,000.00	22,208.60	19.16	-	22,227.76	772.24
5	Miscellaneous Expense	-	1,000.00	-	1,000.00	-	-	-	-	1,000.00
	<b>Total Other Expenses</b>	-	337,650.00	-	337,650.00	290,121.98	9,343.01	-	299,464.99	38,185.01
	Prior Year Encumbrances	1,272.72	-	-	1,272.72	1,272.72	-	-	1,272.72	-
	Engine rehabilitation	50,000.00	-	-	50,000.00	-	-	50,000.00	-	-
<b>F17-6</b>	<b>Total Fire Department/Public Safety</b>	<b>51,272.72</b>	<b>1,949,340.00</b>	<b>2,019.00</b>	<b>2,000,612.72</b>	<b>1,781,188.65</b>	<b>11,362.01</b>	<b>50,000.00</b>	<b>1,790,531.66</b>	<b>164,119.06</b>
17	Street Lights - Electricity	-	7,800.00	-	7,800.00	3,958.63	-	-	3,958.63	3,841.37
17	Street Lights - Maintenance	-	2,600.00	-	2,600.00	1,111.11	-	-	1,111.11	1,488.89
	Prior Year Encumbrance	1,372.58	-	-	10,400.00	5,069.74	-	-	5,069.74	-
	<b>Total Street Lights</b>	<b>1,372.58</b>	<b>10,400.00</b>	<b>-</b>	<b>11,772.58</b>	<b>6,442.32</b>	<b>-</b>	<b>-</b>	<b>6,442.32</b>	<b>5,330.26</b>

Cotuit Fire District  
 Combined Appropriations and Expenditures  
 For the Fiscal Year 2019

FY 2019	Group / Line Item	Beginning Encumbrance	05/18 ADM FY 2019	PRU Comm 2019	Final FY 2019	Expended 2019	Encumb 2019	Cont Approp	Total 2019	2019 Turnback
<b>Water Department</b>										
11	Salary & Wages Superintendent	-	97,000.00	-	97,000.00	96,999.76	-	-	96,999.76	0.24
11	Salary & Wages Operators	-	163,070.00	-	163,070.00	162,924.32	-	-	162,924.32	145.68
11	Salary & Wages Office Manager	-	54,000.00	-	54,000.00	54,000.96	-	-	54,000.96	(0.96)
11	Salary & Wages Overtime & On-call	-	24,500.00	-	24,500.00	22,302.54	-	-	22,302.54	2,197.46
	<b>Total Payroll</b>	-	338,570.00	-	338,570.00	336,227.58	-	-	336,227.58	2,342.42
11	Electricity	-	74,000.00	-	74,000.00	67,505.67	-	-	67,505.67	6,494.33
11	Heating	-	2,500.00	-	2,500.00	2,464.17	-	-	2,464.17	35.83
11	Gasoline/Diesel	-	10,100.00	-	10,100.00	7,880.49	-	-	7,880.49	2,219.51
11	Chemicals	-	24,000.00	-	24,000.00	13,014.82	-	-	13,014.82	10,985.18
11	Repairs/Maint - Mains	-	13,500.00	-	13,500.00	7,304.96	-	-	7,304.96	6,195.04
11	Repairs/Maint - Stations	-	40,000.00	-	40,000.00	39,386.66	376.89	-	39,763.55	236.45
11	Repairs/Maint - Buildings	-	5,000.00	-	5,000.00	2,872.40	-	-	2,872.40	2,127.60
11	Repairs/Maint - Testing	-	8,000.00	-	8,000.00	5,698.21	-	-	5,698.21	2,301.79
11	Repairs/Maint - Grounds	-	4,000.00	-	4,000.00	4,069.00	738.00	-	4,807.00	(807.00)
11	Repairs/Maint - Vehicles	-	3,000.00	-	3,000.00	1,879.61	-	-	1,879.61	1,120.39
11	Uniforms	-	2,000.00	-	2,000.00	1,602.00	-	-	1,602.00	398.00
11	Telephone	-	3,200.00	-	3,200.00	3,988.26	20.86	-	4,009.12	(809.12)
11	Consumption Assessment	-	2,261.00	-	2,261.00	2,259.32	-	-	2,259.32	1.68
11	Engineering/Legal	-	50,000.00	-	50,000.00	37,149.18	-	-	37,149.18	12,850.82
11	Legal Advertisement	-	5,000.00	-	5,000.00	3,284.80	719.07	-	4,003.87	996.13
11	Postage	-	3,800.00	-	3,800.00	2,863.40	46.03	-	2,909.43	890.57
11	Printing	-	4,000.00	-	4,000.00	5,113.70	314.00	-	5,427.70	(1,427.70)
11	Office Supplies	-	800.00	-	800.00	1,086.42	-	-	1,086.42	(286.42)
11	Computer/Copy Expense	-	4,800.00	-	4,800.00	8,398.83	3,438.49	-	11,837.32	(7,037.32)
11	Building Supplies	-	500.00	-	500.00	-	-	-	-	500.00
11	Tools/Hardware	-	1,500.00	-	1,500.00	662.57	-	-	662.57	837.43
11	Meter Replacement	-	10,000.00	-	10,000.00	14,705.82	1,309.08	-	16,014.90	(6,014.90)
11	Dues & Licenses	-	2,650.00	-	2,650.00	1,916.70	-	-	1,916.70	733.30
11	Training & Education	-	4,000.00	-	4,000.00	2,921.76	-	-	2,921.76	1,078.24
11	Miscellaneous Expense	-	1,500.00	-	1,500.00	-	-	-	-	1,500.00
11	Service Connections	-	26,000.00	-	26,000.00	25,747.48	-	-	25,747.48	252.52
	USDA Maintenance	-	-	-	-	15,500.00	-	-	15,500.00	(15,500.00)
	<b>Total Other Expenses</b>	-	306,111.00	-	306,111.00	279,276.23	6,962.42	-	286,238.65	19,872.35
FY 2019	Prior Year Encumbrances	32,219.91	-	-	32,219.91	32,219.91	-	-	32,219.91	-
Prior Year Articles										
2018-6	Water Rate Study	7,000.00	-	-	7,000.00	-	-	-	7,000.00	-
2014-08	Pump/Well Treatment 2015-	30,000.00	-	-	30,000.00	7,000.00	-	30,000.00	-	-
	<b>Total Water Department</b>	<b>69,219.91</b>	<b>644,681.00</b>	<b>-</b>	<b>713,900.91</b>	<b>654,723.72</b>	<b>6,962.42</b>	<b>30,000.00</b>	<b>661,686.14</b>	<b>22,214.77</b>

