

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
FREEDOM HALL
COTUIT, MA 02635
October 28, 2024**

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

The meeting was called to order by Mark Lynch on October 28, 2024 @6pm.

Mark led the Committee in the Pledge of Allegiance.

Mark did a roll call of the members.

The following people answered as a present:

Mark Lynch
Seth Burdick
Ray Pirrone
Charlie Eager
Fran Parks (via ZOOM)

Public Comment:

- Patty Daley
 - Questioned whether there is an updated draft of RFP
 - Mark answered that Consultant Jannelvv Martinez is working on it (minor changes) and non-minor changes, then they will be discussed. It should be done within a week or two.

Cotuit School Property

- Mark stated that 1st Order of Business is the Approval for RFP regarding the demo and renovation demo for renovation study that was mandated by a vote at the SDM
 - Issues that need to be addressed:
 - The committee added an anticipated study completion date is in there as February 2025. Getting it out for bid soon and leaving 1 month for people to make their proposals (beginning of December). Committee – hopefully – would get turnaround soon thereafter.
 - Ms. Martinez stated that the timeframe is a little tight with the holidays, however, it puts people on notice that the Committee is looking for something quickly.
 - Mark stated that February 28, 2025, be the deadline.
 - Seth stated that the date was reasonable.
- Mark asked Ms. Martinez to explain why the final work should not be posted publicly.
 - Ms. Martinez stated that when working in Chapter 30b specifically Section 6 Request for Proposals, the premise of the work and Law is to create fair, open, competitive

bidding to make sure that all vendors have the ability to respond in a timely manner. The committee should only release the information that they have to bid on at the same time, on the given date.

- Mark stated that he would like to follow Ms. Martinez's recommendation.
 - Mark stated that he would like to delete that language regarding "evaluate how use of an innovative alternative IA n-site septic system could increase pollutant removal rates" and instead use the language, "evaluate how use of an innovative alternative IA n-site septic system." Seth and Fran agreed.
 - Fran asked if water quality testing will still be done?
 - Mark answered no.
 - Mark stated another possible change regarding various renovation possibilities but did not indicate at all for what purpose.
 - Mark stated that the committee is not advocating any use of the materials on the website.
- Mark made a motion to approve the draft (with amendments discussed 10.28.2024). Seth seconded. All in favor.
 - Mark asked Ms. Martinez for the to-do list:
 1. Access on Secretary of State website bulletin for "Goods of Services" and post a link to access the RFP (bulletin that goes out to any registered vendors or proposers that get RFPs over \$100k statewide). This means that the Prudential Committees proposal would be on the header of the bulletin for Monday morning.
 2. Ideally, Lisa will post it on the Cotuit Fire District website. Mark asked Jannelvy where on the website it needs to be posted and it will be ready to go at 9am on 11.04.2024
 3. Place the legal ad in CCT and it be posted in CCT on Monday, 11.04.2024 (legal statute is two (2) weeks before the due date). Jannelvy has the ad ready to be posted.
 4. CommBuys account to be set up by Mark with Jannelvy.
 5. RFPs will be sent to Cotuit Fire Department, ATTN: Mark
 6. Everything must be sealed until December 4, 2024, 11am. Then, on that date, everything will be recorded, written that "proposal was received" and will be kept sealed.
 7. Jannelvy will distribute evaluation packets prior to the executive session.
 - Go-live will be Monday, November 4, 2024, at 9am.
 - The deadline for questions is November 13, 2024. Questions will be posted as an addendum.
 - The day that it is due, they are picked up.
 - RFPs are not allowed to be opened publicly.
 - Evaluation process is a closed meeting.
 - The contract award and/or interviews are the only public viewing.

Treasurer's Report

FY24

- Short \$2,000.00 in revenue but made up in a grant.
- Collections are slower relative to the budget
 - Temporary situation
 - Down \$64,000.00 overall but is not significant when looked at overall
- Interest is continued strong
- Grant could be moved out of the general ledger fund and moved to special revenue fund
- The annual retirement fund in August is under the expenditure target for the 1st.
- Funds are all reconciled
- Adjustments need to be made in general funds.
- Seth asked about the cash and investment balances and requested that Ray explain line-by-line.
 - Ray explained each line

Accepting past minutes

- May – September 2024 Minutes
 - May 22, 2024, Minutes
 - “Concerned Citizen” was Matt Dwyer of Water Department
 - “Article 10” has to do with the Water Department
 - May 13, 2024, Minutes
 - Mark moved that it be accepted, Seth seconded. All in favor.
 - June 24, 2024, Minutes
 - Name misspellings
 - Mark will correct the subject to those changes, Mark moves to approve June 24, 2024 draft Meeting Minutes. Seth seconded. All in favor.
 - July 22, 2024, Minutes
 - Clerk's name needs to be corrected
 - Mark will include reference to PayChex issue
 - Mark will separate out regarding Mike Daly and Andrew reference in minutes
 - Mark moves to approve July 22, 2024, Meeting Minutes. Fran seconded. Seth abstained because he was not there.
 - August 26, 2024, Minutes
 - Ray stated that it should be “401A”.
 - Ray stated that it should say “certain pension payments as a 401A tax entity”
 - Name misspellings
 - Report name misspellings
 - Fran wants to move “present” to before the roll call.
 - Mark moved to approve the draft minutes with changes as discussed. All in favor.
 - September 24, 2024, Minutes
 - Mark stated that in the first paragraph should say “submit to the state”

- Ray stated that on the second bullet point should state “any and all expenditures will need to be reviewed by prudential committee and documented”
- Fran wants to move “present” before the roll call and Charlie was at the meeting but was not included.
- Mark moved to approve September 24, 2024, meeting minutes. Seth seconded. All in favor.

Fran made the comment that another window has been broken at the school and she has asked Mr. Kerr to board it up.

Public Comment:

- Carol Zais commented that the Fire Department website has a section called “Bids and RFPs” describing what the Prudential Committee is planning on doing.
 - She suggested that the Prudential Committee look at it and mimic it.
- Patty Daly had a question regarding the evaluation of the responses. Her understanding is that the Evaluation Committee should have people from the Ad Hoc Committee join.
 - Jannelvy stated that it is up to the Prudential Committee on how they want to structure the Evaluation Committee.

Mark made Motion to Adjourn / Seth seconded – all in favor