

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS
FIRE DISTRICT
WWW.COMMFIREDISTRICT.COM**

2019 ANNUAL REPORT

2020 ANNUAL DISTRICT MEETING



1926 – 2020

ANNUAL ELECTION

Centerville Fire Station
Route 28, Centerville
MONDAY, JUNE 22, 2020
9:00 AM – 3:00 PM

ANNUAL MEETING

Centerville Fire Station
Route 28, Centerville
TUESDAY, JUNE 23, 2020
7:00 PM



**CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
DISTRICT OFFICERS
PRUDENTIAL COMMITTEE**

Carlton B. Crocker, Chairman Term Expires 2020

John A. Lacoste Term Expires 2021

David V. Lawler Term Expires 2022

CLERK/TREASURER

Judith C. Sprague

ASST. CLERK/TREASURER

Krystal Abrams

BOARD OF WATER COMMISSIONERS

Peter Hansen Term Expires 2020

Kevin Medeiros Term Expires 2021

Scott Crosby, Chairman Term Expires 2022

WATER SUPERINTENDENT

Craig A. Crocker

ASST. WATER SUPERINTENDENT

Glenn Snell

BOARD OF FIRE COMMISSIONERS

Mark Macallister, Chairman Term Expires 2020

Scott Frank Term Expires 2021

Edward P. Riley Term Expires 2022

FIRE CHIEF

Michael J. Winn

DEPUTY CHIEF

Byron L. Eldridge

INFORMATION SYSTEMS

Thrive

MODERATOR

Charles Sabatt

Term Expires 2021



CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

REPORT OF THE PRUDENTIAL COMMITTEE

It is hopeful that the pandemic Coronavirus dangers have lessened considerably, or at least there is an ending in sight by the time you read this report. God bless you all.

We were in doubt of the May District Meeting and voting. But as of now voting will be held on June 22 and the Annual Meeting June 23. Things do change quickly so please stay informed by going to our website – www.commfiredistrict.com. If you want to vote by absentee ballot call the Prudential Office at 508-957-8235 or 508-975-8237 to have the ballot sent to you.

We want to assure District residents that our committee has great confidence in the leadership abilities of Chief Winn and Deputy Eldridge. So too for the remarkable personnel throughout COMM Fire District: firefighters, dispatchers, civilian employees, Water Superintendent, Craig Crocker and Assistant, Glenn Snell, office personnel and field technicians. All remarkable workers.

DUTIES

The duties of the Prudential Committee include, but are not limited to, calling elections and District Meetings, securing short and long term borrowing, overseeing fiscal expenditures, approving contracts for goods and services, negotiations for contractual labor agreements and provides for the general direction and supervision of the Information Technology Department.

COMM currently outsources the information systems to corporate entity, Thrive.

AMBULANCE BILLING

For the past 22 years the Fire Department has benefited from the proceeds of ambulance billing. The total amount collected as of April 1, 2020 is \$24,187,250.30. In Fiscal Year 2021, those funds will offset the expenses of the ambulance/rescue service by \$1,605,414.93.

In December 2019 the District, through the normal bidding process, received three provider responses. After evaluation the committee selected a new provider, Coastal Medical Billing Company. The District will evaluate rates annually and adjust those rates appropriately, if necessary.

STREETLIGHTS

We are seeing continued savings in our monthly usage due to the high efficiency, low energy usage of the LED lights. As always we continue to advise you that if you see a malfunctioning streetlight to contact the Prudential Office at (508) 790-2375 extension 2 to report the outage with the pole number and the location.

ENERGY OPTIONS

Gasoline and Diesel

Gasoline and diesel fuel prices bids are done through the Barnstable County Collaborative. The District has prepared its usage needs and Noonan Brothers will be our provider again next year with a bid price of .13 for gasoline and diesel for Fiscal Year 2021.

Natural Gas

National Grid has been the District's natural gas supplier for many years and will continue to be throughout the spring and summer months of 2020. In the fall it may be possible for the District to bid out a 5 or 6 month time frame that would lower therm rates over the winter months.

CVEC Power Agreement-Net Metering Credits

The Fire/Water District is in its fourth year of a 20 year agreement with Cape and Vineyard Electric Cooperative, Inc. (CVEC) to purchase net metering credits (NMC) for electricity supplied by Syncarpha Capital, a developer-provider of a ground mounted solar photovoltaic installation in Dartmouth, Massachusetts that provides 2.25 million kilowatts of net metering credits to COMM annually.

Net Metering Credit payments to COMM began in November 2016. From that date through March 2, 2020 the total was \$340,056.42, of that combined total \$84,414.97 was in fiscal year 2020. Distribution of funds within the District were: Streetlights \$4,381.12, Fire Department \$15,703.39 and Water Department \$64,330.46.

Electric Supply

In October 2018 the Centerville Osterville Marstons Mills Fire and Water District entered into an agreement with Master Electric Energy (ENGIE Resources, LLC) for its electric supply through November 2021. The three year agreement cost per kilowatt hour is set at .09972.

AUDIT

Our auditor, Bill Fraher, CPA of Boston, Massachusetts has completed the audit for Fiscal Year 2019. Copies of the audit are available by request at the District office.

OPEB TRUST UPDATE

COMM Fire District has been investing the long-term portion of its OPEB liability since May 14, 2014 with Bartholomew & Company, Inc. based in Worcester, MA. COMM Fire District has set aside \$2,345,189.42 towards this long-term liability that represents our commitment of paying our employees' health care benefits in retirement. Investing efforts have generated \$108,446.12 since inception through March 31, 2020. Due to the drastic market drops and the Coronavirus pandemic the Trust has taken a sharp decline in growth in the past couple months.

LABOR RELATIONS

The very purpose of the COMM District is to service and protect the health, safety and property of the District's citizens, and to provide them with clean, flowing, potable water. This is accomplished only through the dedicated and professional services of the District's employees. Our labor force is our most important asset to ensure emergency response and assistance to the citizens and to ensure a safe and clean water supply.

The COMM Firefighters, Dispatchers, Civilian Union Employees and Water Department Employees are all under contract for the next fiscal year starting July 1, 2020.