Cotuit Fire District  
 Combined Appropriations and Expenditures  
 For the Fiscal Year 2019

FY 2019	Group / Line Item	Beginning Encumbrance	05/18 ADM FY 2019	PRU Comm 2019	Final FY 2019	Expended 2019	Encumb 2019	Cont Approp	Total 2019	2019 Turnback
	<b>Public Buildings</b>									
14	Salary & Wages	-	4,818.00	500.00	5,318.00	5,315.47	-	-	5,315.47	2.53
	<b>Total Payroll</b>		4,818.00	500.00	5,318.00	5,315.47	-	-	5,315.47	2.53
14	Electricity		1,500.00	-	1,500.00	1,204.28	-	-	1,204.28	295.72
14	Water		400.00	-	400.00	55.80	-	-	55.80	344.20
14	Heat - Oil/Gas		2,400.00	-	2,400.00	2,560.32	-	-	2,560.32	(160.32)
14	Repairs/Maint - Buildings		5,000.00	-	5,000.00	4,784.11	-	-	4,784.11	215.89
14	Repairs/Maint - Grounds		6,000.00	-	6,000.00	2,642.84	148.00	-	2,790.84	3,209.16
14	Repairs/Maint - Boiler		850.00	-	850.00	622.33	-	-	622.33	227.67
14	Telephone		660.00	-	660.00	697.83	-	-	697.83	(37.83)
14	Alarm Service		425.00	-	425.00	660.00	-	-	660.00	(235.00)
14	Building Supplies		200.00	-	200.00	-	-	-	200.00	200.00
14	Custodial Supplies		300.00	-	300.00	303.65	-	-	303.65	(3.65)
14	Miscellaneous Expense		100.00	-	100.00	90.00	-	-	90.00	10.00
	<b>Total Other Expenses</b>		17,835.00	-	17,835.00	13,621.16	148.00	-	13,769.16	4,065.84
FY 2019	Prior Year Encumbrance	-	-	-	-	-	-	-	-	-
	<b>Total Public Buildings</b>		22,653.00	500.00	23,153.00	18,936.63	148.00	-	19,084.63	4,068.37
	<b>Total Public Works</b>		70,592.49	500.00	748,826.49	680,102.67	7,110.42	30,000.00	687,213.09	31,613.40
18/SDM 6	<b>Public Library</b>		21,690.00	-	21,690.00	21,050.00	-	-	21,050.00	640.00
	<b>Debt Service</b>									
19	Long Term Principal		152,632.00	-	152,632.00	152,632.00	-	-	152,632.00	-
19	Long Term Interest		91,816.00	-	91,816.00	91,815.78	-	-	91,815.78	0.22
19	Short Term Principal		180,000.00	-	180,000.00	180,000.00	-	-	180,000.00	-
19	Short Term Interest		3,102.00	6,700.00	9,802.00	9,782.75	-	-	9,782.75	19.25
	<b>Total Debt Service</b>		427,550.00	6,700.00	434,250.00	434,230.53	-	-	434,230.53	19.47
	<b>Employee Benefits/Insurance</b>									
20	Insurance - Health		370,000.00	-	370,000.00	350,507.50	-	-	350,507.50	19,492.50
20	Insurance - Life		750.00	-	750.00	428.85	-	-	428.85	321.15
20	Insurance - Dental		26,500.00	-	26,500.00	16,501.50	-	-	16,501.50	9,998.50
20	Retirement Assessment		299,765.00	-	299,765.00	299,765.00	-	-	299,765.00	-
	<b>Total Employee Benefits/Insurance</b>		697,015.00	-	697,015.00	667,202.85	-	-	667,202.85	29,812.15
	<b>Other Financing Uses</b>									
21	Trans To Stabilization Fund		25,000.00	-	25,000.00	25,000.00	-	-	25,000.00	-
20	Trans To OPEB Fund		375,000.00	-	375,000.00	375,000.00	-	-	375,000.00	-
	<b>Total Other Financing Uses</b>		400,000.00	-	400,000.00	400,000.00	-	-	400,000.00	-
	<b>Total FY 2019 General Fund Appropriations:</b>	122,494.38	4,540,629.00	2,019.00	4,663,123.38	4,339,138.65	18,472.43	80,000.00	4,355,592.08	231,569.30



