

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: July 16, 2025

TIME: 4:00 P.M.

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

Original Agenda Posted On July 7, 2025 at 11:26 AM

Revision: Revised for additional agenda item

TOPICS FOR DISCUSSION:

1. Clerk's Report
 - a. Swearing In of Elected Officials
 - b. Approval of Minutes/Correspondence
 - c. Board Reorganization (Board Elects Chair)
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Budget Status
 - b. FY 2026 Budget Start
 - c. Cash Reconciliations
 - d. Rollover of BAN – Borrowing
4. Disclosure for Deputy Chief Travel Expenses required by 930 CMR 5.08(2)(d)(1)
5. Ambulance Billing/Revenue Report
6. Review Overtime Report & Sick/Vacation Leave Report
7. Fire Chief's Report (No Prudential Actions):
 - a. Personnel Changes
 - b. Community Events
 - c. Building Addition Status Update
 - d. Building Addition Working Group
 - e. ASHER Meeting
 - f. Activity Update
8. Deputy Fire Chief's Report (No Prudential Actions):
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
9. Such Other Matters Not Reasonably Anticipated by the Chair

ELECTRONIC PARTICIPATION NOTICE: 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

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WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES JULY 16, 2025

PRESENT: Chief Dave Paanenen; Deputy Chief Brian Morrison; Prudential Committee Members Daniel Dewey, Edward Smith, and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; Austin Moloney attended as a member of the public

CALL TO ORDER:

Mr. Smith, acting as temporary 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:

First order of business for the new fiscal year was to swear in new Committee Member Daniel Dewey and that was completed.

The Clerk provided Minutes from the June 18, 2025 Prudential Committee meeting. **Mr. Smith motioned, Mr. Maki seconded, and it was unanimously voted, in a roll call vote, to approve the minutes of the June 18, 2025 Prudential Committee meeting, as printed.**

A reorganization of the Board requiring the election of a new Chair was discussed among all members. **Mr. Maki then motioned, Mr. Dewey seconded and in a roll call vote, the election of Mr. Smith as Chair was approved unanimously**

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

The Treasurer informed the Committee that the BAN note would fund that day (July 16, 2025) with the existing old note paid off on July 17, 2025.

Mr. Pirrone advised the Committee that the training of Mary Carnevale was concluded and that she began her appointment as District Accountant on July 1, 2025.

The Fiscal Yr 2025 preliminary report as not available as the required tax records were not yet received from the Town and that encumbrances would remain open until July 31, 2025.

He advised the Committee that FY 2025 was a very good year with revenues at two hundred eighty-two thousand dollars (\$282,000)above budget and that expenditures were seven hundred three thousand dollars (\$703,000) below budget which forecasted a FY 2026 free cash amount of approximately nine hundred thousand dollars (\$900,000).

All cash accounts are reconciled with the investment in CD's specific to a single account for reconciliation of interest purposes. Mr. Smith commended the Chief on his management of the budget saying it would provide some leeway for the FY2026 budget.

Mr. Pirrone said that the FY 2026 budget is being loaded into Vidar and will be in place for the August meeting.

DISCLOSURE FOR DEPUTY CHIEF TRAVEL EXPENSES REQUIRED BY 930 CMR 5.08(2)(D)(1):

Deputy Chief Morrison is on the Board of Directors of the IAFC Company Officers Section and will be attending a meeting in August in Orlando, FL in his official capacity. He presented the Board with the required disclosures and requested the Committee's approval. **Mr. Smith motioned, Mr. Dewey seconded and in a roll call vote, it was unanimously voted to approve the travel expenses for Deputy Chief Morrison.**

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided the current revenue report for the ambulance from June 23, 2025. It was absent the detailed activity, but revenues were twenty-two thousand, two hundred thirteen dollars and five cents (\$22,213.05).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

The overtime report for June showed four hundred fifty-two (452) hours of overtime with the greatest contributors being shift coverage. The report for Sick/Vacation leave was unavailable for the meeting.

FIRE CHIEF'S REPORT:

The Chief advised the Committee that one member is leaving for the Falmouth Fire Department and that all recruits are added to groups with each group getting two or three new members.

He reinforced the need for fire house renovations, indicating that there were thirteen people on duty during a recent night shift and they had to be crammed into sleeping quarters in the bunk room. He said that the department is at peak capacity with no loss of full or part-time staff and is staffing multiple trucks. Mr. Dewey asked what is a normal night staffing level and the Chief said it was five to eight people with an absolute minimum of two. Mr. Maki added that volunteer firefighters do not get compensated for their service unless they are called out to an incident.