NEW INITIATIVES

District retirement assessments are leveling off as their investments have shown profitable returns. The benefit cost of current and retired employees is a zero rate increase this year due to the efficient management by the Cape Cod Municipal Health Group for another record breaking year. The Prudential Committee has established a reserve account, OPEB Liability Trust Fund, beginning in fiscal year 2014 with Bartholomew & Company, to help reduce the unfunded liability of the retirees' future benefits. The Water Department is contributing a portion of the Trust monies attributed to their employees. We are using a very conservative investment policy to protect any funds put into the fund for the future which has proven very beneficial in these rough investing times. This initiative is a necessary step based on GASB (Government Accounting Standards Board) 45 Statement in order to maintain the District's Triple A bond rating, thus ensuring taxpayers affordable interest rates on our capital improvement programs into the future. The Prudential Office is changing and updating its financial and payroll software and integrating the Water Department's utilities programs into one complete package. Hopefully, within the next fiscal year we will be adding online water bills and payments along with other improvements to the District initiatives. Unfortunately due to isolation requirements we are behind in our endeavors for the new software but we are working remotely to try and stay on schedule.

COMMENTS

We would like to thank our Clerk/Treasurer Judith Sprague, Assistant Clerk/Treasurer Krystal Abrams, Fire Chief Michael J. Winn, Deputy Chief Byron Eldridge, and the Board of Fire Commissioners, Joseph Desrosiers, Fire Custodian, Water Superintendent Craig A. Crocker, and the Board of Water Commissioners. The Annual District Meeting and Election for June 2020 will be held at the Centerville Station and, if necessary, outside the Station Headquarters.

Respectfully submitted,

THE PRUDENTIAL COMMITTEE
Carlton B. Crocker, Chairman
John A. Lacoste
David V. Lawler

PRUDENTIAL OPERATIONS PERSONNEL

Judith C. Sprague, Clerk/Treasurer (June 2003)
Krystal Abrams, Assistant Clerk/Treasurer (May 2016)



CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT REPORT OF INFORMATION SYSTEMS

The District's computer system continues to be a valuable resource for all District departments. The IT Department's mission is to provide the Fire District with a communications infrastructure capable of handling current and future technology requirements. It is imperative that the system be capable of providing accurate and timely information in emergency situations.

The District continues with day to day operations contracted to an outside vendor to allow better overall management, security, service and control. This provides the District computer system with 24 hour, state of the art monitoring and management. The employees have 24/7 access to service and troubleshooting help. The service also provides up to date security and virus protection.

The District has made and will continue to make upgrades and changes as needed to keep the system running smoothly and up to date. The projects completed in the past fiscal year are noted below.

In the next fiscal year the District is installing new financial and billing software for the Clerk/Treasurer and the Water Department and the Fire Department has purchased and is installing new Reporting, CAD and personnel management software. These upgrades will continue to improve overall service and accountability to our customers and employees. This next fiscal year The District will continue with upgrades and improvements to the system and infrastructure to continue the goal of having an up to date and efficient system. Research into Cloud Based Technology and how the District could benefit from the use of this technology will be an on-going project this year.

The next year's projects for FY 2021 are listed below.

THE CURRENT IT NETWORK CONSISTS OF THE FOLLOWING:

- 47 workstations, 15 of which are mobile.
- 10 servers, including 1 main server, 1 back-up server and 8 virtual servers.
- 4 firewalls, one firewall to handle each facility, water dept. and 3 fire stations.
- 1 firewall dedicated to the email server only.

PROJECTS COMPLETED FOR FISCAL YEAR 2020

Upgrade of hardware.
Upgrading of Mobile Data Terminals.
Continued upgrade of workstations.
Ongoing development of the district website.
Outsourcing of IT support.

PROJECTS PROPOSED FOR FISCAL YEAR 2021

Upgrade of Internet services and system interconnectivity through a fiber optic or other solution.

Continuation of the upgrade of software, including installation and training of new software solutions for Treasurer, Water Department and Fire Department.

Investigating the next phase of server technology and research into how this will affect the District's Computer Facilities.

Continued upgrading of system security.

Respectfully Submitted for the
INFORMATION SYSTEMS,
Byron L. Eldridge, Deputy Chief

May 21, 2019

**NOTICE OF THE ANNUAL MEETING
AND
ANNUAL MEETING WARRANT
Centerville-Osterville-Marstons Mills Fire District
Town of Barnstable
Commonwealth of Massachusetts**

In accordance with the foregoing Warrant, the ninety-third Annual District Meeting of the Centerville-Osterville-Marstons Mills Fire District was held at the Centerville Fire Station Meeting Hall, 1875 Falmouth Road, Centerville, Massachusetts, on Tuesday, May 21, 2019 at 7:00 p.m.

Moderator Charles M. Sabatt called the meeting to order at 7:05 p.m. after attaining a quorum, Judith C. Sprague, District Clerk, then read the call and return of the Warrant. With voters present and having a copy of the Warrant for this meeting, the reading of the individual Articles of the Warrant was omitted.

Acting Under:

ARTICLE #1. Upon a motion duly made and seconded, it was unanimously voted to accept the Reports of the Prudential Committee, Information Systems, Fire Commissioners, and Water Commissioners.

ARTICLE #2. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$1,745.87 for unpaid bills for the prior fiscal year, said funds to be expended under the direction of the Prudential Committee.

ARTICLE #3. Upon a motion duly made and seconded, it was unanimously voted to increase the yearly stipend of the elected Chairman of the Prudential Committee from \$4,000.00 to \$5,000.00.

ARTICLE #4. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$4,188,697.49 and to transfer from income of the Water Department \$760,701.51 for a total appropriation of \$4,949,399.00 for the ordinary operating expenses of the Prudential Committee for Fiscal Year 2020, to be expended under the direction of the Prudential Committee.

ARTICLE #5. Upon a motion duly made and seconded, it was unanimously voted to transfer and appropriate from the income of the Water Department the sum of \$2,040,000.00 for the ordinary operating expenses of the Water Department for Fiscal Year 2020.

ARTICLE #6. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate \$6,723,348.84 and transfer from Ambulance funds \$1,432,035.83 for a total of \$8,155,384.67 for the ordinary operating expenses of the Fire Department for Fiscal Year 2020.

ARTICLE #7. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$223,000.00 for Fiscal Year 2020 for the ordinary operating expenses of

the Information Systems Department, to be expended under the direction of the Prudential Committee.

ARTICLE #8. Upon a motion duly made and seconded, it was unanimously voted to transfer and appropriate from the income of the Water Department the sum of \$114,980.20, to pay maturing debt of the Fire District incurred by or for the Water Department; and to raise and appropriate the sum of \$210,930.00 and appropriate the Free Cash amount of \$164,070.00 for other District bonds and notes making a total of \$489,980.20 for Maturing Debt, as it becomes due and payable during Fiscal Year 2020.

