

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
Freedom Hall
COTUIT, MA 02635
January 22, 2025**

The meeting was called to order by Mark Lynch on January 22, 2025, @6:00pm via ZOOM.

Mark led the Committee in the Pledge of Allegiance.

Mark did roll call:

Present: Seth Burdick, Mark Lynch, Fran Parks, Ray Pirrone, and Charlie Eager

Public Comment:

- Carol Zais – commented that there isn't an updated agenda

Treasurer's Report

- Ray stated that halfway through the year was disappointing on revenue but satisfactory on expenditures
- Short on both tax collections (43% - \$273,000.00 short of December target) and Water Dept. is 28% (short \$212,000.00).
- Tax bills for new tax year just went out a few weeks ago and usually generate an influx of receipts which should put the budget back in line by end of February. About \$229,000 collected this month.
- No need to be overly concerned until end of February, which is when it should be in balance.
- Fire Dept. is on budget
 - \$128,000 in grants from both FEMA and State Grants
 - Will be reclassified and have a clearer picture of expenditure from general fund to special revenue.
 - Interest in non-operating cash balances which offsets the lower interest and earned around \$34,000.00 in the first ½ of the year in interest income in General Fund
 - Overall revenue is down - \$291,000.00 short
- Annual one-time expenditures:
 - Insurance
 - Retirement
 - Licensing
 - Communications
- Amount that Prudential intends to borrow on behalf of the Fire Department is \$1.3M
- Nothing of concern on the Expenditure side and fingers crossed on Revenue side.

Cotuit Elementary School Feasibility Study

- Only one RFP
 - Revised/simplified the RFP language under advice from Procurement Advisor
 - Sent out to three (3) different entities
 - Habib & Assoc.
 - Too busy to undertake the work in the allotted time
 - Catalyst
 - Tighe & Bond (Coastal Engineering) / ICON proposal
 - ICON responded 01.21.2025
 - ICON Architecture/Tighe & Bond
 - Mark's view of the proposal
 - On two occasions have undertaken the assessment on abandoned school buildings and given a proposal on how much it would cost for that building to become a public community centers (and cost).
 - They understand that the primary goal is to determine cost and what it would take to bring building up to code and what would it take to become a community/rec center.
 - Heavy on-site planning and landscape design
 - Not in the Special District warrant
 - Seth stated that the price is within the budget
 - Fran wanted to remind that Tighe and Bond has worked with the Water Dept for years and will be interesting in what they come up with
- Mark asked Jannelvy Martinez if she thinks economically and within the budget, how would they engage?
 - She agreed that the Tighe & Bond proposal is satisfactory and that they did their due diligence in sub consultants. She suggests moving forward with either negotiations or if a meeting for confirmation is the next logical step.
- Mark asked Jannelvy how to move forward?
 - Jannelvy stated that she would respond/email to Tighe & Bond on 01.23.2025 and wants to move forward with a contract. She stated that the Prudential Committee to provide a draft contract
- Mark stated that he was fine with Jannelvy drafting that email to Tighe & Bond and would like to get them on board and into the building asap.
 - Jannelvy asked if there is any standard contract language (which is what she does at a municipal level).
 - Fran stated that there were contracts from a very long time ago when there were contracts for heating in Freedom Hall.
- Mark made the motion and moved that the Prudential Committee proceed and move forward with the proposal submitted by ICON/Tighe Bond architecture for the Cotuit Elementary School Feasibility Study and the quoted price is \$122,195.00 as amended. Fran seconded. Roll call. Mark Lynch aye-.

- Ray stated 21-17 Warrant.
- Mark moved to proceed under Warrant 21-17 to authorize \$122,000 (and change) expenditure to ICONs/Tighe Bond Architectural firm to proceed with their proposal for the Cotuit Elementary School Feasibility study and proceed to contract on that proposal.
 - Fran seconded the motion. All in favor.
- Seith asked if the committee should talk to Mark Beaudreault and said that he would call him on 01.23.2025.
- Lisa Haven stated that Patty Daly (public comment) said that Article 21-17 is superseded by the May 24 SDM vote.
 - Fran stated that it was not in terms of the money.
 - Mark stated that they want to cite the authority that the Committee has to spend the money
 - Special District warrant 21-17 gives them the authority to spend.
- Mark stated that the proposal should go on the website and Jannelvy stated that it is ok to go on the website and be public and firms should be involved
 - Mark asked Jannelvy to draft the email to Ned Collier at ICON and ask that a contract be signed asap
- Fran asked if Jannelvy has a sample contract, that would be helpful
- Jannelvy stated that she can find and provide a design contract example
- Mark asked Lisa if she could post the ICON response to the website
 - Fran stated that it was an RFQ

Public Comment

- Patty Daly asked about 21-17 and wanted to point out that both the zoom and in-person agenda was posted on the CFD website (after seeing people turning around in the Freedom Hall parking lot)
- Carol Zais stated that water and fire has started next year's budget and wanted to put in a request that money be put into the WiFi system for budget consideration
- Carol Zais asked if someone could be appointed to help with Freedom Hall assistance
 - Fran stated that she would be back to doing the Freedom Hall assistance in a few weeks
- Lisa Haven stated there was an AP Warrant coming out and Treasurer was going to discuss the refund requested from the Town of Barnstable for real estate taxes in the amount of \$14, 934.29
 - Ray stated that he received a request from the Town of Barnstable for reimbursement approximately \$15,000.00 for refunds to reimbursement – these are corrections (not refunds) to the postings that the Town has made to split the receipts between the town and Community Preservation Act fund.
 - Ray stated that every 6 months, the systems are rerun and there is a different result from two systems. Their response has not had a great deal of clarity. There is a \$15,000.00 hit to the revenue that Ray stated that he would be booking. He stated that he does not want to delay it because the last time it was delayed, they ended up delaying the payments for the lien and it was affected and not included in free cash.
 - He is going to process the payment in the next regular warrant unless otherwise directed.

- Seth asked if this was the smallest one that has been received?
 - Ray answered that it was and usually the 1st half of the year is smaller than the 2nd half of the year.
- Seth asked if they've communicated a reason why the discrepancy?
 - Ray answered that he received a chart with arrows and circles.
- Seth asked Ray if he thought it might be helpful if he spoke with them directly as the Town Counselor?
 - Ray answered that Seth could try and thanked him for trying and posed the question, "1. Why two systems using the same input come up with a different answer (without either of the systems having a problem? 2. why is the result of this comparison always in favor of the Town? 3. Why is the 2nd half of the year so disproportionately higher than the 1st half of the year?" The UNIS system is different than the in-house system.
- Seth asked Ray to send him an email with the relevant information and he would talk to Sean O'Brien.
- Ray stated that his Outlook emails no longer can send emails from his account (outlook.com and Hotmail.com). Secure Networks cannot figure out why that is (they do not have access to outlook) so he will be changing his email within the next month.
 - Lisa Haven stated that Microsoft 365 changed their rules regarding forwarding in company emails to external ones.

Minutes from previous meeting

- Not discussed

Mark stated that since there was no more business to discuss, he would accept a Motion to Adjourn. Fran stated so moved. Seth seconded. All in favor.