The Chief added that the number of people attending a training event the previous evening was thirty-eight (38). Asked by Mr. Dewey what the steps in training comprise, he explained the process from recruitment to group assignment, adding that training never stops. Mr. Dewey asked the Chief what the number or percentage of new recruits typical attrit from the department and the Chief answered two or three from groups.

He said the department had participated in the Fourth of July parades in Barnstable and Cotuit sending engine 296 to each. Each event had great attendance. Also attending the Bourne Centennial on July

12th, he said that many other departments were there as well as DCR. Planned events are Kids Day on August 13th and a senior adults safety event at the Barnstable Senior Center on August 24th.

The Chief advised the Committee that he had met with the Cotuit Fire Department to learn about the process they employed for the renovation of their station. As a result, he thought that he has been too optimistic in his estimation for cost and timing for the renovation of the West Barnstable fire house. He indicated that he had established a Building Committee to address the planning requirements for the renovation. Mr. Dewey asked what they are, and the Chief said they cannot use the requirements currently held by the department and need to rebid everything included in the process. The Building Committee members are Chief Paananen, Deputy Chief Morrison, Andy Lee, Matt Sykes (sp?), and Joe Grady.

Mr. Maki asked if the funds already appropriated will be sufficient to accomplish the planning phase and the Chief responded that they are, but drawings and design plans will not be covered by the already-appropriated funds.

Mr. Maki asked if funding for the design phase will be included in the next Annual District Meeting (ADM) and the Chief said it will be, although there are challenges with the lot configuration that may affect septic requirements, which will be a crucial part of the project. He said he had spoken to the company that last performed septic installation work at the property, and they advised him that the current configuration is the largest that can be accommodated by the lot size and configuration. Mr. Maki asked if a construction cost estimate would be available for the next ADM and the Chief replied that it would be available.

The Chief said the department participated in an ASHER drill at Cape Cod Community College along with many other agencies and departments.

The Chief updated the Committee on mutual aid activity saying that there have been thirty-nine (39) medical mutual aid calls and seven (7) motor vehicle accident calls in the fiscal year including a call for a hand crew by Falmouth.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that Silva Asphalt had performed the parking lot repairs and striping and that a spotlight had been repaired. There is also an ongoing "nozzle project," the attention to which has not been done since probably the 1960's.

The central vacuum motor has been replaced and a new hose added.

The Deputy said that hazardous materials that were no longer used were brought to a HazMat Collection Day for disposal and that a septic company had unclogged the rear floor drain. Finally, the new compressor and air dryer have been installed.

He updated the Committee on grant status saying that nineteen (19) sets of turnout gear for wildlands fires were purchased under the DCR grant.

Deputy Morrison indicated to the Committee that vehicle maintenance work continues with a leak repaired for Engine 294. He said that Engine 288, the forestry truck, was back at the station after being temporarily stationed at Sandy Neck Beach for the Fourth of July. Engine 290 needs a fuel line replacement and Engine 297 had an air leak repaired but requires further work for a rear air cannister. Finally, Engine 286, the Tender, has a small leak in the tank which requires repair.

Mr. Maki asked if the West Barnstable Deer Club could advertise an event on the community information sign outside the fire station and Deputy Chief Morrison said he would contact them.

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 4:53 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

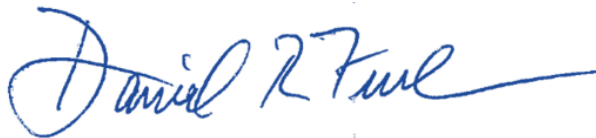
Minutes from June 16, 2025 Prudential Committee Meeting

Ambulance Receivables from Billing of June 23, 2025

Overtime Report for June, 2025

Disclosure of Travel Expense by Deputy Chief

Respectfully submitted,



Daniel R. Furbush, District Clerk

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: August 20, 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
 - c. Certifications of Open Meeting Law Training for District Officials
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. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
7. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
8. Such Other Matters Not Reasonably Anticipated by the Chair

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WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES AUGUST 20, 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; Kim Sylvia Riker and Joe Brady attended as members of the public

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 July 16, 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 July 16, 2025 Prudential Committee meeting, as printed.**

The Clerk presented the Committee with a list of released and restricted executive session meeting minutes, indicating pertinent dates, subject matter, and status. After discussion, it was agreed that all members should review the actual minutes instead of a summary to be able to better decide on releasing or holding the minutes. Members asked the Clerk to provide the restricted minutes, and the Clerk said he would do so quickly in order to provide sufficient time for review at the next meeting. **Mr. Smith motioned, Mr. Maki seconded, and it was unanimously voted in a roll call vote, to defer the review of executive session minutes until the September 17th meeting.**

Finally, the Clerk provided an updated Crisis Contact and Business Continuity document to be used internally in the event of an unusual incident.