ARTICLE #9. Upon a motion duly made and seconded, it was unanimously voted to transfer from the System Development Charges and appropriate the sum of \$31,928.39 for the maturing interest on the debt of the Fire District incurred by or for the Water Department; and to raise and appropriate the sum of \$16,313.17 making a total of \$48,241.56, for the payment of Accruing Interest on bonds and notes as it becomes due and payable during Fiscal Year 2020.

ARTICLE #10. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$36,785.00 for the Town of Barnstable for costs of tax collection, property assessment, data processing and treasury expenses on behalf of the District, for the fiscal year ending June 30, 2020, said funds to be expended under the direction of the Prudential Committee.

ARTICLE #11. Upon a motion duly made and seconded, it was unanimously voted to authorize the Prudential Committee to either employ an outside auditor to audit the books and accounts of the District, including those of the Treasurer and Water Department; or to request an audit under the provisions of Chapter 44, Section 35, General Laws of Massachusetts, for the Fiscal Year ending June 30, 2019.

ARTICLE #12. Upon a motion duly made and seconded, it was unanimously voted to authorize the Treasurer to enter into compensating balance agreements during Fiscal Year 2020, as permitted by the Massachusetts General Laws, Chapter 44, Section 53F, as amended.

ARTICLE #13. Upon a motion duly made and seconded, it was unanimously voted to indefinitely postpone this article.

ARTICLE #14. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$325,000.00 for the Other Post-Employment Benefits (OPEB) Liability Trust on account of the District's unfunded liability as described by the Government Accounting Standards Board (GASB) 45 statement with the approval of the Prudential Committee.

ARTICLE #15. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$25,000.00 to purchase and implement hardware and software upgrades to the District network computer system, said funds to be expended under the direction of the Prudential Committee.

ARTICLE #16. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate from available funds the sum of \$230,000.00 to complete the purchase of all required Self-Contained Breathing Apparatus (SCBA) and components (compressor), said funds to be expended under the direction of the Board of Fire Commissioners, with the approval of the Prudential Committee.

ARTICLE #17. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate from available funds the sum of \$48,000.00 for the purchase of sixteen (16) comprehensive sets of bunker gear, said funds to be expended under the direction of the Board of Fire Commissioners with approval of the Prudential Committee.

ARTICLE #18. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate from available funds the sum of \$150,000.00 to purchase new information management software for the COMM Fire District, said funds to be expended under the direction of the Board of Fire Commissioners with the approval of the Prudential Committee.

ARTICLE #19. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate from available funds the sum of \$80,000.00 to purchase two (2) new motors and electronics for Marine Boat 310, said funds to be expended under the direction of the Board of Fire Commissioners with the approval of the Prudential Committee.

ARTICLE #20. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate from available funds the sum of \$125,000.00 to purchase necessary state-mandates digital radios the Department operates daily, said funds to be expended under the direction of the Board of Fire Commissioners with the approval of the Prudential Committee.

ARTICLE #21. Upon a motion duly made and seconded, it was unanimously voted to transfer and appropriate from Water Surplus account the sum of \$483,014.69 for the labor and materials necessary for water service installations, repairs to the water system, leak detection, tree/brush removal, meter replacements, hydrant relocations, replacement of undersize and older piping, water main extensions and other related upgrades on Huckins Neck Road and others within the system, said funds to be expended under the direction of the Board of Water Commissioners, with the approval of the Prudential Committee.

ARTICLE #22. Upon a motion duly made and seconded, it was unanimously voted to transfer and appropriate from Water Surplus the sum of \$75,000.00 to the Other Post-Employment Benefits (OPEB) Liability Trust Fund to apply to the Water Department's unfunded liability as described by the Government Accounting Standards Board (GASB) 45 rule with the approval of the Prudential Committee..

ARTICLE #23. Upon a motion duly made and seconded, it was unanimously voted to raise and appropriate the sum of \$150,000.00 to fund necessary contractual settlements from union negotiations, said funds to be expended under the direction of the Board of Fire Commissioners with the approval of the Prudential Committee.

Upon a motion duly made and seconded, it was unanimously voted to adjourn the Annual District Meeting at 7:36 p.m.

A TRUE COPY ATTEST:

Clerk/Treasurer, Judith C. Sprague
Centerville-Osterville-Marstons Mills Fire District

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
CENTERVILLE, MASSACHUSETTS

SUPPLEMENTARY INFORMATION

COMPOSITION OF TREASURER'S CASH

Year Ended June 30, 2019

Composition of cash including cash equivalents and term deposits
at end of year:

Petty Cash		\$ 750
Interest bearing deposits with rate of interest:		
Rockland Trust - Money Market	0.10%	5,852,626
Rockland Trust – Payroll Account	0.10%	49,974
Rockland Trust – Vendor Account	0.10%	16,128
Harbor One – Capital Projects	1.00%	17,105
Cape Cod Five Cents Savings Bank - Term deposit	1.49%	34,295
Century Bank – Money Market	1.00%	1,823,686
Cooperative Bank of Cape Cod – Cert. of Deposit	1.65%	514,751
Bristol County Savings Bank – Money Market	0.75%	375,672
Bartholomew & Co. – OPEB Trust	N/A	2,180,975
Cape Cod Five Cents Savings Bank – Cert. of Deposit	.95%	506,694
Harbor One – Cert. of Deposit	2.00%	530,240
Cape Cod Five Cents Savings Bank – Money Market	.75%	411,964

Total Cash \$ 12,314,860

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

Balance Sheet – Government Funds

June 30, 2019

	General Fund	Ambulance Fund	Nonmajor Governmental	Total
<u>Assets</u>				
Cash and cash equivalents	\$4,867,916	\$1,621,116	\$362,435	\$6,851,467
Receivables:				
Property Taxes	479,182	0	0	479,182
Tax liens and foreclosures	149,510	0	0	149,510
Departmental	5,385	1,038,978	0	1,044,363
Less: allowance for abatements	(56,413)	0	0	(56,413)
Less: allowance for uncollectibles	0	(516,543)	0	(516,543)
Due from other governments	0	0	0	0
 Total assets	 \$5,445,580	 \$2,143,551	 \$362,435	 \$7,951,566
<u>Liabilities</u>				
Warrants and accounts payable	\$ 27,069	\$0	0	\$27,069
Accrued payroll and withholdings	200,626	0	0	200,626
Other Liabilities	197,270	0	0	197,270
Notes payable	0	0	750,000	750,000
 Total liabilities	 424,965	 0	 750,000	 1,174,965
<u>Deferred Inflows of Resources</u>				
Unavailable revenue	421,624	522,435	0	944,059
<u>Fund Balances</u>				
Restricted	0	1,621,116	139,784	1,760,900
Committed	164,070	0	0	164,070
Assigned	925,117	0	0	925,117
Unassigned	3,509,804	0	(527,349)	2,982,455
 Total fund balances	 4,598,991	 1,621,116	 (387,565)	 5,832,542
 Total liabilities, deferred inflows of Resources and fund balances	 \$5,445,580	 \$2,143,551	 \$362,435	 \$7,951,566

