

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: November 19, 2025

TIME: 4:00 P.M.

PLACE: West Barnstable Fire Station –Training Room
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
3. Opening of Request for Quote Responses
4. Treasurer's Report:
 - a. FY 2025 Closing Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
 - d. OPEB Discussion and Status
5. Ambulance Billing/Revenue Report
6. Overtime Report
7. Draft FY 2026 Budget
8. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
9. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
10. Such Other Matters Not Reasonably Anticipated by the Chair

Anticipated for December Meeting: Fire Chief Annual Review, Ambulance Rate Setting, Tax Classification Hearing

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@WBFDDEMS.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.

INTERESTED PERSONS 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.

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES NOVEMBER 19, 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 Carnevele; Public attendee was Austin Moloney

CALL TO ORDER:

Mr. Smith 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 October 15, 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 October 15, 2025 Prudential Committee meeting, as printed.**

The Clerk informed the Committee that the Executive Session minutes not yet approved for release, are still being redacted by Attorney Spatafore in anticipation of release.

PUBLIC COMMENT:

There was no public comment

OPENING OF REQUEST FOR QUOTE RESPONSES:

The Chief opened all of the responses to the RFP for the design phase of the fire station renovation project. Four companies responded as follows with the date, time and person receiving the response:

Rowse Architects	Saccoccio and Associates Architects
400 Massasoit Avenue, Suite 300, 2nd floor	1085 Park Avenue
East Providence, RI 02914	Cranston, RI 02910
Rec.10/24/2025 1115hrs. 155/DWP	Rec 10/30/2025 0840hrs. 155/DWP
HKT Architects	Context Architecture
24 Roland Street, Suite 301	65 Franklin Street, 5 th Floor
Charlestown, MA 02129	Boston, MA 02110
Rec. 10/29/2015 1155 hrs. 155/DWP	Rec. 10/30/2015 1245hrs KY/391

Responses will be reviewed, ranked, and presented to the Building Committee for evaluation and potential negotiation of the responses.

TREASURER'S REPORT:**Fiscal Year 2025:**

The Treasurer informed the Committee he is behind on the closing for both West Barnstable and Cotuit, for whom he also is Treasurer. Family issues, BAN priorities, and several issues in the FY 2025 accounting that need to be identified and corrected have delayed the closing. For the Tax Recap to the state, he will be filing a letter in lieu of a Balance Sheet. This means identification of the one thousand six hundred fifty-six-dollar (\$1,656) deficit in the Prudential salaries account in the Recap schedule. He anticipates completing the closing of both districts by the first or second week of January at the latest. He also asked the Committee members who could provide a second signature on the Recap Schedule when he files it. Mr. Smith said he could do so.

Fiscal Year 2026:

Overall revenues are just short of the budget target at thirty-two percent (32%) of budget versus the thirty-three percent (33%) target. Ambulance receipts are at forty percent (40%) of target with real estate tax collections lagging at twenty-nine percent (29%) despite being \$400K higher than last year at this time due to the higher anticipated tax levy. The tax collection shortfall was almost made up by the substantial increase in lien redemptions. Interest at fifty-four percent (54%) was also over the budget target. Interest is actually down, and he said he will be stepping up T- Bill activity to address this decline.

Expenditures without an adjustment for annual payments, are twenty-four percent (24%) of target but when those adjustments are calculated for the first quarter to include annual payments, the status of expenditures is only eighteen percent (18%) of target. Certain areas are above the budget targets including finance salaries and fire department operational administration for data management and annual fees. All expenditure articles are at or below the budget target with only two exceptions: Treasurer's wages at forty-one percent (41%) and building maintenance at fifty-two percent (52%). Debt service was paid on budget and other annual expenditures for P&L insurance and retirement were concluded just under the annual budget.

Accounts are all reconciled – with the exception of General Stabilization, which was found to be incorrect last night, too late to adjust in time for the meeting.

Mr. Pirrone told the Committee that when referring to Fire Department funding articles in the budget, warrant, Annual District Meeting (ADM) script and minutes of the ADM, he recommends that each article in the future identify and quantify all sources funding for each article in the script and the minutes.

Tax Classification Hearing:

The tax classification hearing, in agreement with Director of Assessing John Curran, has been scheduled for December 10, 2025 at 4:00 P.M. The regular monthly meeting will commence immediately thereafter. Unanimous consent was provided for the change in the regular meeting date.

