

COTUIT FIRE DISTRICT



ANNUAL REPORTS

F.Y. '88

COVER PHOTO

View from the site of the present library facing south
Approximately 1875

(Photo courtesy of the Cotuit Historical Society)

REPORT OF THE CLERK

COTUIT FIRE DISTRICT

Annual Meeting

May 25, 1988

In accordance with the foregoing notice and the by-laws of the District, the annual meeting of the Cotuit Fire District was held in Freedom Hall, Main Street, Cotuit, Wednesday, May 25, 1988. Election of District officers took place from four to seven PM, and the results were as follows:

	Votes received
Treasurer for three years William P. Godley*	42
Prudential Committee Member for three years Jack A. McCullough*	45
Fire Commissioner for three years Robert W. Eldred*	45
Water Commissioner for three years John N. Anderson*	45

The meeting was called to order by the Moderator at 7:30 PM. The Clerk read the call of the meeting and the return of same. Tellers were appointed and sworn in. The following action was taken.

Article 1: Upon motion duly made and seconded, it was voted to authorize the Treasurer, with the approval of the Prudential Committee, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1988, in accordance with the provisions of the General Laws, Chapter 44, Section 4; and to issue a note or notes therefore, payable within one year; and to renew any note or notes as may be given for a period of less than one year in accordance with the General Laws, Chapter 44, Section 17. (Unanimous)

Article 2: Upon motion duly made and seconded, it was voted to authorize the Treasurer to enter into compensating balance agreements during fiscal 1989, as permitted by General Laws Chapter 44, Section 53f. (Unanimous)

Article 3: Upon motion duly made and seconded, it was voted to accept the reports of the officers and committees of the District as printed. (Unanimous)

*Elected

Article 4: Upon motion duly made and seconded, this motion, to act upon the accounts of all persons to whom the District may be indebted, was indefinitely postponed, there being no unpaid bills. (Unanimous)

Article 5: Upon motion duly made and seconded, it was voted to set the annual salaries of the elected officials as follows:

- a. Clerk -- \$650.00
- b. Treasurer -- \$3,000.00
- c. Prudential Committee Members -- \$750.00
- d. Members of the Board of Fire Commissioners -- \$750.00
- e. Members of the Board of Water Commissioners -- \$750.00
- f. Moderator -- \$150.00

(Unanimous)

Article 6: Upon motion duly made and seconded, it was voted to raise and appropriate \$27,000.00 for the expenses of the Financial Department. (Unanimous)

Article 7: Upon motion duly made and seconded, it was voted to raise and appropriate \$15,000.00 for group insurance. (Unanimous)

Article 8: Upon motion duly made and seconded, it was voted to raise and appropriate \$16,940.00 for the Barnstable County Retirement assessment. (Unanimous)

Article 9: Upon motion duly made and seconded, it was voted to raise and appropriate \$147,417.00 for notes and interest. (Unanimous)

Article 10: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$8,500.00 for the maintenance and operation of Freedom Hall. (Unanimous)

Article 11: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$25,500.00 for the purpose of lighting the streets of the District for the fiscal year beginning July 1, 1988. (Unanimous)

Article 12: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$1,500.00 for the maintenance of the Cotuit Library. (Unanimous)

Article 13: Upon motion duly made and seconded, it was voted to raise and appropriate \$3,000.00 for the purchase and installation of eight combination storm windows and the purchase of additional replacement chairs for Freedom Hall. (Unanimous)

Article 14: Upon motion duly made and seconded, it was voted to instruct the Prudential Committee to petition the

Legislature of the Commonwealth of Massachusetts on behalf of the Cotuit Fire District in order to amend the enabling legislation of said District, Section 1, in such a way as to provide a clearer, and more appropriate, definition of the territory which makes up the Cotuit Fire District, and further, to authorize the Prudential Committee to prepare or have prepared any other documents and/or maps which may be required for said petition, and to raise and appropriate \$1,000.00 for costs associated with said document/map preparation. (Unanimous)

Article 15: Upon motion duly made and seconded, it was voted to instruct the Prudential Committee to petition the Legislature of the Commonwealth of Massachusetts on behalf of the Cotuit Fire District in order to amend the Enabling Legislation of said District, Section 5D, in such a way as to provide for a Water Loan Bonding Limit of \$1,500,000.00 in place of the present \$150,000.00 limit which was provided for in the Acts of 1935, and further, to authorize the Prudential Committee to prepare or have prepared any other documents which may be required for said petition, and to raise and appropriate \$500.00 for costs associated with said document preparation. (Unanimous)

Article 16: Upon motion duly made and seconded, it was voted to transfer and appropriate \$10,000.00 from free cash to be applied to the Fiscal Year 1988 Reserve Fund. (Unanimous)

Article 17: Upon motion duly made and seconded, it was voted to transfer and appropriate \$11,056.00 from free cash to be applied to the Land Purchase Account voted in Article 24 of the Annual District Meeting held on May 28, 1986. (Unanimous)