Centerville-Osterville-Marstons Mills Fire District

Statement of Revenues, Expenditures and Changes in Fund Balance

Government Funds

For the Year Ended June 30, 2019

	<u>General Fund</u>	<u>Ambulance Fund</u>	<u>Non-major Governmental Funds</u>	<u>Total</u>
Revenues:				
Property taxes	13,013,161	-	-	13,013,161
Departmental charges for services	2,501	1,421,573	-	1,424,074
Licenses and permits	29,170	-	-	29,170
Intergovernmental	242,014	-	4,628	246,642
Investment income	64,759	-	606	65,365
Other	<u>15,479</u>	<u>-</u>	<u>37,100</u>	<u>52,579</u>
Total revenues	<u>13,367,084</u>	<u>1,421,573</u>	<u>42,334</u>	<u>14,830,991</u>
Expenditures:				
Current:				
Prudential Operations	4,158,100	-	-	4,158,100
Fire Operations	7,822,541	-	358,076	8,180,617
Debt Service	7,150	-	-	7,150
Information Systems	<u>215,242</u>	<u>-</u>	<u>-</u>	<u>215,242</u>
Total expenditures	<u>12,203,033</u>	<u>-</u>	<u>358,076</u>	<u>12,561,109</u>
Excess (deficiency) of revenue over expenditures	<u>1,164,051</u>	<u>1,421,573</u>	<u>(315,742)</u>	<u>2,269,882</u>
Other financing sources (uses):				
Operating transfers in	1,411,714	-	150,000	1,561,714
Operating transfers out	<u>(150,000)</u>	<u>(1,377,914)</u>	<u>-</u>	<u>(1,527,914)</u>
Total other financing sources (uses)	<u>1,261,714</u>	<u>(1,377,914)</u>	<u>150,000</u>	<u>33,800</u>
Net changes in fund balances	2,425,765	43,659	(165,742)	2,303,682
Fund balance, beginning of year	<u>2,173,226</u>	<u>1,577,457</u>	<u>(221,823)</u>	<u>3,528,860</u>
Fund balance, end of year	<u><u>4,598,991</u></u>	<u><u>1,621,116</u></u>	<u><u>(387,565)</u></u>	<u><u>5,832,542</u></u>

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

Notes to Financial Statements

June 30, 2019

Note 6. Capital Assets

Capital asset activity for the year ended June 30, 2019 was as follows:

	<u>Beginning Balances</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balances</u>
<u>Governmental activities</u>				
Capital assets not being depreciated:				
Land and land improvements	384,746	2,349		387,095
Total capital assets not being depreciated	384,746	2,349	0	387,095
Capital assets being depreciated:				
Buildings and improvements	11,282,358	0	0	11,282,358
Equipment	5,561,240	426,804	0	5,988,044
Total capital assets being depreciated	16,843,598	426,804	0	17,270,402
Less accumulated depreciation for:				
Buildings and improvements	(4,900,409)	(282,070)	0	(5,182,479)
Equipment	(3,883,560)	(412,003)	0	(4,295,563)
Total depreciation	(8,783,969)	(694,073)	0	(9,478,042)
Capital assets being depreciated, net	8,059,629	(267,269)	0	7,792,360
Total governmental activities capital assets, net	<u>\$8,444,375</u>	<u>\$(264,920)</u>	<u>0</u>	<u>\$8,179,455</u>
<u>Business-type activities</u>				
Capital assets not being depreciated:				
Land and land improvements	\$3,438,497	0	0	\$3,438,497
Construction in Progress	0	59,776	52,812	6,964
	3,438,497	59,776	52,812	3,445,461
Capital assets being depreciated:				
Buildings and improvements	1,478,916	51,030	58,867	1,471,079
Equipment	941,772	76,046	64,460	953,358
Infrastructure	24,098,299	187,000	0	24,285,299
Total capital assets being depreciated	26,518,987	314,076	123,327	26,709,736
Less accumulated depreciation for:				
Buildings and improvements	(832,265)	(34,811)	0	(867,376)
Equipment	(751,853)	(65,170)	(64,460)	(752,563)
Infrastructure	(13,295,159)	(434,999)	0	(13,730,158)
Total accumulated depreciation	(14,879,577)	(534,980)	(64,460)	(15,350,097)
Capital assets being depreciated, net	11,639,410	(220,904)	58,867	11,359,639
Total business-type activities capital assets, net	<u>\$15,077,907</u>	<u>\$(161,128)</u>	<u>\$111,678</u>	<u>\$14,805,101</u>
Depreciation expense was charged to functions as follows:				
Governmental activities:				
Fire Operations				<u>\$694,073</u>
Business-type activity:				
Water				<u>\$535,980</u>

Year Ending June 30	Principal	Interest	Total	Principal	Interest	Total
2020	0	0	0	114,980	29,701	144,681
2021	0	0	0	117,285	27,378	144,663
2022	0	0	0	119,636	25,009	144,645
2023	0	0	0	122,035	22,592	144,627
2024	0	0	0	124,481	20,127	144,608
2025-2029	0	0	0	660,854	61,893	722,747
2030-2031	0	0	0	283,260	5,694	288,954
Totals	\$0	\$0	\$0	\$1,542,531	\$192,394	\$1,734,925

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS

Scott Frank, Fire Commissioner
Mark Macallister, Fire Commissioner
Edward Riley, Fire Commissioner

FIRE DEPARTMENT PERSONNEL

Michael Winn, Chief (E) 2013
Byron Eldridge, Deputy Chief (E) 1985
David Scott, Mechanic 2006
Louise O'Neil, Administration 2007
Sandra Mackey, Administration 2012
Kathleen Thut, Administration 2013
Joe Desrosiers, Custodian 2016
Rev. Robert Anthony, Fire Chaplain
Pastor Judson Adams, Fire Chaplain