Cotuit Fire District  
 Combined Appropriations and Expenditures  
 For the Fiscal Year 2019

FY 2019	Group / Line Item	Beginning Encumbrance	05/18 ADM FY 2019	PRU Comm 2019	Final FY 2019	Expended 2019	Encumb 2019	Cont Approp	Total 2019	2019 Turnback
	<b>Special Revenue Fund</b>									
Grant	Safe Grant -18	1,613.00	-	-	1,613.00	1,613.00	-	-	1,613.00	-
Grant	Safe Grant -19	-	1,630.00	-	1,630.00	507.64	-	1,122.36	507.64	-
	Freedom Hall	-	-	-	-	-	-	-	-	-
	<b>FY 2019 SprvFd Totals</b>	<b>1,613.00</b>	<b>-</b>	<b>1,630.00</b>	<b>3,243.00</b>	<b>2,120.64</b>	<b>-</b>	<b>1,122.36</b>	<b>2,120.64</b>	<b>-</b>
	<b>Stabilization Fund</b>									
	<b>Capital Fund</b>									
6	Fire Station Roof		55,000.00		55,000.00			55,000.00		
8	Air Packs		60,000.00		60,000.00			60,000.00		
2018-8	Fire Station Septic System	8,535.00			8,535.00	8,535.00		-	8,535.00	-
7/SDM 2	Fire Station Parking lot		40,000.00		40,000.00	25074.68			25,074.68	
9	Fire Department Truck		60,000.00		60,000.00	56,487.16		3,512.84	56,487.16	
15	Freedom Hall Flooring		45,000.00		45,000.00	3,491.00		41,509.00	3,491.00	
16/SDM 4	Freedom Hall Basement Ceiling		15,000.00		15,000.00			15,000.00		
13	Water Department Truck		60,000.00		60,000.00	52,956.10		7,043.90	52,956.10	
2018-13	Chemical Upgrades	253,978.15		-	253,978.15	242,421.85		11,556.30	242,421.85	
F18-13;F19-5	Space Review	24,839.52		24,600.00	49,439.52	24,839.52		24,600.00	24,839.52	
2017-13	Demo Building	24,600.00		(24,600.00)	-					
Contract	USDA maintenance expenditures	10,301.25		15,500.00	25,801.25	7,080.40		18,720.85	7,080.40	
2009-10	Lovells Pond	32,477.00			32,477.00			32,477.00		
2010-10	Water Mains	45,362.00			45,362.00			45,362.00		
2015	Water Tanks	132,633.69		2,400.00	135,033.69			135,033.69		
12	Water Security System		470,000.00		470,000.00	155,003.02		314,996.98	155,003.02	
	<b>FY 2019 CPF Totals</b>	<b>532,726.61</b>	<b>805,000.00</b>	<b>17,900.00</b>	<b>1,355,626.61</b>	<b>575,888.73</b>	<b>-</b>	<b>764,812.56</b>	<b>575,888.73</b>	<b>-</b>
<b>TOTAL</b>		<b>656,833.99</b>	<b>5,345,629.00</b>	<b>21,549.00</b>	<b>6,021,992.99</b>	<b>4,917,148.02</b>	<b>18,472.43</b>	<b>845,934.92</b>	<b>4,933,601.45</b>	<b>231,569.30</b>

**COTUIT FIRE DISTRICT**  
**FY 2019 GROSS WAGES AND BENEFITS DISTRIBUTED**

DEPARTMENT/NAME	POSITION	BASE		OVERTIME		TOTAL WAGES PAID	AVE WEEKLY HRS	COST OF BENEFITS PAID
		WAGES PAID		WAGES PAID				
<b>OFFICERS ELECTED AND APPOINTED</b>								
Conley	Kevin	Fire Commissioner	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Eager	Charles	Clerk	\$ 2,800	\$ -	\$ -	\$ 2,800	N/A	\$ -
Genao	Silvio	Prudential Committee	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Hoppensteadt	Thomas	Water Commissioner	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Horsely	Scott	Water Commissioner	\$ 104	\$ -	\$ -	\$ 104	N/A	\$ -
Malloy	Kenneth	Moderator	\$ 250	\$ -	\$ -	\$ 250	N/A	\$ -
Mycock Kelly	Lisa	Prudential Committee	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Parks	Frances	Prudential Committee	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Pirrone	Ray	Treasurer	\$ 42,613	\$ -	\$ -	\$ 42,613	16	\$ -
Pisano	Richard	Fire Commissioner	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
Robinson	Mark	Water Commissioner	\$ 1,354	\$ -	\$ -	\$ 1,354	N/A	\$ -
Zais	Adam	Fire Commissioner	\$ 1,250	\$ -	\$ -	\$ 1,250	N/A	\$ -
<b>TOTAL WAGES AND BENEFITS - ELECTED AND APPOINTED OFFICERS</b>								<b>\$ 55,871</b>

**FINANCE DEPARTMENT**

Haven	Lisa	Assistant Treasurer	\$ 33,415	\$ -	\$ -	\$ 33,415	28	\$ -
Niemi	Maureen	Tax Collector	\$ 1,167	\$ -	\$ -	\$ 1,167	N/A	\$ -
<b>TOTAL WAGES AND BENEFITS - FINANCE DEPARTMENT PERSONNEL</b>								<b>\$ 34,582</b>