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

The Treasurer informed the Committee that the year-end reconciliations and verification of accruals will be ready for the September meeting and that he did not expect much deviation from the earlier estimates. He advised that the annual audit was scheduled for January as usual and that the tax classification hearing should be planned for the October or November meeting.

He indicated that tax collections were off to a very good start with an aggregated 12.9% of budget while ambulance collections were below budget at 6%. Interest revenues were 30% of budget, reflecting the low budget figure for interest revenues. Expenditures and debt service were under budget or at budget while benefits were over budget due to the annual payments made on July 1st for retirement and insurance. Funds are not reconciled.

A list of prior fiscal year articles that can be closed will be provided by Chief Paananen at the September meeting for action by the Prudential Committee.

Mr. Dewey asked the treasurer about a review of funding for the Whelden Memorial Library. He said that he had heard concerns from many West Barnstable residents. The Chief responded that an audit report had been provided to the Prudential Committee and a review found nothing unusual or concerning in the report. He asked the Clerk if he had the report to provide to Mr. Dewey, but Mr. Furbush said he had never had a copy or reviewed the document personally. Chief Paananen said he would request another copy for an updated copy to be sent to Mr. Furbush and reviewed at the September meeting.

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided both the fiscal year 2025 annual report and the current monthly revenue report for the ambulance from July 31, 2025. The annual report indicated ambulance revenues for the fiscal year were two hundred seventy-six thousand, twenty-two dollars and sixty-six cents.(\$27,022.66). Activity for July included twenty-five (25) trips, eighteen (18) of which were medical and seven (7) for motor vehicle accidents. July payments were twenty-seven thousand, three hundred ninety-one and eighty-nine cents (\$27,391.89).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for July showed five hundred twenty-nine (529) hours of overtime with the greatest contributors being shift coverage. The Chief advised the Committee that he expected overtime to be higher this year than last due to the larger staff and the staff's contractual ability to return to the station for emergency calls and tone calls. He said that callbacks may need to be addressed in new contract or amendment to the current agreement. The report for Sick/Vacation leave was unavailable for the meeting.

FIRE CHIEF'S REPORT:

The Chief advised the Committee that one member is leaving for the Yarmouth Fire Department on August 22, 2025 and that there will be a temporary absence for one member and a leave of absence for another, both in September. He also advised the Committee that the Records Access Officer had left for a similar position, and he was attempting to temporarily backfill the open position with current staff until a new Records Access Officer could be brought onboard.

He said the department had participated in the West Barnstable Village Day and commended the quality of the event. A Kids Day at Barnstable High was also attended and the Chief remarked that it is a fun day with team activities. Each event had great attendance.

The Chief advised the Committee that the Building Committee was making slow progress but still with the goal of having financial information to present at the Annual District Meeting in April, 2026.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that plants had been added to the exterior of the firehouse in order to enhance the visual appearance of the building. He reported that the mini splits that supply heat and air conditioning to the building required repair and that the magnets for the door locks had been repaired. The fire alarm control panel was serviced as well.

The flag at Station 3 was adjusted so that it no longer wrapped itself around the pole and that Bartlett Tree Service was engaged to provide necessary tree trimming and maintenance. Also, the department's lawnmower had broken, and a new part was ordered.

The nineteen sets of wildland gear, acquired via a grant, had been distributed.

Apparatus repairs and maintenance included a new deck gun installation on Engine 296 as well as tire pressure monitors.

Six batteries had been replaced on Engine 294 and the spotlight on the air trailer was repaired, along with an upgrade to electronic recording of struck status, replacing the manual method.

All vehicles passed inspections on August 18th.