PERMANENT FIREFIGHTERS

Aalto, Roger Lt. (P) 1991	Long, Thomas (E) 2000
Adams, R. Christopher Capt. (E) 1999	MacNeely, Martin FPO (E) 1988
Aiguier, Brenden (E) 2020	Malone, Matthew (P) 2010
Anderson, Richard (P) 2014	McGonigle, John (P) 2014
Arrascue, Enrique Lt. (P) 2006	Medeiros, Justin (E)
Bengston, Eric Lt. (P) 1994	Miskiv, George Lt. (E) 2000
Carney, Michael (P) 2002	Miskiv, Thomas Lt. (E) 1998
Carpenter, Daniel (P) 1999	Morrison, Brian Capt. (E) 2000
Coombs, Steven (P) 2013	Mullin, Scott (P) 2013
Cox, Patrick (P) 2015	Osgood, Daniel Lt. (E) 2000
Dalbec, Edward (P) 2005	Perry, Michael (P) 2015
Davern, Jason Lt. (P) 1999	Reed, Andrew (E) 1996
DeGraan, Thomas (P) 2005	Riley, Charles (E) 2007
Denneen, Kathleen (P) 2014	Rogers, Christopher (E) 2009
Dillon, Matthew Lt. (P) 2004	Rogers, Michael (E) 2005
English, John (P) 2014	Sabatinelli, Eric Lt. (A) 1999
Ferola, David (P) 1999	Sahl, Richard (E) 2001
Gelinas, David Jr. (E) 2005	Sargent, Richard Capt. (E) 1989
Goodearl, Thomas Lt. (P) 1998	Sassone, Louis Lt. (P) 2004
Greene, Sean Capt. (E) 1991	Scott, Ryan (P) 2017
Grossman, Michael FPO (E) 1990	Silva, Robert (P) 2020
Hammond, Zachery (E) 2020	Simmons, Michael (E) 1991
Hill, Patrick Lt. (E) 2007	Smith, Bradley (P) 2011
Hunter, Zachary (P) 2010	Travers, Adam (P) 2015
Laffey, Tucker (A) 2020	Travis, Jason (P) 2014
Lehane, Shawn (P) 1999	Williams, Gordon Lt. (E) 2000

DISPATCHERS

Motte, Laurie (EMD (E) 1999	Monroe, William (EMD) (E) 2000
Pierce, Richard (EMD) 2011	Brouillette, Amy (EMD) 2016

(E) Emergency Medical Technician (P) Paramedic
(A) Advanced
(EMD) Emergency Medical Dispatcher



Greetings:

On behalf of the Fire Commissioners and the dedicated women and men of the Centerville-Osterville-Marstons Mills (COMM) Fire District, I thank you for your continued support of your fire department.

As I write today, COMM Fire is grappling with the complexities of the Coronavirus/Covid-19 pandemic afflicting the globe; the threat is very real and very serious. COMM Fire has implemented many safety measures to protect both our citizens and guests, and our first responders. Those measures include; prohibiting public access to our three stations, asking additional screening questions for those calling 911, requiring both our personnel and patients to wear masks when interacting with each other and implementing new and ingenious ways to decontaminate/disinfect our equipment and apparatus. We are doing everything possible to protect everyone.

As of February 1, 2019 all municipalities in the Commonwealth of Massachusetts were required to become compliant with Federal OSHA (Occupational Safety and Health Administration) regulations. These OSHA requirements were new to the fire service of Massachusetts and COMM Fire spent the last year conducting internal reviews on our areas for improvement to become OSHA compliant. Following OSHA rules and regulations will assist in making our vocation as safe as possible for our firefighters.

In closing I thank you again for your support. Our mission statement says the following “*To provide the finest possible fire, rescue and emergency medical services, whether routine or emergent, to all that reside in, work in or visit the Centerville-Osterville-Marstons Mills Fire District.*” And I want you to know that we work hard to ensure that happens every day.

Personnel

This past year COMM Fire had 4 members retire after decades of service to our community.

Firefighter Charles Schneckloth
Captain Thomas Burchell
Firefighter Roger Henson
Firefighter Robert O’Melia

I hope you will join me in wishing these members a happy and healthy retirement and thank them for their years of service to our community.

To replace those members the following 5 personnel were hired.

Firefighter/EMT Zachary Hammond
Firefighter/EMT Brendan Augier
Firefighter/Paramedic Robert Silvia
Firefighter/EMT Justin Medeiros
Firefighter/Advanced EMT Tucker Laffey.

We are very pleased to have these new members join our COMM family.

Fire Prevention

During 2019 the COMM Fire Department Fire Prevention Division saw a small increase in the number of inspections up 5% and a small decrease in permits issued (-2.5%) as compared to 2018. The two most common types of inspections and permits were the sale of existing homes and the construction of additions, renovations, or new homes. Permits for the sale of existing homes were down just (-2.5%) and fire alarm permits for new homes, renovations, and additions were up substantially at 36% in 2019.

Commercial building activity was steady in 2019 but it continues to be a small amount of the overall construction within the District. Most of the commercial projects in the District continue to be tear down rebuild or renovations do to the very limited amount of commercially zoned raw land available.

Total number of inspections/events in 2019	3046
Total number of permits issued in 2019	1185

Senior Safe Program

2019 marked the completion of the 5th year of the Senior Safe Program. This program provides home fire safety visits for any District resident 65 years or older. This past year we made home visits to install carbon monoxide alarms, smoke alarms, batteries and lock boxes. The District received a grant from the Commonwealth which helped defray the cost of this program. If you or anyone you know may be interested in this program please call the Fire Prevention Office at 508-790-2375 ext. 1.

Number of seniors reached:	411
Number of home visits:	327
Number of smoke alarms installed:	63
Number of carbon monoxide alarms:	107
Number of lock boxes	53
Number of house numbers installed:	20
Number of batteries replaced:	1,398

Emergency Medical Services

COMM Fire is currently staffed with twenty-three (23) EMT/Basic's, two (2) EMT/Advanced and twenty-eight (28) EMT/Paramedics operating out of our three (3) fire stations. COMM continues to utilize four International/Horton Class 1 ambulances and one Advanced Life Support equipped fire engine.

During 2019 COMM responded to a total of 3,446 EMS calls.

The average response time from notification to arrival on scene is 5 minutes or less.

Requests for service by village remain unchanged from 2018 with 51% of EMS calls originating in Centerville, 30% originating in Marstons Mills, and 14% originated in Osterville.

83% of all patients were transported to Cape Cod Hospital. The remaining transports were to Falmouth and Boston-area hospitals.

Ambulance revenue received in the previous fiscal year, July 1, 2018 through June 30, 2019 was \$1,373,900.76.

COMM welcomes all feedback regarding your experience and interaction with our service and our crew.

Dive Team

Established in 1986, the COMM FD Underwater Search and Recovery team is the oldest continually operating public safety dive unit on Cape Cod. The team is comprised of 15 department members of which ten are diver/tenders and five are trained specifically as support tenders. The team trains twelve months per year in all types of weather conditions at various water bodies within the District.