**PUBLIC BUILDINGS**

Dauley	Christine	Administrative Assistant	\$ 8,252	\$ -	\$ -	\$ 8,252	6	\$ -
Hadaway	Leman	Freedom Hall Custodian	\$ 5,315	\$ -	\$ -	\$ 5,315	3.5	\$ -
<b>TOTAL WAGES AND BENEFITS - PUBLIC BUILDINGS PERSONNEL</b>								<b>\$ 13,568</b>

**COTUIT FIRE DISTRICT  
FY 2019 GROSS WAGES AND BENEFITS DISTRIBUTED**

DEPARTMENT/NAME	POSITION	BASE		OVERTIME		TOTAL		AVE		COST OF	
		WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WEEKLY HRS	BENEFITS PAID		
<b>FIRE DEPARTMENT FULL TIME STAFF</b>											
Amento	John	Lieutenant/EMT	\$ 84,424	\$ 40,903	\$ 125,328	\$	59	\$	26,199		
Anderson	Erik	Firefighter/Paramedic	79,214	29,490	108,704		54		16,047		
Clark	Shane	Firefighter/Paramedic/EMS Officer	87,107	37,896	125,003		55		21,438		
Daly	Kellen	Firefighter/Paramedic	79,214	22,905	102,120		51		21,654		
Dauley	Christina	Administrative Assistant	46,764	0	46,764		34		0		
Emerson	Peter	Firefighter/Paramedic	79,214	22,183	101,397		51		10,493		
Lyons	Brent	Lieutenant/EMT	77,464	28,788	106,253		53		26,243		
Marczely	Harold	Firefighter/Paramedic	76,714	15,493	92,207		48		21,654		
McNamara	William	Lieutenant/EMT	85,242	53,095	138,337		61		971		
McPherson	Jeremy	Firefighter/Paramedic	76,214	42,513	118,727		59		8,775		
Pouliot	Joseph	Lieutenant/EMT	78,314	29,435	107,749		54		26,243		
Rhude	Paul	Fire Chief/EMT	133,288	0	133,288		40		0		
Staggs	Casey	Firefighter/Paramedic	61,910	27,559	89,470		56		773		
Williamson	Douglas	Firefighter/Paramedic	79,214	11,378	90,592		47		10,089		
		<b>TOTAL FIRE DEPT PERSONNEL</b>	<b>\$ 1,124,300</b>	<b>\$ 361,640</b>	<b>\$ 1,485,939</b>	<b>\$</b>		<b>\$</b>	<b>190,580</b>		
<b>FIRE DEPARTMENT CALL STAFF</b>											
Gardiner	Christian	Call-Firefighter/EMT	\$ 1,706	\$	\$ 1,706	\$	N/A	\$	-		
Lee	Brian	Call-Firefighter/EMT	176		176		N/A	\$	-		
		<b>TOTAL CALL STAFF</b>	<b>\$ 1,706</b>	<b>\$</b>	<b>\$ 1,706</b>	<b>\$</b>		<b>\$</b>	<b>-</b>		
		<b>TOTAL WAGES - ALL FIRE PERSONNEL</b>	<b>\$</b>	<b>\$</b>	<b>\$ 1,487,645</b>	<b>\$</b>		<b>\$</b>	<b>1,487,645</b>		
		<b>TOTAL BENEFITS - ALL FIRE PERSONNEL</b>			<b>190,580</b>				<b>190,580</b>		
		<b>TOTAL WAGES AND BENEFITS - ALL FIRE PERSONNEL</b>			<b>\$ 1,678,225</b>				<b>\$ 1,678,225</b>		

**COTUIT FIRE DISTRICT**  
**FY 2019 GROSS WAGES AND BENEFITS DISTRIBUTED**

DEPARTMENT/NAME	POSITION	BASE		OVERTIME		TOTAL		AVERAGE		COST OF BENEFITS PAID
		WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WAGES PAID	WEEKLY HRS	WEEKLY HRS	
Bergman	Sean	\$ 15,578	\$ 54	\$ 15,632	\$	39	\$	1,807		
Dwyer	Matthew	51,950	4,169	56,119		42		8,061		
Gallagher	James	51,950	3,593	55,542		42		8,061		
Hoover	Brian	55,147	2,241	57,388		42		10,736		
Nash	Jennifer	54,001	545	54,546		40		21,687		
Wiseman	Christopher	97,000	-	97,000		40		33		
		\$ 325,625	\$ 10,603	\$ 336,228	\$			50,386		
<b>TOTAL WAGES AND BENEFITS - WATER DEPARTMENT PERSONNEL</b>										
<b>\$ 386,614</b>										

**RETIRES**

Donheiser	Alan	N/A	N/A	N/A	N/A	N/A	\$	7,551	
Fenner	Donna	N/A	N/A	N/A	N/A	N/A		10,467	
Frazier	Paul	N/A	N/A	N/A	N/A	N/A		10,462	
Hoffman	Stephen	N/A	N/A	N/A	N/A	N/A		13	
Leavenworth	Sheri	N/A	N/A	N/A	N/A	N/A		7,569	
Lloyd	Michael	N/A	N/A	N/A	N/A	N/A		7,551	
Murray	Agnes	N/A	N/A	N/A	N/A	N/A		13	
Mycock	Ronald	N/A	N/A	N/A	N/A	N/A		6,984	
Olsen	Christopher	N/A	N/A	N/A	N/A	N/A		10,449	
Pierce	David	N/A	N/A	N/A	N/A	N/A		18	
Pierce	Jane	N/A	N/A	N/A	N/A	N/A		26,199	
Sargent	William	N/A	N/A	N/A	N/A	N/A		26,199	
VanEtten	Michael	N/A	N/A	N/A	N/A	N/A		9,904	
Ventura	Kenneth	N/A	N/A	N/A	N/A	N/A		3,330	
<b>TOTAL OTHER POST EMPLOYMENT BENEFITS (OPEB)</b>									
<b>\$ 126,709</b>									
<b>TOTAL COTUIT FIRE DISTRICT FY 2019 COST OF WAGES AND BENEFITS</b>									
<b>\$ 2,295,568</b>									

## Report of the Prudential Committee

The Prudential Committee entered into a contract with Nexamp Solar for credits to apply to the electricity cost for the District. The expected savings will be approximately \$1,000 per year once the solar farm is completed.