Article 18: Upon motion duly made and seconded, it was voted to change the hourly rate of pay for call firefighters and officers to a pay scale of between \$8.00 and \$12.00 per hour based on length of service, level of skill, and rank as determined by the Board of Fire Commissioners. (Unanimous)

Article 19: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$223,241.50 for the operation and maintenance of the Fire Department to be apportioned as follows:

Labor and salaries	\$ 153,872.50
Maintenance	18,866.00
Operating expense	49,503.00
Miscellaneous	1,000.00

(Unanimous)

Article 20: Upon motion duly made, seconded, and amended, it was voted to raise and appropriate \$1,500.00 for the removal, disposal, and replacement of one 500 gallon underground fuel tank, located at the fire station, as required by Town of Barnstable Board of Health Regulations. (Carried)

Article 21: Upon motion duly made and seconded, it was voted to establish a Rescue Boat Replacement Fund for the purpose of replacing the current rescue boat with funds made available through a donation from the Cotuit Firemen's Association; and further, that the Fire Commissioners be authorized to dispose of one 13-foot Boston Whaler boat with engine and trailer, either by outright sale, with proceeds being deposited to this account, or by trading in and applying the proceeds of such trade to the purchase of the new boat, whichever is deemed to be in the best interest of the District. (Unanimous)

Article 22: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$3,500.00 for the purpose of replacing eight pocket pagers for the Fire Department. (Unanimous)

Article 23: Upon motion duly made and seconded, it was voted to raise and appropriate \$12,000.00 to purchase large diameter fire hose and appliances for the Fire Department. (Unanimous)

Article 24: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$2,500.00 for a feasibility study of the fire station for possible future renovations and/or alterations. (Unanimous)

Article 25: Upon motion duly made and seconded, this article, "to raise and appropriate a sum of money to make necessary repairs to the fire station which will include some or all of the following:

- Repair/replacement of doors and windows
- Power cleaning of exterior shingles and trim
- Repair/replacement of damaged shingles and trim
- Staining of exterior shingles and trim
- Repair/resurfacing of apparatus floor
- Repair/modifications to electrical service
- Replacement of heating system

Said work shall not be completed until consultation with the firm engaged in completing the feasibility study and will be expended under the direction of the Fire Commissioners.", was indefinitely postponed. (Unanimous)

Article 26: Upon motion duly made and seconded, it was voted to authorize the Fire Commissioners to dispose of outdated or unusable property, consisting of two steel air cylinders, 2016 psi; one aluminum tank and pump unit; one Comco portable radio, #134532; two 2-1/2" x 2-1/2" Wye adapters; two 1-1/2" fog nozzles; sixteen lengths of 3" double jacket hose; thirty lengths of 2-1/2" double jacket hose; three Regency tone radios (#243563, #245778, #346571); and six turnout coats, with the proceeds of any such sale to be returned to the general fund. (Unanimous)

Article 27: Upon motion duly made and seconded, it was voted to raise and appropriate:

a. \$20,000.00 for the Water Department for service connections;

b. \$181,063.00 for the operation and maintenance of the Water Department to be apportioned as follows:

Labor & Salaries	\$99,385.00
Maintenance	19,500.00
Operation expense	57,178.00
Miscellaneous	5,000.00

for a total appropriation of \$201,063.00, and that the receipts and revenues of the Water Department be applied to these accounts. (Unanimous)

Article 28: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$16,000.00 for the purchase of one new 3/4-ton four-wheel-drive truck with utility body; and to further authorize the Board of Water Commissioners to dispose of one 1984 Chevrolet Fleetside truck, model #CK20903, either by an outright sell, with the proceeds being deposited in the general fund, or by trading in, and applying the proceeds of any such trade to the purchase of said new truck, whichever they deem to be in the best interest of the District. (Unanimous)

Article 29: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$1,895.00 for the purchase and installation of one copier for the Water Department, and to further authorize the Board of Water Commissioners to trade in one Mita 500D copier, with the proceeds of such trade-in to go towards the purchase of said new copier. (Unanimous)

Article 30: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$4,000.00 for the purchase and installation of one heat sensor unit and burglar alarm system, to be connected to the existing telemetry system. (Unanimous)

Article 31: Upon motion duly made, seconded, and amended, it was voted to authorize the Board of Water Commissioners to waive both the \$500.00 capital improvement fee and the cost of installation for water service to the Sons of Italy in exchange for an easement on their property on the western boundary of the radius required for the District's new well, said easement as shown on Lot 25 on a plan entitled "Taking Plan of Land in Barnstable, Mass owned by Cotuit Fire District, dated December 5, 1986, drawn by Whitman & Howard, Inc, Civil Engineers, 45 Williams Street, Wellesley, Mass," said plan being filed with the District Clerk. Said waiver shall not be granted until the new well site is developed. (Unanimous)

Article 32: Upon motion duly made and seconded, it was voted to raise and appropriate the sum of \$12,000.00 to initiate

an engineering evaluation of the corrosivity of water delivered to consumers in order to take subsequent action to comply with State regulations. (Unanimous)