The team utilizes fully encapsulated systems including full facemasks and dry suits to protect the diver from cold exposure as well as hazardous materials such as body fluids and fuel.

The majority of the diving evolutions are in low to no visibility due to heavy mud and silt conditions found in most lakes, ponds, bays and rivers. Tenders direct diving search patterns through wireless communication systems, as well as a tether based communications language using line pull signals.

The unit is activated for all reports of missing swimmers, persons through the ice, and boating accidents with reports of persons in the water. The team has made many victim recoveries from drownings due to swimming to boating casualties, and jumping accidents to sunken vessel entrapments.

In a collaborative effort and to maximize resources, the COMM and Hyannis Fire Departments have unified their team's operating procedures, training schedules and response agreements, and are operating as a cohesive unit to protect the residents of the two districts. Together, the teams work and train closely with the Town of Barnstable Harbormaster's Office, and support the Barnstable Police Department with water-based searches for crime scene evidence.

In the past year, the COMM and Hyannis Dive Teams have forged a cooperative training response agreement with the regions only other unit, the Barnstable County Dive Team. This team was formed in 2013 with a federal grant. The agreement was exercised over the summer during a two-day search of Scargo Lake in Dennis for a missing swimmer.

The COMM Dive Team appreciates the public's long-standing and continued support of its mission through approval of the warrant article presented this year which will be used to purchase/replace aging equipment.

Divers:

1. Captain Christopher Adams, Co-Team Leader/Dive master
2. Captain Brian Morrison, Co-Team Leader/Dive master
3. Lieutenant Roger Aalto
4. Firefighter Shawn Lehane
5. Lieutenant Michael Miskiv
6. Lieutenant Louis Sassone
7. Lieutenant Enrique Arrascue
8. Firefighter Pat Cox
9. Firefighter Ryan Scott
10. Firefighter Jack McGonigle

Tenders

1. Lieutenant Thomas Goodearl
2. Lieutenant Daniel Osgood
3. Firefighter Thomas Long
4. Firefighter Kate Denneen

5. Firefighter Thomas Degraan

Training

COMM Fire has a robust training program. On March 9, 2018 Governor Baker signed a bill that amends M.G.L Chapter 149 Section 6 ½. The law was updated to clarify employee safety requirements in public sector workplaces and is enforced by the Department of Labor Standards (DLS.) This law became effective on February 1, 2019. COMM signed a contract with Lexipol, a nationally-recognized public safety policy and procedures developer, to assist with the development of internal COMM policies and procedures. With these two changes, the following was incorporated into the COMM Fire/Rescue training program.

- Development of a master training program calendar
- Daily training bulletins
- Development of the following OSHA policies;
 - Hearing Protection
 - Respiratory Protection Program
 - Repetitive Motion Injuries and Ergonomics
 - Heat Illness Prevention
 - Communicable Disease
 - Hazmat Recognition and Identification
 - National Incident Management System
 - Emergency Action Plan and Fire Prevention
 - Firefighter Health
 - Firefighter Safety and Survival

Every month, and in accordance with the master training calendar, training is assigned for the firefighters and officers to complete while on-duty. Included in this training are building walk-throughs, area familiarization, school walk through, driver training/roadway safety, extrication/specialized rescue, firefighter safety health and survival, cancer awareness, fire pump operations, ladders, review of policies and procedures, monthly EMS training, water rescue, marine operations, brush and urban interface training.

In February 2020, 4 firefighter/EMTs and 1 firefighter/paramedic were hired. These new members officially started on March 9, 2020 and underwent a two-week orientation training. The purpose of the two-week training is to provide consistent orientation for all new hires prior to assignment on a shift, introducing them to the policies, procedures, equipment and apparatus at COMM Fire.

Over the last year, many of our firefighters have participated in additional training including participating in Massachusetts Fire Fighting Academy, Barnstable County Fire/Rescue Training Academy, Texas A&M, International Association of Fire Chiefs Fire-Rescue International, and the Fire Chiefs Association of Massachusetts Professional Development Conference.

Dispatch

For the first time in COMM Fire District history, the number of dispatched calls for emergency service handled by COMM personnel topped five thousand in 2019, ending the year at 5,053 incidents. In addition our dispatch center handled 920 calls for the Cotuit Fire District last year, for a total dispatch call volume of 5,973. For contrast, total dispatched calls for service in 2009 was 4,532.

Of the 5,053 calls responded to by COMM personnel in 2019:

EMS calls	3,446
Fires/Fire related	268
Service calls	303
Other calls	1,036

Upgraded equipment and software in the communications center over the past year includes a new voice logging recorder for emergency radio traffic and phone calls, as well as a new video security and station access package. The video system includes 32 motion activated cameras throughout the 3 stations, and remote operation of all public access and vehicle garage doors, controllable from the dispatch console.

The communications center is staffed 24/7 by four full-time dispatchers, all of whom are certified as Tele-communicators and Emergency Medical Dispatchers by the Association of Public Communications Officials (APCO.) In addition, there are 5 firefighters and 1 retired dispatcher who are trained and available to cover shifts as needed.

COMM Fire remains a Secondary Public Service Answering Point (PSAP.) The primary PSAP for the Town of Barnstable is the Barnstable Police Department, which transfers fire and rescue related calls to the appropriate agency. Residents are reminded to dial 911 whenever reporting an emergency, whether from a cell phone or a landline, as the 911 calls are tracked to the specific location while calls on business line are not.

The Open Burning Program for district residents is from January 15th to May 1st by state law and is monitored by COMM dispatch. Daily burning status and information about other outside fires is always available on our website, www.commfiredistrict.com

Respectfully,
Michael J. Winn
Chief of Department

Mark Macallister
Fire Commissioner, Chairman

Edward Riley
Fire Commissioner

Scott Frank
Fire Commissioner, Secretary

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS
WATER DEPARTMENT
P.O. BOX 369 – 1138 MAIN STREET
OSTERVILLE, MASSACHUSETTS 02655
WWW.COMMWATER.COM**



**OFFICE OF
BOARD OF WATER COMMISSIONERS
WATER SUPERINTENDENT
TEL. No. 508-428-6691
FAX No. 508-428-3508**

Scott E. Crosby, Chairman
Peter Hansen, Vice Chairman
Kevin Medeiros, Clerk

2019-2020 PERSONNEL

Craig A. Crocker, Superintendent (1992)*
Glenn E. Snell, Assistant Superintendent (2013)*
Samuel A. Nickerson (1990)*
Kevin J. Ferguson (1994)*
Roger P. Raymond (1998)*
T. Chatham Fawkes (2001)*
Matt Pistone (2002)*
Beth Flick (2004)
Timothy Picard (2005)*
Luke White (2016)*
Serena Chase (2016)
Cristin Van Buren (2018)
Brian Paradise (2018)