Freedom Hall continues to be in frequent use throughout the year by the District committees and many renters. The Prudential Committee reviewed the current rental fees and decided to continue with the present schedule. Routine maintenance was on going, and a new sink and toilet was installed in the men's room with a reinforced floor. The Prudential Committee, after following the required procurement process, voted to have O'Sullivan Flooring of Quincy, MA replace the Freedom Hall floor.

Working with the Cape Light Compact, a new contract was executed with Siemens Mobility for the maintenance of the streetlights. In the past, Siemens was paid a monthly fee for monitoring of the streetlights in addition to repair costs. The monthly monitoring was discontinued, and the new contract is based on time-and-materials for maintenance and repair. It is expected that the repair response time will be much improved with the new contract.

The Town Assessor, Edward F. O'Neil came before the Prudential Committee to select a tax factor for the tax classification hearing for the FY19. The FY 19 evaluations have been approved by the Department of Revenue--Bureau of Local Assessment. The final value has increased to \$1,459,243,390, up from last year's value of \$1,403,855,760. The classification options were discussed. Last year a factor of one was selected which yielded a Fire District tax rate of \$2.27 per one thousand valuation. A single tax rate of \$2.38 for all classes of property was voted by the Prudential Committee.

The Prudential Committee started meeting with the architects Brown, Lindquist, Fenuccio, and Raber for the Space Needs Study. Mr. Fenuccio

previously reviewed Freedom Hall for the District. Walk-through inspections of 56 High Street and the Fire Station were completed.

In March the Water Department and the Fire Department presented and proposed their FY19 budgets.

Freedom Hall abutter, Mr. Cerretani who for years paid for the lawn care at Freedom Hall, sold his house in 2019. The Prudential Committee sought quotes and contracted with Maffei Landscape Company to provide the lawn maintenance.

In June Robert Lynch, CPA of Lynch Marini & Associates, distributed and reviewed the overview for the FY18 audit for the Fire District. Mr. Lynch explained that the main objective of the audit process is to review the Fire District's financial statements. The audits are conducting in accordance with government auditing standards-these standards require the auditor to consider the internal control over reporting as well as test compliance with existing laws and regulations. The auditor does not express an opinion but issues a report, assists in preparing the financial statements, and presents a draft along with work and trial balances and journal entries for review.

Lisa Mycock

Silvio Genao

Frances S. Parks

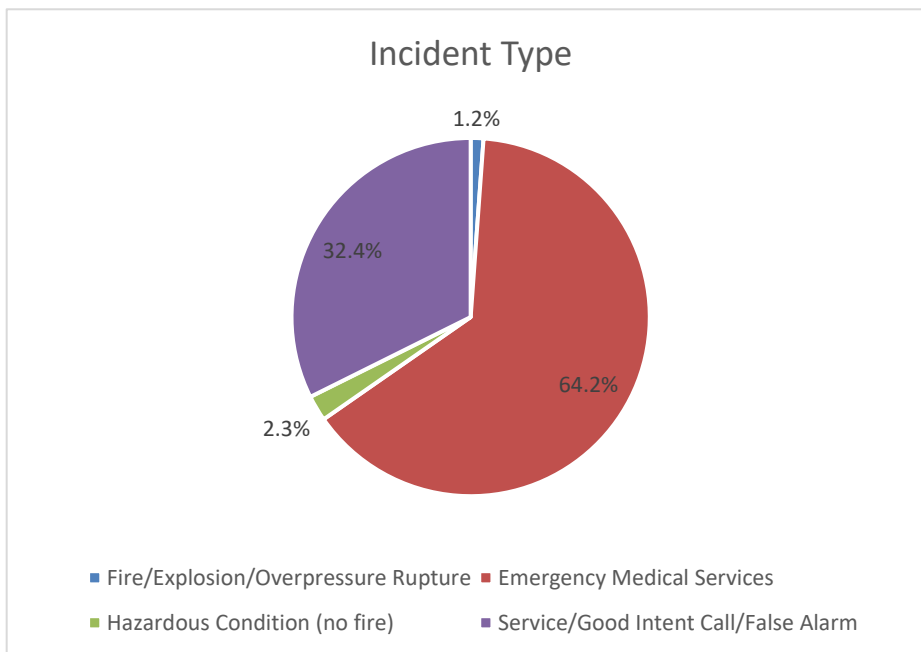
# REPORT OF THE BOARD OF FIRE COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT:

The Board of Fire Commissioners is pleased to submit our annual report for the fiscal year ending June 30, 2019.

## EMERGENCY RESPONSES FY2019

The Cotuit Fire Department responded to a total of 860 incidents during FY2019.