Article 33: Upon motion duly made and seconded, it was voted to raise and appropriate \$150,000.00 for the Stabilization Fund as provided under Section 5B, Chapter 40, of the General Laws of the Commonwealth of Massachusetts. (Unanimous)

Article 34: Upon motion duly made and seconded, it was voted to raise and appropriate \$20,000.00 to a reserve fund. (Unanimous)

Article 35: Upon motion duly made and seconded, it was voted to appropriate and transfer \$50,000.00 in the Treasury toward the tax levy of the fiscal year beginning July 1, 1988. (Unanimous)

Article 36: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting the existing Article II, Section 3, and inserting in place thereof the following: "The Clerk shall give notice of all District meetings by publishing the same in a newspaper printed within the Town of Barnstable, and shall post such notice in the Cotuit Post Office and Cotuit Library, said publishing and posting to be completed not less than seven days prior to the meeting." (Unanimous)

Article 37: Upon motion duly made and seconded, it was voted to amend Article II, Section 4, of the bylaws of the District by inserting the following at the end of the second sentence: ", by filing said petition with the District Clerk before the warrant closes." (Unanimous)

Article 38: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article II, Section 5, and inserting in place thereof the following: "Annual elections by ballot shall be held on the Tuesday preceding the last Wednesday in May of each year. The polls shall be open from 12:00 noon until 8:00 PM. Each candidate for election to a District office shall file nomination papers with the District Clerk, bearing at least twenty-five signatures of qualified voters of the District, at least thirty days prior to the annual election. Thereupon, the Clerk shall have printed ballots prepared in accordance with the General Laws of Massachusetts." (Unanimous)

Article 39: Upon motion duly made and seconded, it was voted to amend Article III, Section 3, of the bylaws of the District by striking the last five words of said article, which read "and according to its order." (Unanimous)

Article 40: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article V, Section 1, and inserting in place thereof the following: "It shall be the duty of the Prudential Committee to insure that

funds, raised and/or borrowed by the District, are expended for the purposes prescribed by the District." (Unanimous)

Article 41: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article V, Section 4, and inserting in place thereof the following: The Prudential Committee shall be responsible for lighting the streets and public ways of the District in an appropriate way. Overriding consideration, in determining the placement of lights, shall be given to street intersections, fire hydrants, and hazardous road conditions." (Unanimous)

Article 42: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by inserting, and appropriately numbering, a new Section at the end of Article V, to read as follows: "No later than February 1st of each year, the Prudential Committee, in cooperation with the Water and Fire Commissioners, shall prepare a report for the Clerk on the status of all articles passed at the previous annual meeting of the District, and the same shall be posted at the Cotuit Post Office no later than said date." (Unanimous)

Article 43: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by inserting, and appropriately numbering, a new Section at the end of Article VI, to read as follows: "The Clerk shall arrange to have all annual and special meetings recorded, shall have these recordings duplicated, and shall cause them to be appropriately indexed and stored." (Unanimous)

Article 44: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article VII, Section I, and inserting in place thereof the following: "The Treasurer shall be bonded as required by state law." (Unanimous)

Article 45: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article VII, Section 2, and inserting in place thereof, the following: "The Treasurer shall keep a regular account of all monies received and expended. At the close of the fiscal year and at such times as the District may require, the Treasurer shall submit a detailed report for each Department citing receipts and expenditures by appropriation." (Unanimous)

Article 46: Upon motion duly made and seconded, it was voted to amend the bylaws of the District by deleting Article V, Section 5, and inserting in place thereof the following: "The Prudential Committee shall be responsible for the maintenance and operation of Freedom Hall. Cotuit and/or non-profit groups, whose activities are consistent with the character of the hall and the village, shall be permitted to use the building and its amenities at no charge. All other users shall pay a reasonable fee based upon schedules that shall be established by the

Prudential Committee. All fees collected shall be returned to the General Fund." (Unanimous)

The meeting then adjourned.

This meeting: Raised and appropriated \$854,056.50
Transferred and appropriated \$71,056.00

Respectfully submitted

LAURIE C. HADLEY, Clerk

REPORT OF THE TREASURER

GENERAL FUND BALANCE SHEET

As of June 30, 1988

ASSETS

Cash		\$ 512,649.00
Petty Cash		100.00
Accounts Receivable		
Taxes - Personal Property	\$ 1,630.77	
- Real Estate	19,488.90	
Tax Title	7,457.00	
Water Liens	1,416.97	
Water Dept Rates & Services	17,752.78	
Total Accounts Receivable		47,746.42
Overlay for Abatement Deficit		<u>1,793.00</u>
Total Assets		<u>\$ 562,288.42</u> <u>=====</u>

LIABILITIES AND RESERVES

Tailings - Unclaimed checks	\$ 606.00
Special Appropriation Balances	103,671.21
Reserved Funds	223,341.14
Surplus Revenue	<u>234,670.07</u>
Total Liabilities and Reserves	<u>\$ 562,288.42</u> <u>=====</u>

GENERAL FUND
CASH RECEIPTS AND DISBURSEMENTS

July 1, 1987, through June 30, 1988

Cash Receipts:

Taxes - Real Estate	\$	428,983.00
Personal Property		1,167.10
Water Liens		917.23
Water Department		
Receipts & Revenue		240,458.74
Basic Use Charge		9,500.00
Capital Improvement		24,000.00
Interest Earned		
General Fund		24,227.80
Stabilization Fund		5,375.99
Other Receipts		6,270.10

Total Receipts

\$ 740,899.96

Cash Disbursements

Fire Department	\$	164,122.40
Water Department		171,306.27
Water Department Extensions		0.00
Street Lights		21,499.34
Notes & Interest		176,097.23
Financial Department		23,891.11
Barnstable County Retirement		12,015.00
Group Insurance		9,948.47
Stabilization Fund		0.00
Freedom Hall - operation		7,097.85
- repairs		3,236.10
Fire Alarm Coverage		5,500.00
Cotuit Library		1,500.00
Interest to Stabilization Fund		5,375.99
Record Storage Room		1,846.22
Fire Dept Computer		3,500.00
PA System		750.00
Ambulance		1,580.98
Protective Clothing		1,800.00

Total Disbursements

\$ 611,066.96

Excess of Receipts over Disbursements

129,833.00

Beginning Cash Balance, July 1, 1987

382,816.00

Cash Balance, June 30, 1988

\$ 512,649.00

REPORT OF THE PRUDENTIAL COMMITTEE

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Prudential Committee of the Cotuit Fire District herewith submits its annual report for the fiscal year ending June 30th, 1988.

The May 1988 District election saw the departure of Agnes Murray, a long time elected official of the Cotuit Fire District. We would like to start our report by thanking Agnes for her years of service to the Cotuit Fire District. Initially Agnes served as the Treasurer of the District and most recently as a member of the Prudential Committee. Her participation in District activities will be greatly missed by those who worked with her.

During fiscal 1988, a major thrust of the Prudential Committee was to enhance the cooperative spirit between the various departments of the District. We feel that the District is now functioning as one organization made up of several operating departments. This greatly improves upon the "us and them" attitudes that had prevailed in the not too distant past. By the implementation of quarterly District officials meetings, and the on-going use of a District-wide capital outlay committee, the Prudential Committee has worked to keep the Water, Fire and Prudential Committee members in constant communication.

During fiscal 1988, the Prudential Committee continued their duties as the administrators of Freedom Hall, handling scheduling, custodial services, and various maintenance activities. In 1988, we re-sealed the floor in the hall and replaced approximately one half of the worn out wooden chairs with more comfortable stacking plastic chairs. In addition plans were made for additional activities and maintenance work in fiscal 1989.

As part of our work program in fiscal 1988, the Prudential Committee supervised the construction of a District records storage room located in the fire station. This room will be used to store a variety of records for all the agencies of the District. This new room will provide a central, organized, and properly maintained storage area for all District records. The availability of this room should provide a more complete set of District records than was possible with the limited storage space that had been available in the past.

The Prudential Committee continued to oversee the street lights of the District, instructing Commonwealth Electric to install a number of new lights at various locations in the District.

Another major activity of the Prudential Committee for fiscal 1988 involved the administration of the District's reserve fund. During fiscal 1988, funds were transferred from this reserve fund to provide Hepatitis B vaccines for the fire department staff and to cover the cost of several unforeseen equipment repairs for the Fire Department. Monies were also transferred to the Financial Department to cover shortfalls resulting from newly imposed FICA taxes, and monies were transferred to the Water Commissioners to allow them to hire consultants and obtain legal services needed to protect our well sites from encroaching development activities in Santuit and Mashpee.

As part of the budget review process for fiscal 1989, the Committee made the decision to request a significantly increased transfer to the Stabilization Fund. It is our Committee's feeling that we need to start saving now for some of the major expenses that are to come in the future. Major capital expenditures have been brought to light as a result of the activities of our capital outlay advisory committee. We are hoping that future capital items such as a new pumping station for the Water Department, additional storage facilities for the Water Department, and engine replacements for the Fire Department can all be partly funded by stabilization reserves at future annual District meetings.

The success or failure of the Prudential Committee depends on the active cooperation of all the other officials of the District. Without the cooperation of the Water Commissioners, the Fire Commissioners, the Treasurer, and the other various employees of the District, we would not be able to properly do our Job.

The Prudential Committee would like to close our report by saying Thank You to all District officials, employees, and volunteer committee members. You have helped to make fiscal 1988 a successful year, not only for the Prudential Committee, but for the District as a whole.

Respectfully submitted

CRAIG D. BURLINGAME
GWEN PHILLIPS
JACK MC CULLOUGH

REPORT OF THE BOARD OF FIRE COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

The Board of Fire Commissioners herewith submits its report for the fiscal year ending June 30, 1988.

The 1988 fiscal year brought significant changes in the department. Two full-time firefighter/EMTs were added in response to the need for manning the station during the daytime hours (see accompanying graphs). David Pierce began work on July 1, 1987; and Richard Sargent, a paramedic, began on January 1, 1988. The dedication and professionalism of these two firefighters has already served the District well, and we are hopeful of a long relationship with them.