* State Certified Drinking Water Operators

CENTERVILLE-OSTERVILLE-MARSTONS MILLS WATER DEPARTMENT REPORT OF THE BOARD OF WATER COMMISSIONERS

The Board of Water Commissioners would like to thank the voters of our District for your continued support in our endeavor to supply the best quality of drinking water possible. We ask that you continue your conservation efforts. They are crucial to protect our future resources and to control the current cost of water. Also, the MASS DEP is proposing to cut our permitted withdrawal amount thus effectively forcing us to impose mandatory restrictions and to possibly restrict new connections. For information and materials on conserving water contact our office at 428-6691 or visit our web site (www.commwater.com).

The goal of the Centerville-Osterville-Marstons Mills Water Department is to contribute to the well-being of our community by supplying affordable high-quality drinking water. We pledge to be a model Water Department providing the best service possible. We strive for excellence through education and communication with our community and within our organization.

Public Relations

The Department mailed out the annual Water Quality Report along with the January 2020 water bills. The report contains information on the safety and quality of water for the year 2019. Please visit our website, District office, village library or call for a copy. If you have any questions or suggestions please feel free to call or write the office.

We publish an annual newsletter to keep ratepayers informed of Department projects and happenings. This newsletter and Water Quality Report are available at the District Offices, Libraries and Post Offices within the villages. Please visit our web site (www.commwater.com) which provides information and services.

Again, for 2020, we ask for your Voluntary Conservation efforts to control the cost of water, to protect the environment and to avoid mandatory water restrictions.

- Please avoid all outside water use between the hours of 6:00 AM and 6:00 PM.
- Residents with automatic irrigation systems residing in homes on the odd numbered sides of streets are asked to water lawns and gardens on MON & WED only. Residents residing on even numbered sides of streets are requested to water lawns and gardens on TUES & THUR only.
- Water only when necessary. Please be aware of the advance weather forecast. If wind and rain is forecast make adjustments to your watering schedule to minimize water consumption.
- Maintain your lawn at a height of at least two (2) inches. This practice will protect roots and retain soil moisture.
- Install rain sensor shutoff devices/ smart controllers on automatic irrigation systems.

Water Conservation kits available at no charge upon request. Use water wisely!

Budget & Water rates

The water rates can be found at www.commwater.com. Once again, we are pleased to present a budget without the need for an increase in water rates. We rely on revenue derived from water rates and fees to operate and fund capital improvements. This policy demands that we make every effort to operate efficiently. Our FY2021 budget reflects increased Department efficiency while continuing with the upkeep of necessary infrastructure improvements and preparing for the future. The budget has prioritized spending in all areas of operations. The FY2021 operation & maintenance budget has been leveled funded thanks in part to the solar rebate energy program.

Pump Stations and Equipment

In 2019 we recorded withdrawals over a Billion gallons for the year. The equipment performed well with no major problems. In fact, the equipment is in excellent condition due to regular maintenance and scheduled replacement. The Annual well cleaning and performance testing has allowed us to identify pumping equipment that is not operating efficiently and correct any problems. For FY2021, we will continue to upgrade and install equipment which will provide for a more reliable central control system. Also, more upgrades are necessary to the thirty-eight year old facility located at the Tower Hill Rd (Osterville) concrete reservoir Tank. Our goal will be to automate operations utilizing the existing building and tank to move the water in & out in a more timely and efficient manner. A water quality feasibility study has recommended construction of a treatment plant for iron & manganese removal at the Hayden wellfield. A new integrated financial and utilities management software and services will be implemented for the District in 2020.

Distribution System Expansion & Improvements

Our consumption breakdown is 86% residential, 4% commercial, 6% municipal, and 4% unaccounted. We are pleased to report that the water supply system received a Class 1 rating (highest) from Insurance Services Office Inc. (ISO) from the last conducted Public Protection Classification (PPC) survey. Most insurers use the PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties.

In an effort to make public water supply available, and to enhance fire protection to all residents of the District, the Board of Water Commissioners will continue to install water mains for existing streets and subdivisions that file a petition and meet the requirements. The Board aims to simplify the procedure and facilitate connections to the water system for these residents. To date, public water supply has been made available to over five hundred sixty residential lots over the past ten years.

System improvements have been focused on the streets that the Town has scheduled for reconstruction. We have attempted to coordinate the necessary upgrades prior to this paving. The funds requested will allow us to add/replace necessary piping to those streets.

An emergency interconnection facility was installed by the Hyannis Water system at the intersection of Phinney's Lane and Longview Dr. (Cent.) The facility will allow the sale of water from one system to the other. An agreement is in place for COMM to supply Hyannis, until improvements are completed at some of their wells.

Our annual flushing program is underway. We should have the entire distribution system, completed by June 10. We apologize for the inconvenience of this imperative service.

Cross- Connection Program

The Department will continue the cross-connection program by re-surveying and testing all necessary facilities. A cross-connection occurs whenever a potable drinking water line is directly or indirectly connected to a nonpotable (fire service, irrigation system, cooling systems, boilers, etc.) piece of equipment or piping. An unprotected or inadequately protected cross connection on your premises could contaminate the drinking water in your dwelling, and in neighboring dwellings. The most common potential cross-connection is the garden hose. The Department installs a check valve with all new residential hookups & provides hose bib vacuum breakers to prevent back siphonage. Throughout the District there are 173 testable backflow prevention devices installed in commercial buildings, schools, apartment complexes and other necessary buildings.

Control your costs: home leak detection

It is important for residents to implement a periodic leak-detection survey in their own homes. Most homes have a low-flow indicator on their water meters, which is a small red diamond-shaped dial on the head of the meter. Turn off all water fixtures and look at the red dial. If the dial is moving there is a leak in your home. In most cases the leak is a result of a toilet leak, which over time can add up. The purchase of a moisture sensor on automatic irrigation systems is also a good water saving idea. Residents need to learn as much as possible about how to consciously conserve water and how to make these changes become part of a regular routine. Contact the Department for assistance and free conservation kits or check out our website. ***Please conserve and use water wisely!***

Water Quality Sampling

The Department samples monthly for coliform bacteria throughout the system. The Department also samples for over 80 regulated and unregulated substances throughout the year. Laboratories certified by the Commonwealth of Massachusetts analyze all samples. Sample results are sent to the Massachusetts Department of Environmental Protection for analysis. Please refer to the table of your water quality report to see what is in your drinking water.