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided the current activity report for the ambulance. There were forty-four (44) transports to Cape Cod Hospital and one (1) to another facility. Thirty-eight (38) were for medical reasons and seven (7) for motor vehicle accidents. October revenues were twenty-eight thousand, one hundred seventy-four dollars and ninety-five cents (\$28,174.95).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for October showed an increase from September numbers to four hundred twenty (420) hours of overtime with the greatest contributors being vacation coverage, training, and emergency calls.

PRELIMINARY BUDGET:

The Chief advised the Committee that he has an outline of the 2027 budget and advised that they should expect many changes as it evolves. He shared what the expectations are for the use of free cash in the budget in an effort to contain any increase in the budget and thus tax assessments.

He indicated that the funding for a Records Access Officer will not be necessary as the position has been taken back to the fire department and is currently filled. Professional services for audit will likely see an increase as will building maintenance as Station 3 needs repairs. In addition, he shared the following items would be covered by the probable application of free cash: EMS Equipment, Communications Equipment, Travel and Training and PPE and Clothing, the F350 truck replacement , reserves, and general stability funds.

Ms. Carnevale indicated that the need for professional services will be less this year as she has nearly completed her training with Charles Marshall and these costs will not be necessary in FY2027.

Mr. Maki asked the Chief if the ambulance fund balance would be sufficient to fund the replacement of the current ambulance and the Chief said it would likely be insufficient but there are options to explore that have yet to be evaluated.

He expects an increase in dispatch services as the costs will likely be spread over fewer subscribing departments.

The OPEB trust will see an increase in contributions as the Chief wants to continue the increase in funding that account and finally the replacement of the 5five thousand (5,000) gallon tank is necessary but again, there may be options.

Utility costs are spiking, and the Chief used the recent gas bill for the station to illustrate the increase of seventy cents (\$0.70) per therm used over last year's cost for the same month. He said this and the increase in electricity costs will have a significant impact on the budget.

In total the amount of free cash applied to the draft budget is eight hundred twenty-eight thousand seven hundred dollars (\$828,700).

FIRE CHIEF'S REPORT:

The Chief advised the Committee that the department is getting back two prior members who will be returning to the department as call staff.

Attendance is planned for the Rooster Crow event on November 22, 2025 and the Holiday Fair at the West Parish. On December 7, 2025, the department will deliver Santa to the Luke's Love Boundless Playground for his 15th annual visit. The department will attend the Toys for Tots program at Cape Cod Community College. The tree lighting on the village green and a storm readiness meeting on December 21st are also planned.

DEPUTY FIRE CHIEF'S REPORT :

Deputy Chief Morrison said that all of the seven mini splits have been cleaned. There are three existing plumbing issues on the building, and he is addressing them all. The old wooden shed at the back of the station is now gone, replaced by a new shed. An old compressor was auctioned and brought twenty-six dollars (\$26.00) as top bid.

One of the burners in the basement needed a valve and expansion tank replacement. The new hot water heater precipitated the replacements, and the Deputy is looking at possible replacement under warranty. Group 3 firefighters also cleaned up the basement.

Tender 2 anodes need replacement . The pump packing was addressed by tightening and will need no further attention. The Forestry truck's shock absorbers were replaced. Engine 1's primer pump and motor were replaced and the pump test artifacts for all three engines were received as having passed all tests.

There being no further business to conduct, **Mr. Maki motioned, Mr. Dewey seconded and the motion to adjourn was unanimously approved in a roll call vote.** The meeting was adjourned at 5:04 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from October 15, 2025 Prudential Committee

RFQ Response Sheet

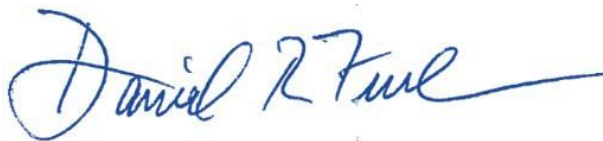
Treasurer Report for October, 2025

Ambulance Activity Report for October, 2025

Payments Received Report for October

2025 Overtime Report for October, 2025

Respectfully submitted,

A handwritten signature in blue ink, reading "Daniel R Furbush". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Daniel R. Furbush, District Clerk