We remain dependant upon our call firefighters and EMTs, for without their interest and dedication, we could not fulfill our commitment to providing service to the village. We will continue to solicit applications for call firefighters in order to insure a maximum compliment of personnel. All of our personnel work hard to balance job, family, and personal commitments in order to meet the demands of this important service to the community.

The present staff has conducted itself in an admirable and meritorious fashion, not only with respect to incident responses, but in their continuing education necessary for the profession. There have been numerous instances worthy of individual commendation, notably Brenda Nailor's receipt of the Cape and Islands EMS "EMT of the Year" award, and Richard Sargent's certification as a paramedic. In addition, all ALS-certified personnel have received specialized training in trauma management; both full time firefighters and call firefighter James Gardner completed First Line Supervisor training through the Massachusetts Fire Academy. Several members continue to attend Fire Science classes at the Cape Cod Community College.

Chief Paul Frazier has led the department in an inspired manner. His attention and expertise in the many areas of the fire service have allowed Cotuit to have a highly regarded, professional fire department.

The department, in 1988, obtained and placed into service its new computer, making possible a vastly improved and efficient system of accounting and record keeping. The computer is utilized for ambulance billing, fire prevention, personnel information, payroll, budget, and other related areas. We would like to thank

the District Treasurer, William Godley, for his interest and cooperation in helping to establish this system. Current uses will be refined and new uses will be explored this coming year.

There was a continuation in fiscal 1988 of the upward trend in fire and rescue incidents and inspection activity in the District, exceeding last year by more than ten percent. These numbers have shown a gradual and persistent increase over the past ten years and it is prudent to conclude that this trend will only continue.

As approved by the voters in May, 1988, the department has begun a feasibility study to determine if the present fire station is suitable for our future needs and what course should be taken in considering the much needed renovations. The office, training, storage, and personnel facilities are severely restricted in the present building and often hinder an effective work atmosphere. The present structure was built by WPA programs in the 1930s and is in desperate need of repair and modernization. Depending on the outcome of the study, the voters will be asked to decide the future of the station.

As of this writing, the department has yet to take delivery of its new ambulance. Manufacturing delays caused by a change in the chassis and engine used, as well as by new testing requirements of the units, have left the exact delivery date in limbo. Although the proposed unit is still felt to be the most beneficial choice for the department, further delays may result in a new contractual requirement. We are hopeful that the ambulance will be available to us by the beginning of the year.

The Cotuit Firemen's Association voted to purchase a new rescue boat for the department. Its larger size will enable the department to respond more efficiently to any boating accident or emergency. Since the departure of the US Coast Guard from Osterville, together with other reductions in service, it has become the responsibility of the villages to respond to most boating emergencies. The cost of the new boat is over \$19,000.00 and will be greatly appreciated by the department and the District.

Other items of interest this past year include administration of Hepatitis B vaccinations to department personnel. We recognize this and other infectious diseases as a potential threat to the health of our personnel, and will continue to follow the recommended precautions. The department is working towards a comprehensive personnel policy for all employees, and we continue our involvement in such areas as underground tanks, hazardous materials, and public assistance. Future programs include improvements in fire prevention, public education, and training of personnel and public awareness of health and safety issues.

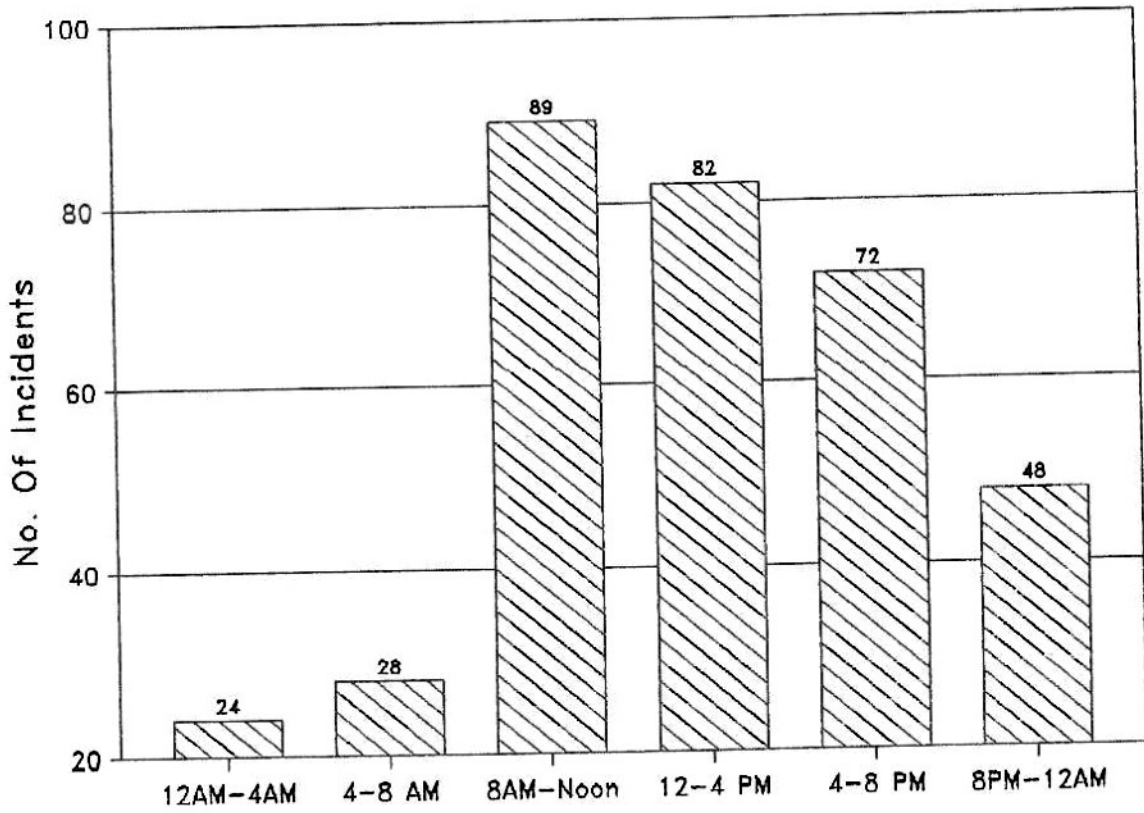
We continue our pursuit of excellence and look forward to providing our community with service while accepting the challenges of the future.

