

TOWN OF BARNSTABLE

NOTICE OF MEETINGS OF TOWN DEPARTMENT AND ALL TOWN BOARDS
As Required by Chapter 28 of the Acts of 2009 which amends MGL Chapter 30 A

NAME OF PUBLIC BODY – PRUDENTIAL COMMITTEE WEST BARNSTABLE FIRE DISTRICT

DATE OF MEETING: September 17, 2025

TIME: 4:00 P.M.

PLACE: West Barnstable Fire Station –Training Room or via ZOOM
2160 Meetinghouse Way (Rte.149), West Barnstable, MA 02668

TOPICS FOR DISCUSSION:

1. Clerk's Report
 - a. Approval of Minutes/Correspondence
 - b. Review of Executive Session Minutes for Release to Public
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Budget Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
4. Ambulance Billing/Revenue Report
5. Overtime Report – Review
6. Whelden Memorial Library Review/Update
7. Streetlight Contract Update
8. Acceptance of WBFRA Donation
9. Station Dedication Tentatively Scheduled for May 4, 2026
10. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
11. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
12. Such Other Matters Not Reasonably Anticipated by the Chair

ELECTRONIC PARTICIPATION NOTICE: This meeting of the Wbfd Prudential Committee will not be conducted electronically for remote participation. If you wish to participate, please attend the meeting in person at the address above. For more information, please email District Clerk, Dan Furbush at dfurbush@wbfdems.org

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 sub-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, IT 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.

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES SEPTEMBER 17, 2025

PRESENT: Chief Dave Paanenen; Deputy Chief Brian Morrison; Prudential Committee Members Edward Smith (Chair), Daniel Dewey, and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; District Accountant Mary Carnevale; Elaine Grace, Andrea Figaratto, Debra Dejonker-Berry, Hilary Sandler, and Lisa Hendrickson attended as members of the public

CALL TO ORDER:

Mr. Maki, acting as interim chair, called the meeting of the Prudential Committee to order at 4:00 PM. The Pledge of Allegiance was recited by all present.

CLERK'S REPORT:

The Clerk provided Minutes from the August 20, 2025 Prudential Committee meeting. **Mr. Dewey motioned, Mr. Maki seconded, and it was unanimously voted, in a roll call vote, to approve the minutes of the August 20, 2025 Prudential Committee meeting, as printed.**

After review and discussion regarding the release of executive session minutes and with Chief Paanenen's recommendations, the Committee voted to release the following:

Mr. Dewey motioned, Mr. Maki seconded and in a roll call vote ,the release of minutes from the October 18, 2023 executive session was unanimously approved.

Mr. Maki motioned, Mr. Smith seconded and in a roll call vote, the release of minutes from the November 15, 2023 executive session was unanimously approved.

Mr. Dewey motioned, Mr. Maki seconded and in a roll call vote ,the release of minutes from the August 21, 2024 executive session was unanimously approved.

Mr. Smith motioned, Mr. Dewey seconded and in a roll call vote ,the release of minutes from the January 29, 2025 executive session was unanimously approved.

Mr. Maki motioned, Mr. Smith seconded and in a roll call vote, the release of minutes from the February 20, 2025 executive session was unanimously approved.

The Committee recommended continued withholding from release of the minutes from the executive sessions of February 7, 2024, July 17, 2024, and September 18, 2024.

PUBLIC COMMENT:

Hilary Sandler asked why the meetings were held at 4:00 P.M. and where the information on the meeting agendas could be found. Chief Paanenen responded that the time of the meeting was changed to 4:00 P.M. after trying other times to determine the best time for all interested parties to attend. The Clerk told Ms. Sandler that all agendas for entities subject to the Open Meeting Law were published on the Town of Barnstable website with at least a 48-hour advance notice.

Lisa Hendrickson asked the Committee to make certain that transparency and accountability be forthcoming from the Director of Whelden Memorial Library. She asked if the Committee received a copy of the annual audit. Mr. Maki agreed that accountability was necessary and said that the Committee's former chair had

received a copy of the audit and found no issues. Chief Paananen indicated that the most recent request for an updated copy of the library's audit was based on a request from Prudential Committee Member Dewey. That updated information as well as the prior submission was retained by the Clerk but was also available to anyone who requests it.

Chief Paananen provided the history of the funding mechanism through the Prudential Committee to the library, saying it was a two-year process and required approval from voters at the annual district meeting (ADM).

Library Director Andrea Figaratto told the gathering that the library could send a structured spending report for the expenditures covered specifically by the fifteen thousand dollars (\$15,000) that are funded by vote at the ADM and that the largest reporting requirement they have is structured spending for other funding sources. Mostly the Prudential funding goes toward fixed operating costs.

Ms. Hendrickson asked if all reporting could be available locally without having to go to the Town for the information and Ms. Figaratto responded that the library also reports to the MBLC, the state, the federal government and the town and the audit information is available on numerous websites.

Ms. Dejonker-Berry told the group that she was a former head librarian and current board member and would appreciate and welcome new members to the board. She added that an increase in the fifteen thousand dollars (\$15,000) would be welcome due to ever-rising costs.

Ms. Hendrickson asked if the library was a private body and how much is spent on fundraising.