## FIRE PREVENTION & PUBLIC SAFETY EDUCATION

As always, we encourage residents to install and maintain their smoke and carbon monoxide (CO) detectors. Several years ago, legislation was passed requiring homes to have CO detectors on each level and within ten feet of bedroom doors. Landlords are responsible to have this equipment installed in rental units as well. Occasionally, we respond to CO detector activations, finding in some instances, a discharge of CO from sources including vehicle exhaust and heating equipment. CO is poisonous and undetectable by humans; working CO detectors are essential in any home, especially those using fuels such as propane or natural gas, oil, coal or wood. Unless otherwise specified by the manufacturer, CO detectors have a 7-year life span and Smoke detectors have a 10-year life span and should be replaced at the end of this period. Cotuit Fire has received an annual Senior safe grant. These funds are used to provide free smoke and CO detectors to seniors and for other senior safety items and services.

We conduct inspections as required by State law, including those on resale properties, new homes and hazardous/flammable storage systems as well as underground tank removals. We also offer public safety presentations/trainings to businesses and residents.

To help you prepare for emergencies, copies of the “Cape Cod Emergency Preparedness Handbook” are available at the fire station as well as other information on a variety of safety topics. If you have questions regarding fire prevention, code compliance, safety or inspection concerns, please contact us at your earliest convenience.

## **PERSONNEL**

The Cotuit Fire Department team included 12 permanent firefighters, 1 office manager/EMS coordinator, and 1 chief, at the end of FY2019. All firefighters are certified to the Emergency Medical Technician Paramedic or Basic level. We maintain three firefighters on duty in the station 24/7, including 1 officer and at least one paramedic. Our on-duty staff is supplemented with off duty permanent firefighters, and mutual aid assistance as needed. The firefighters and officers have individual areas or responsibility and expertise. These include; EMS Officer, facilities, training, communications, equipment, protective clothing, technical rescue, hazardous materials, and rescue divers.

## **TRAINING**

Each year, we build upon existing skills and introduce new ones. Personnel attend courses at the Massachusetts Fire Academy in Stow, Massachusetts, the Barnstable County Fire Training Academy in Barnstable and the National Fire Academy in Maryland. Classes include various firefighting classes, hazardous material, incident command, emergency management and emergency medical operations. Lt. Joseph Pouliot coordinates our fire training activity and EMS Officer Shane Clark coordinates the emergency medical training. We utilize online, on-duty, interactive training when possible allowing us to focus our training resources on new critical skills, ensuring our staff is prepared to mitigate foreseen and unexpected emergencies.

## **APPARATUS AND EQUIPMENT**

Cotuit Fire secured a USCG surplus 29’ 2014 Metal Shark Marine Rescue boat in FY2018. The new rescue boat was placed in-service in FY2019 with new radios and navigation electronics. The new radios and electronics were made possible with donations from Cotuit Resident David Mugar. This boat replaced a 2005 21’ Edgewater and greatly increases the safety of our staff and our water rescue capability.

Lt William McNamara leads the ongoing maintenance and repair program for our vehicles. We maintain the following emergency vehicles;



<u>Vehicle ID</u>	<u>Description</u>	<u>Purchase date</u>	<u>Scheduled Replacement</u>
262	Ambulance	6/30/2015	2023
265	Engine/Pumper	6/30/2016	2036
263	Engine/Pumper	6/30/1994	2025
267	Brush Breaker	6/30/2001	2022
260	Utility	11/1/2018	2027
261	Chief Car	6/30/2014	2021
266	Boat (29' Metal Shark)	1/1/2014	2039
268	Boat (14' Inflatable)	1/9/2008	2023

## **BUILDING AND GROUNDS**

Our Station was constructed with the shell of the old Elizabeth Lowell High School in 1938. In 1990 the Station was renovated and expanded. It had been almost 30 years since our station had major renovations. Needed repairs were started in FY2017 including, a new septic system, re-paveing of the parking lot, and a new roof. Funds were approved in an article at the 2019 District meeting to continue repairs and bring the building in compliance with federal regulations. These projects include; moving offices from areas which do not comply with federal regulations, replace rotted doors and upgrade security, a new kitchen, flooring and paint. These projects are anticipated to be completed in FY2021.

## **ACTIVITIES**

The department provides assistance to residents and others by offering Home Inspections, File of Life packets as well as Lock Box (supra key box) installations. Please contact this department for more information. We continue our partnership with the Barnstable County Hazardous Materials Program and Cape Cod Healthcare in providing residents with a safe method to dispose of “sharps” – needles, syringes and lancets used by medical patients in home care situations. Sharps should not be disposed of in household trash and are not accepted at household hazardous waste collections. Participation is FREE to residents who can bring full containers to the fire station for disposal and receive empty containers for personal use.

The Cotuit Fire Department provided assistance to the Civic Association for the annual July 4th Parade. Our department held an Open House as part of the Christmas in Cotuit event, serving chili to visitors. We also assisted Santa’s arrival by Marine 266 to the town pier.

We are pleased to continue providing blood pressure screening at the station. Hundreds of people have taken advantage of this free service offered anytime at the fire station. We continue to offer information, advice on safety issues, and assistance in a variety of ways to our residents and visitors.

## COMMENTS

We are proud to serve the community and help oversee the important job of providing emergency services. We continue to review our operations and assess what, if any changes may be necessary to maintain the highest level of service. Our team takes pride in efficiently using the resources you provide us to provide this level of service.