Respectfully submitted

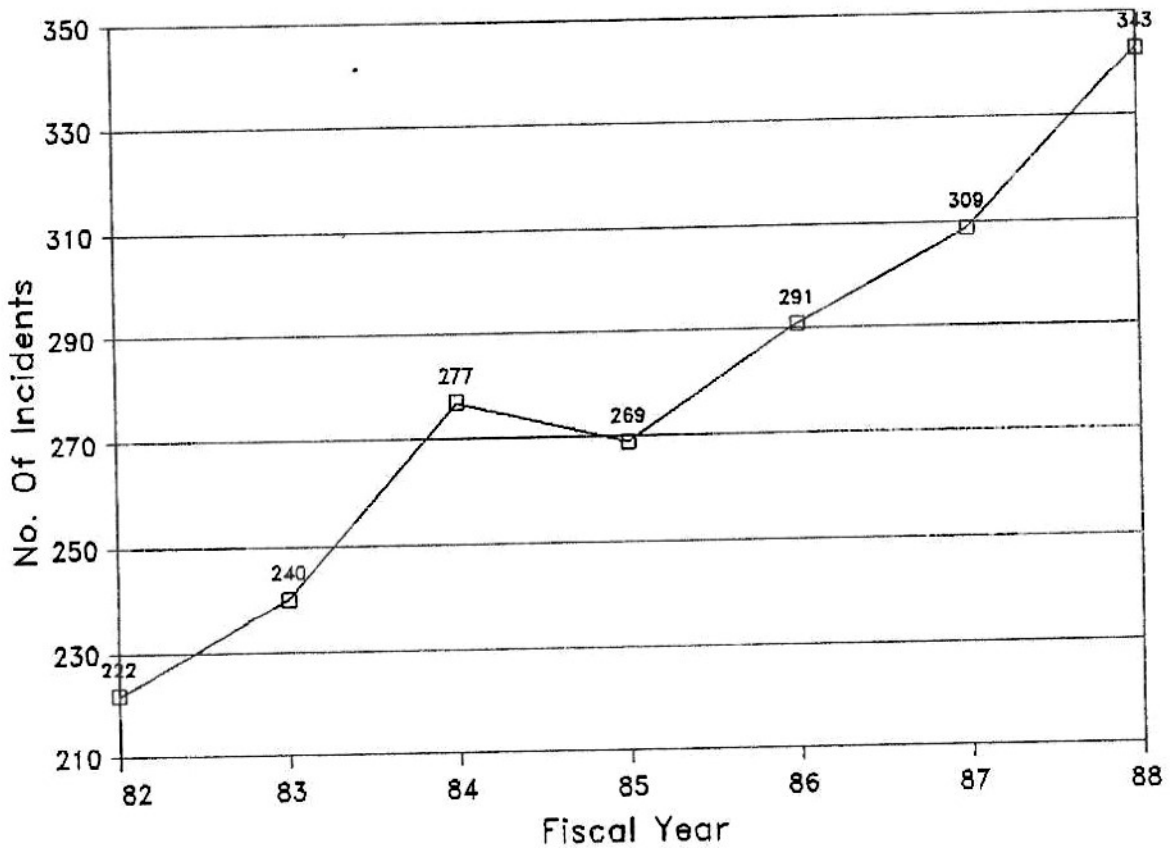
ROBERT ELDRED, Chairman
RICHARD GILMAN
MICHAEL LLOYD

Incident Activity By Time Of Day

Fiscal Year 1988



Incident Activity By Year



REPORT OF THE BOARD OF WATER COMMISSIONERS

TO THE CITIZENS OF THE COTUIT FIRE DISTRICT

This has been a year of considerable activity and changes within the Water Department.