Mr. Maki said that the Committee will review the financials, include an agenda item to discuss it at the next meeting and agrees that any new members are welcome.

TREASURER'S REPORT:

The Treasurer informed the Committee that a posting in a sub-ledger early in the fiscal year created problems in the control account. The incorrect linkage led to mis-posting of revenue and some expenditures. The general and sub-ledger are out of balance and variance must be identified and corrected, which is tedious and time-consuming but should be done soon.

The Department of Employment sent a bill for nine thousand dollars (\$9,000.00) for unemployment benefits paid. Mr. Pirrone said he is now registered as an administrator on the DOE system for West Barnstable and can now pursue why he district was billed and resolve any differences.

He said that the bequest from Chief John Jenkins was incorrectly taxed by both state and federal entities and that he is continuing to work to resolve the issue and collect the forty thousand dollars (\$40,000) withheld.

Fiscal Year 26

Revenue is on budget with strong July tax collection leading the way. Tax liens collected were very high at seventy-six thousand dollars (\$76,000). Ambulance collections appear off to a very slow start, but a thirty-one thousand dollars (\$31,000) revenue adjustment is yet to be recorded. That adjustment will bring ambulance revenues to about 17% of budget. Interest will be less than last year due to the federal action and a slowing economy.

Expenditures are all within the budget target. Some annual payments such the dispatch fees for the Fire Department, retirement assessment, risk insurance, and benefits affect the early fiscal year numbers but even out through the year.

Funds are tied to statement with the exception of the operating account which is not reconciled. In fact,

both July and August operating accounts are unreconciled at this point. The model that isolates funds does not seem to work and he will make the necessary corrections for the shadow accounts to reconcile.

All issues for articles detailed on the treasurer's report have been resolved and can be closed. He asked the Committee to vote on closing them with the exception of Article 21-13. **Mr. Maki motioned , Mr. Dewey seconded and in a roll call vote, the closing of Articles 14-14, 16-16, 19-12, 22-13, 23-17, 25-11, 25-12 and 25-16 was unanimously approved.**

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided current monthly activity and revenue reports for the ambulance from September 12, 2025. The activity for August included twenty-seven (27) trips, twenty-four (24) of which were medical and three (3) for motor vehicle accidents. August payments were twenty-seven thousand, five hundred sixty and fifty-five cents (\$27,560.55).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for August showed a decrease from July numbers to three hundred forty-six (346) hours of overtime with the greatest contributors being shift coverage and emergencies.

STREETLIGHT CONTRACT UPDATE:

The Chief provided the new rates for the streetlight maintenance contract, negotiated through Cape Light Compact. The rates are acquired as part of a group of other towns in order to get better pricing with discounts. He advised the Committee that older LED lights are due for possible failure because of age which would increase the costs for their replacement.

WBFRA DONATION:

There was no action taken as the donation was withdrawn.

FIRE CHIEF'S REPORT:

The Chief advised the Committee that one member is leaving for the Sandwich Fire Department and that another part-time member accepted a position in Dennis and would be leaving on September 18, 2025.

He said the department planned a presentation on the progress and recommendations of the building committee to residents and interested parties at the West Parish on September 21, 2025 at 6:00 P.M.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that the department's lawn mower had been repaired and that the mini splits upstairs had been cleaned with the first-floor mini splits scheduled for cleaning in the next week. Bartlett Tree trimmed some surrounding trees so that animals cannot access the roof. A clogged drain was repaired, and Riedell Plumbing replaced a valve on the furnace and are scheduled to return to clean the furnace.

Groups 1 and 3 dismantled the shed at the rear of the fire house and will be replacing it with a premade shed. Mid Cape Door replaced rollers on a garage door and recommended the replacement of door seals along the bottom of all doors.

The department is gathering information in preparation for submitting an AFG grant application.

Repairs to the Squad 1 vehicle and trailer were done. Engine 2 is out of service awaiting parts to repair it. Tender 2 sprung a leak in the tank and it will be welded to repair it. Chief Paananen told the committee that with the hard water in West Barnstable, the tanker is starting to fail.

He is looking for a replacement tank that will fit the chassis without extensive modifications and Chesterfield, MA, may have a suitable candidate. If so, the life of the modified tanker could be extended for another ten or fifteen years. The truck is a 1991 model, and it is difficult to get a replacement under an AFG grant because they look at the average age of the fleet to qualify and the new truck skews that average, so it is unlikely that a new truck could be gotten under a grant. Retired military vehicles that can be converted for fire department use may be another source for replacement and possibly under an AFG grant.

There being no further business to conduct, **Mr. Maki motioned, Mr. Smith seconded and the motion to adjourn was unanimously approved in a roll call vote.** The meeting was adjourned at 5:00 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from August 20, 2025 Prudential Committee Meeting

Listing of Executive Session Minutes and Status

Email from Charles Sabatt RE: Executive Session Minutes

Treasurer Report for August, 2025

Ambulance Activity and Payments Received Report for August, 2025

Overtime Report for August, 2025

New Contract Rates for Streetlight Maintenance Contract

Audit Report for Whelden Memorial Library

Respectfully submitted,



Daniel R. Furbush, District Clerk