We would also like to acknowledge the dedication and professionalism of our team. A listing of fire department members as of June 30, 2019 is provided after the narrative portion of this report. We offer our appreciation and thanks to these members of your fire and rescue department for their ongoing efforts to protect and serve our community.

We thank the Prudential Committee, Treasurer, Clerk, Board of Water Commissioners and the employees of the Water Department for their continued cooperation and support.

Residents are always encouraged to drop by their fire station or call the Station at 508-428-2210 or the Fire Chief on his cell phone at (508)274-6086 with questions, suggestions, or concerns.

Respectfully submitted:

Richard Pisano, Chairman

Kevin Conley

Adam Zais

BOARD OF FIRE COMMISSIONERS

Paul Rhude, FIRE CHIEF

## PUBLIC SAFETY INFORMATION

*Please consider taking action to make your family safer . . .*

- **Install carbon monoxide (CO) detectors in your home!**  
State law requires CO detectors in every home. Detectors must be installed within 10 feet of each bedroom door and on each habitable level; all must have battery back up. We recommend locating a detector in unfinished basements as well. Contact us for additional information.
- **Install and maintain smoke detectors throughout your home!**  
Test your smoke detectors regularly and replace them every 5 years (or less), even if

they appear to work properly. Environmental exposure to dust and moisture can reduce a detector's effectiveness. We can test your detector's operation free of charge.

- **Take advantage of our “File for Life” program!**

If you need to call our ambulance service, having current medical information available helps us to provide better care. Our “File for Life” program allows you to keep medical information available in a red pouch affixed to your refrigerator with a magnetic backing; these are available free at the fire station.

- **Please post your house number!**

Town regulations require the use of house numbers. If your number can't be seen from the street, a sign must be placed near the driveway or road entrance. Trim any foliage that might obstruct your number from view. If you have detached structures, such as a guest cottage or other habitable space on your property, a separate house number may be necessary. We can provide more specific information in accordance with the town's house number regulations.

- **Maintain adequate access to your property!**

Tree limbs and brush overhanging driveways on private roads can delay or prevent us from reaching your home quickly. Our fire apparatus is larger and wider than the average passenger vehicle and requires more overhead room; damage can occur when clearance is not sufficient. We can furnish information on how to provide adequate access to your property.

- **Install a lock box if you have a medical or fire alarm!**

If you have a fire and/or medical alarm, live alone or live away part of the year; you may want to consider using a “lock box”. Lock boxes securely store keys to your property for responders to use in an emergency. Information is available at the fire station. Residents with fire and/or medical alarms are requested to update contact and other information.

**Cotuit Fire, Rescue and Emergency Services**  
**Department Roster & Years of Service**

As of June 30, 2019

Rhude, Paul	Fire Chief/EMT	31 years
Pouliot, Joseph	Fulltime Lieutenant/EMT	36 years
McNamara, William	Fulltime Lieutenant/EMT	20 years
Lyons, Brent	Fulltime Lieutenant/EMT	17 years
Amento, John	Fulltime Lieutenant/EMT	13 years
Clark, Shane	Fulltime EMS Officer/Firefighter	15 years
Emerson, Peter	Fulltime Firefighter/Paramedic	8 years
Daly, Kellen	Fulltime Firefighter/Paramedic	7 years
Marczely, Hal	Fulltime Firefighter/Paramedic	7 years
Anderson, Erik	Fulltime Firefighter/Paramedic	7 years
Williamson, Douglas	Fulltime Firefighter/Paramedic	5 years
McPherson, Jeremy	Fulltime Firefighter/Paramedic	9 years
Staggs, Casey	Fulltime Firefighter/Paramedic	6 years
Lee, Brian	Call Firefighter/EMT	3 years
Gardiner, Christian	Call Firefighter/EMT	1 year

\*(Time shown is cumulative for those members with both part time and full time in the Fire Service)



Cotuit Fire District  
Department of Fire, Rescue  
and Emergency Services



## Mission Statement

**To provide the village of Cotuit with the highest quality of Fire, Rescue and Emergency services through personnel who are prepared and equipped to function in a safe, prudent and compassionate manner.**

In order to accomplish our mission, we shall . . .

- Provide training and education to personnel so that they may have the necessary knowledge and skill to provide the best possible service.
- Furnish well-maintained tools and equipment for personnel to accomplish their tasks in a safe and efficient manner.
- Encourage personnel to participate in the growth and development of the department.
- Offer education and information to the public to increase awareness improve personal safety and reduce unnecessary loss and suffering.
- Act in a responsible manner with respect to financial and administrative decisions using good judgment and appropriate business practices.
- Be a resource to assist our residents and visitors in time of need.
- Strive to be a valued and respected member of the community.

# **Cotuit Fire District - Fire, Rescue and Emergency Services**

## **Partial List of Services**

### **Emergency Medical Services (EMS):**

- Basic and Advanced Life Support Treatment and Transportation
- Response to Medical Alarms and verifying the well being of residents.
- Response to Motor Vehicle and related accidents requiring EMS services.
- First Aid and advice including medical information and referral for non-life threatening problems.
- Blood Pressure screening offered both in station and in the community.
- Marine rescue (ocean and inland waters) for boats/persons in trouble and coordination of efforts with the Coast Guard and other agencies.
- Response to ice rescues and “unusual” situations which require specialized techniques and equipment.

### **Fire Suppression and Hazardous Materials:**

- Response to and containment/extinguishment of home, vehicle, boat, woodland, equipment and other types of fire.
- Response to and mitigation of hazardous conditions including hazardous materials incidents and unsafe conditions.
- Response to automatic fire, smoke, carbon monoxide and other related detection devices while providing assistance to the owner/occupant.

