

**BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE
255 BREED'S HILL ROAD
BARNSTABLE, MA 02630**

AGENDA

Meeting Date: June 9, 2026

TIME: 4:00 PM

PLACE: Barnstable Fire District Water Department, 255 Breeds Hill Road, Hyannis, MA 0601

TOPICS FOR DISCUSSION:

1. Call to Order and Role Call
2. Public Comment
3. Review and Acceptance of Minutes
4. Report of the Board of Water Commissioners
 - FY 2026 Budget Update
 - Projects Update
 - Hanover/Hyannis II Update
 - ~~FY 2027 Approved Warrant Articles Update~~
5. Report of the Fire Chief
 - FY 2026 Budget Update
 - Grants Updates
 - RECC Update
 - New Engine Update
 - ~~FY 2027 Approved Warrant Articles Update~~
6. Report of the Treasurer
 - Treasurer's Report
 - Audit Update
 - FY 2027 Approved Warrant Articles Update
7. Report of the Clerk
 - Notice to break for Executive Committee upon Monthly meeting adjournment
8. Prudential Committee
 - Update on fire station construction
 - ~~Insurance buyout option for elected officials~~
 - Review of FY27 Annual Meeting
 - Matters not reasonably anticipated by the Chair
 - Executive Session

The list of matters are those reasonably anticipated by the president/chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING.

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

MINUTES

Date & Time: 2026-06-09

Location: 255 Breed's Hill Road, Barnstable MA

Attendees: [Bill Jones] [Chief Chris Beal] [Chuck Sabott] [Sara Benson] [Stephen Rizzo] [Sean Anderson] [David Mason] [Rick Buffington] [Lois Rosen] [Andrew Miller] [Deputy Kevin Brailey] [Wellesley Marsh]

Overview

This compiled record from June Monthly Meeting of the Barnstable Fire District Prudential Committee meeting held June 9th, 2026 @ 4:00 PM EST

Public Comment

- A citizen, Lois Rosen, attended to better understand Prudential Committee functions and insurance coverage costs for members.
- Comments aimed to advocate for transparency on remuneration and insurance benefits for part-time, volunteer positions.

Meeting Minutes

- The minutes from the previous meeting are not yet ready. (Annual Meeting)
- The new clerk will begin with the current month's minutes before addressing annual meeting minutes.

Water Department Updates

- Budget
 - The FY2026 budget is tracking as expected.
- Capital Projects
 - Well #3 Satellite: DEP approved the pump test report; a notice to proceed with development has been issued, and engineers are preparing bid plans.
 - Wells #2 and #5 Carbon Replacement: Bid opening is scheduled next Wednesday for a three-year contract to replace activated carbon as needed.
 - Wells #3 and #4 Future Treatment: 50% design plans were recently reviewed.
- Hyannis II Water Main
 - The first phase of water mains is active with two feeds and a loop.
 - Pouring foundations and construction of garages has begun after water line layout approval.
- Flushing Program
 - The department is in the middle of its flushing program.
- Carbon Filter Details
 - Lifespan varies with draw rates and usage; replacements are planned after roughly one year.
 - The system uses a primary set of two vessels year-round and can run through all six in the summer.
 - The lead vessel in the primary set requires replacement first.
 - Replacement approach: new "virgin" carbon initially (higher cost), followed by reactivated carbon from prior changes (lower cost).
- Hyannis Project Connections
 - Two 12-inch mains feed the development, reducing to 8-inch lines inside the property.
 - Each building will have a single master meter, likely ultrasonic.
 - The developer will privately sub-meter units and bill residents directly; this is outside the Water Department's purview.
- Recruitment for Technician

- Indeed posting generated four applications on day one.
- Upper Cape Voc contact is recommending former/current students with water coursework.
- Department is open to any qualified candidates, with interest in younger hires who can grow with the department.
- Water Rate Study
 - A water rate study is underway and expected to be completed by mid-July 2026.
 - The study will analyze current rates, project future rates based on required infrastructure, and provide justification and education for the community.
 - Local rates are considered favorable compared to those in the city despite public discussion.