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 4:32 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from July 16, 2025 Prudential Committee Meeting

Listing of Executive Session Minutes and Status

Certification of Receipt of Open Meeting Law Materials from Committee Members

Business Continuity and Contact Information

Treasurer Report for July, 2025

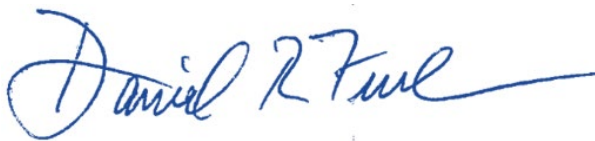
Ambulance Annual Payments Received Report for Fiscal Year 2025

Ambulance Activity and Payments Received Report for July, 2025

Overtime Report for July, 2025

Disclosure of Travel Expense by Deputy Chief

Respectfully submitted,



Daniel R. Furbush, District Clerk

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
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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
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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

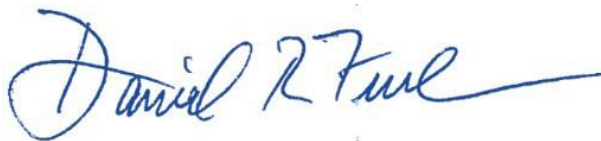
Ambulance Activity and Payments Received Report for August, 2025

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

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: October 15, 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
 - c. FY 2026 Election Calendar, CC Times Posting
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Closing Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
 - d. Tax Classification Hearing Schedule
4. Ambulance Billing/Revenue Report
5. Overtime Report – Review
6. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
7. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
8. Such Other Matters Not Reasonably Anticipated by the Chair

Anticipate for November Meeting: Bid Results, Tax Classification Hearing, FY2027 Draft Budget

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.

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WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES OCTOBER 15, 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; Public attendees were Debra Dejonker-Berry, Pat Lawlor, Kim Sylvia-Riker, Joe Brady, Austin Moloney, Pablo Almeida, and Kris Clark

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 September 17, 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 September 17, 2025 Prudential Committee meeting, as printed.**

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

The Clerk provided the FY2026 draft Election Calendar to the Committee. **Mr. Maki motioned, Mr. Smith seconded, and it was unanimously voted, in a roll call vote, to approve the FY 2026 Election Calendar as written.**

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

Fiscal Year 2025:

The Treasurer informed the Committee that tax and ambulance receivables have been reconciled but the issue of the expenditure sub ledger account reconciliation with the general ledger expenditure account, explained at the September meeting, is still unfinished. Mr. Pirrone has enlisted the assistance of previous District Controller Charles Marshall, to reconcile the incorrect entries and linkage errors. The revenue control account has been reconciled.

Fiscal Year 2026:

Mr. Pirrone informed the Committee that he will be focusing on the July and August reconciliations that are incomplete. Budget upload and duplicate shadow account entries make this a very time-consuming activity. Overall revenues are short of the budget target due to slowing real estate tax collections which are at nineteen percent (19%) of budget versus the twenty-five percent (25%) target. Ambulance receipts are at twenty-eight percent (28%) of target with all other categories well ahead of budget at forty-three percent (43%) of target.

Expenditures without an adjustment for annual payments are twenty-four percent (24%) of target but when those adjustments are calculated for the first quarter, 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.

Tax Classification Hearing:

The tax classification hearing, in agreement with Director of Assessing John Curran, has been scheduled for November 19, 2025. It will be held before the start of the regular Prudential monthly meeting.

AMBULANCE BILLING/REVENUE REPORT:

The Chief did not provide a monthly activity report, having not received one from Comstar. September payments were twenty-nine thousand, five hundred ninety-four dollars and eighty cents (\$29,594.80).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for September showed a decrease from August numbers to three hundred nine (309) hours of overtime with the greatest contributors being training and emergency calls.

FIRE CHIEF'S REPORT:

The Chief advised the Committee that one call member is being transitioned to a part-time position.

New pay rates for part-time staff will go into effect on November 6, 2025. He is awaiting data to finalize the rates for call fire staff.

He said the department planned a presentation on the progress and recommendations of the Building Committee to residents and interested parties at the West Barnstable Civic Association meeting on October 21, 2025 at 6:30 P.M. The meeting is to be held at the 1760 Meeting House.

Attendance is planned for the Trunk and Treat event on October 25, 2025 at Cape Cod Community College.

An RFQ for phase one of the fire house restoration is active and will close on October 30, 2025 at 2:00 P.M. There has been an active initial response with the expectation of receiving competing bids. The bids will be opened and read at the November meeting. The responses will then go to the Building Committee for review and ranking for purposes of interviewing the higher-ranking respondents.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that the Riedell Plumbing cleaned the furnaces and provided a list of items requiring attention or replacement. The mini splits for the upstairs sleeping quarters leaked and damaged the sheetrock which has been replaced. The front entryway has been painted.

The old compressor and tank have been listed for sale on Municibid and there have been a few bids.

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

Interstate Electric replaced two GFCI receptacles in the kitchen area.