In August of 1987, Donald Duarte submitted his resignation from the department to accept employment with the Centerville-Osterville-Marstons Mills Water Department. After properly advertising for this position and having interviewed a number of applicants, the Board selected Chris Wiseman of Cotuit to fill the vacancy. Chris is a native of the Cotuit Fire District and has demonstrated a sincere interest and promise in his work with the department. The Board welcomes you, Chris.

William Wool submitted his resignation from the Board the first of May, and John Anderson was elected later in the month at the annual election to fill this vacancy. John brings many years of chemical engineering experience as well as supervisory experience to the department and has already demonstrated a fantastic amount of interest and willingness for the betterment of your Water Department. To you John, I can't express deeply enough my sincere appreciation of your being willing to serve on the Board of Water Commissioners.

Stratford Ponds and Watersedge developments have kept your Board more than just busy. Please keep in mind that as we entered into this year, Mimi McConnell was new to the Board; but in that year, proved herself to be extremely valuable. While the Board held their regular twelve meetings and only one special meeting, these two developments required almost as much extra time. Mimi made two to three trips to Boston to consult with legal counsel in order that the Cotuit Fire District might protect our new well site. It is safe to say that she attended between seven and ten meetings in Mashpee as well. While I was able to attend some of these meetings with her, I could not be present at all of them. Our appreciation also goes to members of the Cotuit Civic Association who also attended, often staying late into the evening in order to show Cotuit's concern. We deeply appreciate the support and cooperation of the Prudential Committee in their help in doing whatever we could to control these developments. But to you Mimi, for your perseverance and willingness to go all out, I thank you sincerely.

During the year, an inspection was made by Whitman & Howard of the two water tanks; they were found to be in good condition, both externally and internally, and with painting not needed at this time.

One-and-one-third miles of new main line pipe was laid this year and some fifty-two new services have been added to the system. In terms of size of new services added to the system, I would point out that in fifteen year the number of services has tripled.

I am pleased to be able to report that at the present time all indications are that the system as a whole appears to be in reasonably good shape. As we look forward to the 1990's, we must consider many things. A new well and pumping station and added storage is a must. A more satisfactory meter system is under consideration. To stay abreast of the times, we should computerize the department. Water rates must be also seriously considered in order to comply with Federal rules and regulations in order to be able to be eligible for future grants of Federal and state monies. In keeping with progress, I am happy to report that our Superintendent, Lennie Mendes, has passed the Grade 2 requirements and is now fully licensed as a Grade 2 operator of drinking water facilities.

Our Assistant Superintendent, Tom White, has passed his Grade 1 requirements and is also licensed as a Grade 1 operator. Chris Wiseman is planning to take his Grade 1 exam in the spring. The Board appreciates the extra time put into study by these men in their desire to be properly licensed in conformity with state requirements.

The Water Study Committee members of the Civic Association have met with your Board and expressed their willingness to help and work with us.

The department has participated in the cooperative effort concerning lead notification to the public as a whole, again in conformity with Federal regulations.

In appreciation of the many years of free water testing done by the Barnstable County Health Department for the Cotuit district, and in the anticipation of what is now being required for testing, the Board contributed \$1,000. to the County department toward the purchase of required new and sophisticated testing equipment. Surely, all must be aware that drinking water requirements are far more stringent today than they were just a few years ago. As a result, your Water Commissioners and all employees of the department must constantly stay abreast of all changes as they come to pass.

As I near the end of my second term as a member of your Board, I do so with many mixed emotions. It is painfully obvious to me that the simple, small time water department that I knew when I first went to work there as Assistant Superintendent in 1972 no longer exists. Not only has the number of services in use become three times greater than it was back then, the rules and regulations set down by both the state and Federal governments are almost mind boggling. Methods of operation are changing to meet the times and demands. Office procedures are in the process of

change. Computerization of the department is really a must if for no other reason than to work with the District Treasurer, to say nothing of modernizing our office procedures as a whole. Space for storage of supplies for the work, as well as space for the Commissioners to meet with the public, is of concern. The Board as a whole is meeting with these and other problems head on, and I am sure that we will continue to do so without hesitation. Having seen many other Boards of Commissioners over the past sixteen years, I am both pleased and proud to say that I sincerely feel that you have a Board of Water Commissioners that are devoted, pulling and working together; and, given time and your cooperation, will continue to maintain and operate a Water Department you will be proud of.

In closing, I would like to thank the employees of the Water Department for their continued and devoted cooperation. They do a top quality job. My sincere thanks to the Prudential Committee for their help and cooperation in the past year. Many thanks to the District Treasurer for his willingness to work with our secretary in preparing warrants and keeping things on an even keel. To the Board of Fire Commissioners and Chief Frazier, we thank you for your help and cooperation over the past year. I must say thanks to the Civic Association for their backing and help with the Stratford Ponds and Watersedge problem. Last but not least, my thanks to the voters of the Cotuit Fire District for your support and backing at our District meetings. The Board appreciates sincerely the help from all concerned.