Fire Department Updates

- Budget and Grants
 - The department is on track to finish FY2026 on budget.
 - A FEMA SAFER grant extension freed operating funds to purchase needed equipment to close out FY26.
 - Two FEMA AFG grants are being closed: one paid, the other expected within the next month, both anticipated to close by end of summer.
- Equipment and Vehicles
 - New Engine 3 has been delivered; it will go into service after equipment installation and training.
 - Two administrative vehicles have been ordered, with delivery expected in July or August.
- Grant Funding and Staffing Impacts
 - Participants discussed the three-year grant benefit period followed by taxpayer burden in year four; concerns noted about the “jolt” when grants expire.
 - Costs have been managed using free cash and ambulance revenue; “raise and appropriate” funding decreased by \$200,000 even while adding four positions due to a grant expiration.
 - SAFER grant position requirements: applications must specify entry-level firefighter/paramedic roles with benefits; funds cannot be repurposed for roles like assistant chief.
- SAFER Grant Position Budgeting and Hiring Realities
 - Grants budgeted using worst-case assumptions (e.g., family health plans) to ensure coverage; actual costs can be lower if hires have less expensive benefits.
 - In the last cycle, four firefighter/paramedics were budgeted; two paramedics hired due to availability, plus two EMTs. Among the four hires: one on family plan, one single plan, and two on parents’ insurance, reducing health insurance costs.
- Hiring Update and Diversity Considerations
 - Interviews held Monday, June 8 for an open firefighter/paramedic role: 11 applications, 3 interviewed, 1 contingent offer pending pre-employment, with a hoped-for start in July 2026.
 - Minimum qualifications included firefighter/paramedic status and prior academy completion; many Indeed applicants lacked credentials or proposed paramedic school (about two years).
 - The department does not track race; no female applications received this cycle.
- Donation for American Flags
 - The Barnstable Fire Department received a \$2,000 donation from Mrs. Joan Ellis in memory of her husband for purchasing, installing, and maintaining approximately 40 American flags on Main Street, from Rendezvous to the Coast Guard Museum and down Millway.
 - Donors may attach conditions; managed through the “gifts and funds” account and require committee approval for spending.
 - A motion passed to allow the chief to spend the \$2,000 for the intended purpose.
 - Request to source flags made in the USA if possible.

- A thank-you note was sent to the donor.

Treasurers Report

- Interim Clerk Compensation
 - Discussion to compensate the interim clerk (meetings coverage, legal requirements, training) from the clerk's line item. Clerk pay is \$3,500 for FY26, increasing to \$5,000 in FY27; compensation anchored to FY26 rate.
 - ♣ Motion made and unanimous agreement to pay one quarter of \$3,500 (\$875) to the interim clerk.
- Fiscal Year Closeout and Payroll Timing
 - Treasurer reports on track to finish FY26 under budget, currently at 95% expended.
 - Split payroll for Chris and Sean on July 16: four days to FY26, balance to FY27.
 - Encumbrance lists requested early; last vendor warrant paid July 15, subsequent payments encumbered. Please send your encumbrance lists. The last FY 2026 vendor warrant will be paid July 15th. After that date, any invoices you have will need to be encumbrances.
 - Sick and vacation accruals as of June 30 expected by mid-July. Please send over your sick and vacation accruals as of June 30th once you have them.

Clerk, Records, and Compliance

- Administrative Records, Email, and Compliance
 - Clerk taking open meeting law class week of June 22 and reviewing relevant Massachusetts chapter laws.
 - Email communications will go to verified addresses; members asked to check email. OneDrive will host PDF records with private working folders and accessible reference files.
 - Website is missing past minutes; clerk will compile and work with Dawn to upload stamped copies for records. District site will host the minutes.
- Executive Session Minutes and Union Negotiations Records
 - Executive session minutes, primarily related to union negotiations from late September through March, are missing or only exist as paper copies.
 - Clerk requested a list of meetings for forensic recovery; possibly weekly sessions totaling about ten to twelve.
 - Executive sessions tied to regular meetings for local communities last year also noted; clerk will pursue union-related materials.
- Bylaws Certification and Clerk Letter
 - A clerk letter is needed to certify no changes to charter or bylaws since 2024. Attendees stated there were no changes; bylaws were voted at the district meeting in 2024.
 - A date reference "May eighty nine, twenty twenty four" was corrected by the clerk to match the annual meeting date.
 - Bylaws committee minutes are reportedly not online; "Peter" is believed to have them. The committee met multiple times ("Eight nine," "Ten"), indicating substantial effort.
- Records Storage and Access Practices
 - Signed hard copies of contracts and personnel/union contracts are kept in the vault. Departments maintain their own records per district retention policy.
 - No centralized electronic repository; each department has its own server (e.g., water department server, fire department servers).

- Clerk proposed a central electronic file (e.g., OneDrive under barnesvillefiredistrict.com). Concerns raised about security, access control, naming conventions, and online storage of contracts.
- Clarification: intent is to store general project contracts (e.g., fire station construction), not personnel/HR records. Some project materials may be proprietary; internal non-public access could be useful. Group indicated current departmental practices suffice; ideas can be revisited when structures and security are ready. Not urgent; clerk will set up and revisit.