IT replaced two computers and a UPS.

There was water in the basement from the recent storm, and it was pumped out before any major damage occurred and the sump pump had been temporarily left in place. The Chief suggested that the repair of the issue should probably be included in the building renovation work.

Pump testing on all apparatus is scheduled for November 20, 2025. Engine 2 needs the pump packing

replaced, and it is a time-consuming job. The tank on Tender 2 has been repaired with welding. New anodes will be installed soon.

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 4:32 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

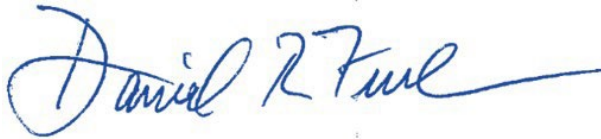
Minutes from September 17 2025 Prudential Committee

Treasurer Report for September, 2025

Payments Received Report for September

2025 Overtime Report for September, 2025

Respectfully submitted,

A handwritten signature in blue ink, reading "Daniel R Furbush", with a long horizontal flourish extending to the right.

Daniel R. Furbush, District Clerk

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

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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 five 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

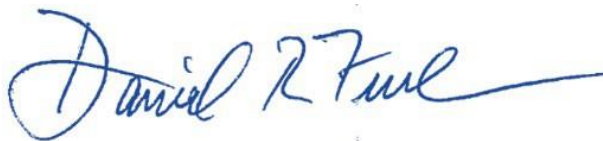
Treasurer Report for October, 2025

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

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: December 10, 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. Tax Classification Hearing to Set the Fire District Tax Rate for FY 2027

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

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**WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE TAX CLASSIFICATION HEARING
DECEMBER 10, 2025**

PRESENT: Chief Dave Paanenen; Prudential Committee Members Edward Smith (Chair) Dan Dewey and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; District Accountant Mary Carnevale; John Curran, Town of Barnstable Director of Assessing; Public attendees were Austin Moloney, Shane Ryder, Joseph Brady, and Kris Clark;

Mr. Smith called to order the scheduled Tax Classification Public Hearing at 4:00.

Mr. Curran presented a review of the property tax levy shifting options for West Barnstable which detailed FY 2026 values, change in assessed values, fiscal year 2026 calculated tax rate for residential, commercial, industrial and personal tax classes. Further the option for a split tax rate was detailed, noting that only 110 Massachusetts communities had a split tax rate in 2025. Next, the average family tax bill for 2026 was detailed for a unified tax rate and a shifted tax rate, showing that the average single family would have a savings of \$43.39 under a shifted rate.

Next, Mr. Curran detailed the average commercial tax bill under both a unified and shifted tax rate, commenting on the lack of commercial property in West Barnstable. Finally, Mr. Curran presented his recommendation for the unified tax rate, saying that the split between residential properties and commercial properties is very close and does not lend itself to a shifted tax rate.

After a brief discussion clarifying what was included in the personal property tax class, **Mr. Smith motioned, Mr. Maki seconded, and in a roll call vote, it was unanimously approved that the District retain a single tax rate for all classes of property, that the District adopt no real estate tax exemptions, and that the District adopt a real estate tax factor of 1.0 for FY2026.**

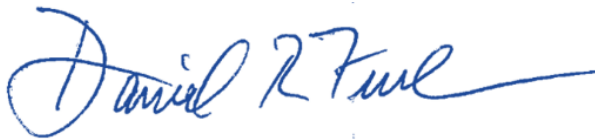
Chair Edward Smith motioned to adjourn the tax classification hearing, Mr. Maki seconded, and in a roll call vote, the motion was passed unanimously.

There being no further business, the meeting was adjourned at 4:13 PM.

DOCUMENTS USED AT THE HEARING:

Review of the Property Tax Levy Shifting Options for West Barnstable

Respectfully submitted,



Daniel R. Furbush, District Clerk

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: December 10, 2025

TIME: 4:15 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. Executive Session Redacted Minutes Approval
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Closing Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
4. Building Committee Update
5. Ambulance Rate Setting
 - a. Ambulance Cost of Service Study
6. Overtime Report - Review
7. Draft FY 2026 Fire District Budget
8. Fire Chief Review
9. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
10. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
11. Such Other Matters Not Reasonably Anticipated by the Chair

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WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING MINUTES DECEMBER 10, 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; Public attendees were Austin Moloney, Shane Ryder, Joe Brady and Kris Clark

CALL TO ORDER:

Mr. Smith called the meeting of the Prudential Committee to order at 4:15 PM. The Pledge of Allegiance was recited by all present.