Respectfully submitted

PAUL WIGGINS, Chairman
Board of Water Commissioners

RECORD OF WATER PUMPED

Water pumped July 1, 1987 thru June 30, 1988:	154,888,725 gallons
Largest day (since July 1, 1987)	1,355,275 gallons
Largest week (since July 1, 1987)	6,748,000 gallons

From July 1, 1987 through June 30, 1988

RECEIPTS

Water (Minimum)	\$ 94,542.17	
Excess water	106,773.57	
On & Off charge	8,565.00	
All others	3,569.22	
Total	<u>\$ 213,449.96</u>	
Service Connections:	\$ 27,008.78	Stock: \$ 7,988.01
		Tax, Labor & Conn Chg: \$ 19,020.77

Total receipts	\$ 240,458.74
Capital Improvement	\$ 24,000.00
Accounts receivable	\$ 17,552.98
Water liens	\$ 1,167.10

EXPENDITURES

	<u>APPROPRIATED</u>	<u>SPENT</u>	<u>BALANCE</u>
Labor & Salaries	\$ 93,024.00	\$ 90,072.80	\$ 2,951.20
Maintenance	17,000.00	16,025.45	974.55
Operation	52,195.00	51,691.25	503.75
Miscellaneous	1,500.00	13,516.77	0.00
Service connections	20,000.00	14,195.28	5,804.72

SPECIAL APPROPRIATIONS

Truck	2,426.26	0.00	2,426.26
Truck radios	7.00	.00	7.00
Savinelli Lane	400.00	114.08	285.92

*Transferred \$10,220.70 from Reserve Fund for payment to McGregor, Shea & Doliner, Attorneys at Law
 Transferred \$1,796.00 from Reserve Fund for payment to Whitman & Howard, Engineers

DETAIL

	<u>Appropriated</u>	<u>Spent</u>	<u>Balance</u>
LABOR & SALARIES			
Superintendents' salary	\$ 29,248.00	\$ 29,248.00	\$ 0.00
Assistant Superintendent's salary	24,048.00	24,048.00	0.00
Field Person	18,040.00	17,559.54	480.46
Secretary/bookkeeper	15,688.00	15,688.00	.00
Labor - overtime	6,000.00	3,529.26	2,470.74
TOTAL	<u>\$ 93,024.00</u>	<u>\$ 90,072.80</u>	<u>\$ 2,951.20</u>
MAINTENANCE			
Maintenance of the system	\$ 15,000.00	\$ 14,128.02	\$ 871.98
Meter repair	1,000.00	97.43	902.57
Building repair	1,000.00	1,800.00	(800.00)
TOTAL	<u>\$ 17,000.00</u>	<u>\$ 16,025.45</u>	<u>\$ 974.55</u>
OPERATION			
Office expense	\$ 2,300.00	\$ 2,338.52	\$ (38.52)
Uniforms	1,350.00	1,320.81	29.29
Phones, pagers, answering sv	3,755.00	3,424.73	330.27
Association dues	300.00	201.50	98.50
Truck expense	2,750.00	2,014.18	735.82
Engine fuel	750.00	439.08	310.92
Electricity	25,000.00	23,549.60	1,450.40
Station heating	840.00	415.88	424.12
Tools & hardware	1,750.00	1,341.71	408.29
Chemicals	1,500.00	1,439.72	60.28
Insurance	11,900.00	11,139.75	760.25
Miscellaneous	<u>\$ 52,195.00</u>	4,065.77	(4,065.77)
TOTAL	<u>\$ 52,195.00</u>	<u>\$ 51,691.25</u>	<u>\$ 503.75</u>
MISCELLANEOUS			
Legal & Engineer hire (+ \$12,026.77)*	\$ 1,500.00	\$ 13,516.77	.00
TOTAL	<u>\$ 13,516.77</u>	<u>\$ 13,516.77</u>	<u>.00</u>
GRAND TOTAL	\$175,735.77	\$171,306.27	\$ 4,429.50

NOTES FOR ANNUAL DISTRICT MEETING

(To be held Wednesday, May 31, 1989)

ELECTION TUESDAY, MAY 30, 1989, FROM 12:00 NOON UNTIL 8:00 PM

ORGANIZATION

Moderator

Thomas W. Hadley	428-6552	1989
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Prudential Committee

Craig D. Burlingame	420-1229	1990
Jack A. McCullough	420-2413	1991
Gwendolyn E. Phillips	428-9590	1989

Board of Water Commissioners

John N. Andersen	420-2423	1991
Mimi McConnell	428-9573	1990
Paul H. Wiggins	428-8948	1989

Board of Fire Commissioners

Robert W. Eldred	428-2136	1991
Richard T. Gilman	428-4702	1990
Michael C. Lloyd	428-7369	1989

Clerk

Laurie C. Hadley	428-6552	1990
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Treasurer

William P. Godley	428-8189	1991
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REGULAR-MONTHLY MEETINGS

Prudential Committee
Fire Station, 7:30 PM
1st Monday after 3d Wednesday

Fire Commissioners
Fire Station, 7:30PM
3d Thursday

Water Commissioners
Water Department, 7:30 PM
3d Wednesday