Fire Station Construction

- Project Status and Timeline
 - On budget; most winter lost time recovered. Target occupancy late May 2027; fire department move-in July 2027.
- Structural and Interior Work
 - Structural steel and structural masonry walls complete. Interior masonry walls to follow apparatus bay slab pour toward end of July.
 - Metal decking completed; concrete floors in admin wing (basement, first, second, attic) poured. Interior partition layouts marked on floors.
 - Mechanical/electrical rough-in started in admin wing (hangers/pipe hangers). Conduits and light pole bases for parking being installed.
 - Equipment pads for generator and mechanical equipment poured; enabling major HVAC and electrical equipment delivery. Stairs one and two in apparatus bay have concrete infill and enable access across floors.
 - Allowance for temporary stairs will not be used, saving \$20,000.
- Exterior and Utilities
 - Light gauge metal framing for exterior walls underway; roof sheathing installed as first weatherproofing step, followed by air barrier and insulation.
 - Underground plumbing/electrical complete in admin wing and in progress in apparatus bay (four layers of utilities before slab).
 - Sewer connection approved; sidewalk patching from sewer work expected next day. Water line replacement of 140 feet on Finch Lane complete and active.
 - Turnover and as-built documents for the water department being prepared, addressed to the Prudential Committee, then processed to the water department.
 - Traffic light work requires crossing the street; a moratorium prevents opening the street now. Finney's Lane repaving likely next fall or spring. Traffic light not yet purchased; being bought out.
 - Final grading to be completed using PFAS-free soil delivered by 18-wheelers, enabling binder course paving. Work includes light pole bases, conduits behind the station, retaining walls (south and west), fuel tank pad, and grading.
 - Completing visitor parking area is a priority to relocate the construction trailer and proceed with front-of-station work.
 - Existing barrier for traffic light work may remain; work can occur behind it, potentially avoiding costly removal, with minor repairs if needed.
 - Generator pad poured; generator use awaits permitting with DP. Permanent transformer pad depends on retaining walls; aim is to obtain permanent power service before 2027.
- New Fire Station Traffic Light System
 - A HAWK traffic light system will be installed on a mast with an arm.
 - Mass Highway requires two lights per lane for visibility.
 - Lights remain dark until activated manually from the station or by an Opticom system on apparatus.

- System selected to minimize disruption; activation reduces need for air horns or sirens when leaving the station.
- Building Warranty
 - General one-year warranty from substantial completion (end of May).
 - Specific component warranties include 5 and 10 years for chiller compressors.
 - Contractor WT Rich provides an additional three-year plan (BPO) to handle issues:
 - Example: prompt replacement of a cracked window at another police station 18 months after completion.
 - Visits monthly for the first year and quarterly for the next two years to ensure mechanical/electrical systems function correctly; full maintenance plan and training provided.

Prudential Leadership Governance and Committees

- Annual Meeting Review
 - A “warrant night” walkthrough before the annual meeting was helpful and is intended as a yearly event.
 - Concern about a drink spilled on the carpet at the free county-provided venue; discussion of a “water only” or “no drinks” policy for future meetings to maintain good relations.
- Phase Two Citizens Committee
 - Difficulties scheduling meetings for the seven-member advisory committee on old fire station property recommendations.
 - Attendance low; one meeting canceled due to a blizzard, others due to conflicts. Attempt to meet at 5:30 PM to accommodate working members.
 - Committee is advisory; recommendations will be brought to voters as articles at a future annual meeting.
 - A previously approved \$50,000 budget exists for potential feasibility studies.
- Prudential Committee Leadership Change
 - Bill Jones will not run for reelection in May, citing 32 years of service and health issues.
 - He nominated Andrew Miller to chair the Prudential Committee effective July 1; motion approved.
 - Bill remains on the board for the remainder of his term to assist with transition.

Action Items

- ☐ Proceed with applying for the SAFER grant for entry-level firefighter/paramedic positions.
- ☐ Treasurer to email and/or provide printed fiscal reports to Sara and others as requested.
- ☐ Clerk to compile missing past minutes, obtain stamped copies, and coordinate with Dawn to upload to the district website.
- ☐ Clerk to pursue recovery of unposted and required executive session minutes related to union negotiations from late September through March and identify any tied to regular meetings.
- ☐ Chuck to provide language on wholly owned and third-party agreement for the referenced item.
- ☐ Process water line turnover and as-built documents: address to the Prudential Committee, then turn over to the water department.