### **General Emergency and Non Emergency Services:**

- Investigate and assist in a variety of public concerns including Carbon Monoxide alarms, equipment malfunctions, water leaks, gas/electric/utility problems, and other public safety matters.
- Provide assistance to other agencies including police, water dept., local, state, and federal agencies and other fire departments.
- Enforce local, state and federal laws where applicable including mandated fire prevention laws/regulations and open burning laws.
- Conduct various safety inspections of homes and businesses; offer advice and information on a variety of safety concerns.
- Conduct inspections and issue permits for smoke detector installations, fuel storage (liquid and gas), and compliance inspections, and other areas as provided by fire prevention and building code regulations.
- Provide emergency standby and/or response for special events, natural disasters and during peak periods of emergency activity.
- We respond to the public’s need whenever our resources and personnel may be of assistance, emergency or non-emergency, day or night, often when other agencies or departments have said “no” or are unable to help.

*Committed to improving the quality of life in Cotuit by working to provide professional fire, rescue and emergency services . . . we are “few serving many!”*

## Report of the Board of Water Commissioners

### Fiscal Year 2019

To the Citizens of the Cotuit Fire District:

In FY 2019, the Cotuit Water Department delivered 205,445,000 gallons of drinking water to 2,333 homes, businesses and public buildings. The water quality is analyzed at a state certified laboratory on a monthly basis and the water quality continued to exceed all state and federal standards. Drinking Water Quality Reports were sent to every home in the Fire District. Additional copies of the report are available at the Water Department Office. The report can also be viewed online at [www.cotuitfiredistrict.org/waterdepartment](http://www.cotuitfiredistrict.org/waterdepartment).

We continue to replace old and high use meters in the district. This ongoing program replaces old, functionally obsolete meters with more accurate models that use the latest technology for measurement and reading. Meters that have processed more than 1,000,000 gallons of water or are more than 10 years old are proactively replaced.

The department conducted regularly scheduled maintenance along with service installations and emergency repairs throughout the past year. The annual flushing program was completed in the spring and preventative leak detection, maintenance and master meter calibration was done on the water mains and at all 5 pumping stations. We expect to provide better education for residents about what they should do when flushing is scheduled for their area.

In May 2019 the District elected Mr. Scott Horsley to serve as Water Commissioner through June 2022. Mr. Horsley replaced Mr. Donald Campbell who retired from serving after two three-year terms, Don provided invaluable time and expertise for the Department. As we noted in our farewell letter to him, "The water department has made great strides under your leadership. The second of our two new water towers came on-line during your tenure. We added critical security and treatment processes. We completed an exhaustive new employee manual. We conducted a forestry management plan for the wellfield. Your keen eye on budgetary oversight assured the ratepayers that they were getting their money's worth without excess. Most recently, you led the charge to ensure that the water service was self-supporting through the rate study and adoption of its conclusions, in a way that has garnered support from the residents.

Through all of the meetings, hearings, drop-in staff visits, and interactions with other officials and the public, you have kept a firm, reasoned and approachable demeanor as your sensible way of doing the district's business. We always knew that you had what was best for the people of Cotuit in your heart."

In 2017, district voters approved \$25,000 for a Cost of Service and Water Rate Study. This study was contracted and awarded in March 2018 and presented to the public prior to the 2019 District Annual Meeting; it is available on our website at [www.cotuitfiredistrict.org/waterdepartment/waterrates](http://www.cotuitfiredistrict.org/waterdepartment/waterrates). The purpose of the report was to analyze the current true cost of water operations and recommend water rates that more fairly represent the service and variable water volumes used by ratepayers. New, higher rates were voted in by the Commissioners for FY2020, including a new meter fee of \$20 per year which

will be used as part of a stabilization fund for capital improvements of the Department. We hope that all water users will continue to conserve our sole source aquifer in Cotuit.

In 2018 District voters approved \$470,000 for a SCADA/Security System upgrade. The upgraded SCADA System includes computers, cameras, software and fiber communication cables that will assist staff with the highest quality monitoring system available to us.

Water Department staff continues to develop expertise. In FY19, operators Matthew Dwyer and James Gallagher had their licenses approved for Distribution Level 2. We were pleased to hire Sean Bergman of Pocasset as our new Assistant Superintendent. Sean's experience and expertise has already led to some innovations in operations and efficiency.

Our goals for the coming year include the study of an irrigation policy and a treatment plant. We will be cleaning the West Street water tower, and cleaning up and replanting the cleared half-acre at 414 Main Street, as the temporary cell tower array has moved onto the permanent monopole. We will be monitoring the impact of the revised water rates for trends in volume and pricing.

The commissioners would also like to acknowledge the hard work and dedication of our Water Department Staff, who are on call 24/7, to ensure the effective and efficient delivery of high-quality drinking water and exceptional service to the residents of the Cotuit Fire District. Our mission is not only to provide quality drinking water for today's use, but to plan for the future needs of the village. We are constantly assessing our infrastructure, our well-fields and our facilities to ensure that we can continue to meet the water needs of the village. It has been our pleasure to serve you over the past fiscal year.

Respectfully submitted,

Mark Robinson, Chairman

Tom Hoppensteadt, Commissioner

Scott Horsley, Commissioner



COTUIT FIRE DISTRICT  
POST OFFICE BOX 1475  
COTUIT, MASSACHUSETTS 02635