

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
ZOOM and IN PERSON
Freedom Hall
COTUIT, MA 02635
June 22, 2026**

The meeting was called to order by Chair Mark Lynch at 6:00 pm on June 22, 2026.

Pledge of Allegiance & Roll Call

Chair Lynch led the Pledge of Allegiance and conducted roll call:

Commissioners present in person: Mark Lynch, Seth Burdick, and John Havel.
Also present: Treasurer Ray Pirrone and Assistant Treasurer/Clerk Ryan Ouellette.

Public Comment:

During public comment, Patty Daly commented on absentee ballot procedures and public records requirements. Carol Zais commented on historical district records and digitization efforts, a proposed monument project, and district communications.

Meeting Minutes Approval:

MOTION: To approve the meeting minutes of May 18, 2026.

Motion made by: Seth Burdick Seconded by: John Havel

Motion passed unanimously.

Water Department Accumulated Sick Day Funding

The Committee discussed a proposed approach to address potential unbudgeted Water Department accumulated sick leave payouts. Mr. Pirrone explained that, as a short-term solution, the Water Department could utilize its existing Stabilization Fund to cover any unanticipated sick leave reimbursement obligations, subject to Water Department approval. As a long-term solution, he proposed establishing a dedicated Water Department Stabilization Fund for accumulated sick leave reimbursements and funding the liability over time through the budget process.

Committee members discussed the proposal and agreed it warranted further consideration. Mr. Pirrone indicated that he would consult with the Water Department regarding the proposed use of stabilization funds. The matter was continued pending consultation with the Water Department and will be placed on a future agenda for further discussion.

No vote was taken. Matter continued to a future meeting.

School Demolition Update

Joe Sullivan of LeftField Project Management, accompanied by Kaylee Gallow and Kevin Sullivan, provided an update on the school demolition project. It was reported that asbestos abatement activities had been completed, including work within the building and on exterior materials. Utility disconnects had been completed, demolition permits had been applied for, and final permit approval was expected shortly. Demolition of the 1970 addition and roofing systems was expected to begin once permits were issued and was anticipated to take approximately two to three weeks. Site restoration activities, including planting and seeding, would follow demolition and were anticipated to be completed within several weeks thereafter. It was further explained that the contractor would be responsible for establishing and maintaining the landscaping, including watering and monitoring plant growth, for a one-year period as required by the contract.

The Prudential Committee discussed the anticipated timeline for demolition, site restoration, and landscape maintenance.

No action was taken.

Review of Annual District Meeting

Moderator Lally Lloyd reviewed the recent Annual District Meeting with the Committee and requested feedback regarding meeting logistics, including voter check-in, documents provided to voters, voting procedures, and overall meeting flow. The Committee discussed the process used during the meeting, including the time allotted to each board or committee to address voters, the manner in which questions from voters were handled, and whether additional clarification should be provided regarding warrant articles and financial recommendations.

Discussion included the Prudential Committee's role in reviewing and making recommendations on financial matters before the District and how that role should be communicated to voters during the Annual District Meeting. The Committee discussed whether voters may benefit from additional context regarding warrant articles, budgets, and recommendations before and during the meeting. Ms. Lloyd acknowledged the feedback and stated that she would consider it when preparing for future Annual District Meetings.

Ms. Lloyd stated that she regretted not acknowledging former Clerk Charlie Eager's years of service to the District during the Annual District Meeting.

The Committee also discussed ways to improve public communication in advance of future Annual District Meetings, including whether additional explanatory information could be provided with the warrant or budget materials. Other logistical matters discussed included the meeting location, potential reimbursement of costs incurred by the host location, and opportunities for voters to provide additional feedback.

Ms. Lloyd also discussed appointments to the Bylaws Committee and Policy Advisory Committee. She stated that Patty Daly would continue on the Bylaws Committee and serve as chair until the committee meets and determines its chair. The Committee discussed Prudential Committee representation on the Bylaws Committee and Policy Advisory Committee.

CFD Website

Mr. Havel reported that the District's new website is now live. He stated that historical meeting records and existing content had been migrated to the new platform and that additional improvements had been made to the site's organization, accessibility, and functionality. While some additional refinements remain in progress, the website is fully operational and District personnel responsible for maintaining website content have been provided with documentation and training resources.

Mr. Havel noted that the District now has full control over website hosting, content management, and future development. He stated that website accessibility improvements will continue, including efforts to improve the accessibility of posted documents.

The Committee discussed providing a more detailed website demonstration at a future meeting to review new features, site navigation, and ongoing enhancements. The matter will be placed on a future agenda for further discussion.

No action was taken.

Treasurer's Report

Mr. Pirrone reported that District revenues remained strong and were projected to exceed budgeted amounts, even after the reclassification of certain grant, insurance, and reimbursement revenues to Special Revenue Funds. He stated that the Prudential Committee, Fire Department, and Water Department budgets were all projected to finish the fiscal year at or below budget, with grant and insurance revenues offsetting certain Fire Department expenditures. He noted that Freedom Hall salaries were projected to exceed budget by approximately \$1,500 and that street light expenses were projected to exceed budget by approximately \$5,500 due primarily to storm-related repairs. He recommended transfers from the Reserve Fund to address these anticipated deficits. He also reported that employee benefit expenses would require additional review to determine whether a transfer would be necessary before year-end.

He reviewed the status of the District's stabilization, capital, and special revenue funds, noting that available cash balances continued to be invested in short-term Treasury bills to maximize interest earnings. He further reported that expenditures for the school demolition project and fire station project remained within authorized funding levels and that significant project-related expenditures were anticipated in the coming months.

Overall, he reported that District finances remained in a strong position as the fiscal year approached its conclusion.

MOTION: To authorize the Treasurer to transfer \$1,500 from the Reserve Fund to the Freedom Hall Salary Account and \$5,500 from the Reserve Fund to the Street Light Maintenance Account to address projected year-end budget deficits.

Motion made by: Mark Lynch

Seconded by: Seth Burdick

Motion passed unanimously.

Public Comment

Adam Zais commented on the District's newly launched website and thanked Mr. Havel for his work on the project.

Carol Zais thanked the Committee for utilizing microphones during meetings and inquired about the status of historical District records and digitization efforts. A brief discussion followed regarding the location and preservation of historical District records. Ms. Zais also commented on attendance at Annual District Meetings and opportunities to increase public participation and communication prior to future meetings.

Committee Reorganization

Election of Chair

Following the Annual District Meeting, the Committee conducted its annual reorganization.

MOTION: To elect Mark Lynch as Chair of the Prudential Committee.

Motion made by: Seth Burdick Seconded by: John Havel

Motion passed unanimously.

The Committee then briefly discussed community outreach efforts, including the history of candidate and budget informational meetings and opportunities to provide additional information to residents in advance of future Annual District Meetings.

Matters not reasonably anticipated by the Chair

Committee members discussed several potential initiatives for consideration during the coming year. Topics included reviewing District bylaws, election procedures, and governance practices to ensure consistency with current requirements and operational needs; evaluating whether an updated governance study may be warranted; developing financial policies and long-range budgeting guidelines to assist with future planning; and increasing coordination among District boards and committees regarding operational and capital planning. The Committee also discussed the unique nature of fire district governance and election procedures and discussed whether a review of existing bylaws, policies, and practices would be beneficial.

No action was taken.

Adjournment

MOTION: To adjourn.

Motion made by: Seth Burdick Seconded by: Mark Lynch

Motion passed unanimously.

The meeting was adjourned at approximately 7:29 p.m.

Respectfully submitted,

Gina Gonsalves

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