CLERK'S REPORT:

The Clerk provided Minutes from the November 19, 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 November 19, 2025 Prudential Committee meeting, as printed.**

The Clerk provided minutes for Executive Session meetings that had been reviewed and redacted by Attorney Sarah Spatafore. The minutes were for meetings held on February 7, 2024, July 17, 2024, September 18, 2024 and March 10, 2025. After a brief discussion regarding the extent of the redactions, **Mr. Smith motioned, Mr. Maki seconded, and it was unanimously voted, in a roll call vote, to approve the redacted minutes of the executive sessions held on February 7, 2024, July 17, 2024, September 18, 2024 and March 10, 2025, as printed.**

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

Fiscal Year 2025:

The Treasurer informed the Committee that adjustments for the FY2025 financials are complete and he needs to do the closing entries and post on the DLS Gateway.

Fiscal Year 2026:

Overall revenues are short of the budget target at thirty-five percent (35%) of budget versus the forty-two percent (42%) target. Ambulance receipts are at fifty-four percent (54%) of target although lower year over year. Grants are also ahead of last year.

Expenditures are at thirty percent (30%) much less than the expected forty-two percent (42%) of target.

Accounts are not reconciled.

BUILDING COMMITTEE UPDATE:

Chief Paananen informed the Committee that all RFQ responses were reviewed and ranked by the Building Committee. Scores assigned to the RFQ responses were:

Saccoccio and Associates Architects	135
Context Architecture	134
HKT Architects	118
Rowse Architects	94

Zoom meetings to include presentations and negotiations are scheduled with the top scorers.

AMBULANCE RATE SETTING:

The Chief provided the Committee with an overview of the process for rate setting indicating that the department had a study performed approximately twenty years ago by the Edward J. Collins Center to determine the true and accurate cost for the services provided by the ambulance. That study has been the basis for rate setting and the findings adjusted periodically for inflation and other factors. The Chief would like to have that study performed again to establish an actual cost for ambulance services in the current cost environment of higher costs for supplies and staffing.

When asked about West Barnstable's ambulance rates versus other Cape departments, the Chief said that historically West Barnstable is the highest because they can substantiate the rate using the original study as the initial cost basis and adjusting it periodically.

Mr. Maki asked if rates could be separated into resident and non-resident rates and the Chief said they cannot do so. He also said that there are other considerations aside from residents versus non-residents such as write-offs, Medicare reimbursements and other deductions that affect the rate.

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for November showed an increase from October numbers to four hundred ninety (490) hours of overtime with the greatest contributors being vacation coverage, training, and emergency calls.

DRAFT FY2027 BUDGET:

The Chief advised the Committee that he has no budget update due to some calculation errors on the spreadsheets used for the draft budget. He scheduled a call with Charles Marshall to determine the issues.

FIRE CHIEF ANNUAL REVIEW:

The Clerk advised the Committee that he had received only one response to the review document sent to Committee members for their input. The Committee assured the Clerk that any outstanding responses would be forthcoming in advance of the next meeting so the review could take place.

FIRE CHIEF'S REPORT:

The Chief informed the Committee that there are no changes in personnel. Attendance is planned for the storm readiness meeting on December 21st.

DEPUTY FIRE CHIEF'S REPORT :

Deputy Chief Morrison said that the water intrusion issue in the basement has been repaired. He said that Joe Brady had replaced the soap dispensers in all bathrooms. Culligan Water was asked to make certain that the water entering the hot water heaters was not causing damage due to the mineral composition or hardness of the water. Instead, they changed filters and fixed a clog. The Deputy will ask them to come back and make the determination they were supposed to make initially.

The department will be submitting a grant application to the Volunteer Firefighters of America for equipment used in fighting brush fires such as bags and shelters.

Apparatus repairs have been made to the Engine 1 pump, Tender 1 relay and Tender 2's leak has been stopped.

Chairman Smith said he attended the Christmas tree lighting and said it looks wonderful. Mr. Dewey recognized Kris Clark for her assistance in getting electric lines moved to the opposite side of the street to facilitate the tree's decoration.

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 4:42 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from November 19, 2025 Prudential Committee

Executive Session Redacted Minutes from February 7, 2024, July 17, 2024, September 18, 2024 and March 10, 2025

Overtime Report for November, 2025

Respectfully submitted,

A handwritten signature in blue ink that reads "Daniel R. Furbush". The signature is fluid and cursive, with a long horizontal line extending from the end.

Daniel R. Furbush, District Clerk