Training

Distribution operators are certified by the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities. The maintenance of these licenses requires training contact hours. Training classes are scheduled through various associations and provide our staff with “hands-on” training from customer service to safety. We would like to congratulate all staff members that continue their professional development.

In addition to thanking District customers, the Board of Water Commissioners extends our thanks and appreciation to our dedicated employees, the Prudential Committee, the Fire Department, the Clerk/Treasurer’s office and the various Town of Barnstable agencies for their welcome assistance and cooperation throughout the year. We are proud of the staff and management of the Department and are confident that consumers will continue to receive the best service we can provide.

Respectfully submitted,

BOARD OF WATER COMMISSIONERS

Scott E. Crosby, Chairman

Peter Hansen, Vice Chairman

Kevin Medeiros, Clerk

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS WATER DEPARTMENT
ANNUAL STATISTICS
2019 ANNUAL PUMPAGE**

January	41,839,000
February	38,679,000
March	44,631,000
April	48,679,000
May	81,383,000
June	135,390,000
July	201,404,000
August	201,888,000
September	142,362,000
October	76,802,000
November	46,800,000
December	44,429,000

2019 TOTAL 1,104,286,000 GALLONS

FACTS ABOUT YOUR SYSTEM

Maximum Day: July 28, 2019 – 9,058,000 Gallons

Maximum Week: July 28th – August 1st, 2019 – 53,188,000 Gallons

19 – New Services installed in 2019

12,300 – Service connections

173 – Services repaired/replaced in 2019

(0.48) Miles of new & replaced water main installed in 2019

252.80 – Total miles of water mains

2,009 – Hydrants in service

17 – Hydrants repaired in 2019

3,920 – Work orders issued

662 – Acres of watershed property

32 – Buildings

3 – Storage tanks

19 – Ground water sources

FY2021
Proposed Budgets
And
Articles

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
PRUDENTIAL OPERATION BUDGET**

	Appropriated FY2019	Appropriated FY 2020	Proposed FY 2021	AMT OF INC. OR (DEC)	% INC OR DEC
SALARIES (52 Week Pay Year):					
PRUDENTIAL COMMITTEE	10,000.00	10,000.00	11,000.00	1,000.00	10.00%
CLERK/TREASURER	88,619.00	91,278.00	94,016.00	2,738.00	3.00%
ASST. TO CLERK/TREASURER	42,848.00	45,760.00	56,160.00	10,400.00	22.73%
ACCOUNTANT/CONSULTANT	15,000.00	15,000.00	15,000.00	0.00	0.00%
LONGEVITY PAY/SICK BUYBACK-RETIREMENT	1,675.00	1,755.00	16,885.00	15,130.00	862.11%
PART-TIME	4,500.00	4,500.00	4,500.00	0.00	0.00%
OVERTIME (Office Staff)	2,000.00	2,000.00	2,000.00	0.00	0.00%
TAX COLLECTOR	2,500.00	2,500.00	2,500.00	0.00	0.00%
MODERATOR	300.00	300.00	300.00	0.00	0.00%
Subtotal District Salaries	167,442.00	173,093.00	202,361.00	29,268.00	16.91%
DISTRICT EXPENDITURES:					
GROUP INSURANCE	2,768,241.00	2,787,600.00	2,803,935.00	16,335.00	0.59%
BC/BS	2,396,047.00	2,386,865.00	2,399,035.00	12,170.00	0.51%
MEDEX	137,902.00	159,350.00	159,700.00	350.00	0.22%
DENTAL	112,395.00	115,720.00	116,050.00	330.00	0.29%
LIFE	2,500.00	2,500.00	2,500.00	0.00	0.00%
MEDICARE	116,397.00	120,165.00	123,650.00	3,485.00	2.90%
SOCIAL SECURITY	3,000.00	3,000.00	3,000.00	0.00	0.00%
RETIREMENT ASSESSMENT	1,428,123.00	1,451,979.00	1,582,867.00	130,888.00	9.01%
INSURANCE	307,020.00	341,727.00	351,000.00	9,273.00	2.71%
FINANCIAL ADVISOR/BANKING	3,000.00	3,000.00	3,000.00	0.00	0.00%
PRINTING & ADVERTISING	12,000.00	12,000.00	12,000.00	0.00	0.00%
STREETLIGHTS	75,000.00	75,000.00	50,000.00	(25,000.00)	-33.33%
Subtotal District Expenditures	4,593,384.00	4,671,306.00	4,802,802.00	131,496.00	2.81%
CONTINGENCY FUND	40,000.00	40,000.00	41,550.00	1,550.00	3.88%
EDUCATION & PROF. DUES	9,500.00	4,000.00	6,000.00	2,000.00	50.00%
PROFESSIONAL FEES	50,000.00	50,000.00	50,000.00	0.00	0.00%
TELEPHONE (Local, Long Dist & Computer T-1)	2,000.00	2,000.00	2,000.00	0.00	0.00%
OFFICE SUPPLIES	5,000.00	5,000.00	5,000.00	0.00	0.00%
OFFICE EQUIPMENT & SERVICES	4,000.00	4,000.00	4,000.00	0.00	0.00%
Subtotal Office Expenses	110,500.00	105,000.00	108,550.00	3,550.00	3.38%
PRUDENTIAL/TREASURER OFFICE EXPENSES:	4,871,326.00	4,949,399.00	5,113,713.00	164,314.00	3.32%

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
INFORMATION SYSTEM BUDGET**

	Appropriated FY 2019	Appropriated FY 2020	Proposed FY 2021	AMT OF INC. OR (DEC)	% INC OR DEC
EXPENSES					
COMPUTER SYSTEMS - IT SUPPORT SERVICES	138,000.00	138,000.00	138,000.00	0.00	0.00%
COMPUTER SYSTEMS - INTERNET SERVICE	3,500.00	13,500.00	13,500.00	0.00	0.00%
COMPUTER SYSTEM - SOFTWARE MAINTENANCE	35,500.00	35,500.00	57,000.00	21,500.00	60.56%
LEGAL & PROFESSIONAL	25,000.00	15,000.00	10,000.00	(5,000.00)	-33.33%
SUPPLIES	1,000.00	1,000.00	1,000.00	0.00	0.00%
TELEPHONE SYSTEM SERVICE	5,000.00	5,000.00	5,000.00	0.00	0.00%
COMPUTER SYSTEM - EQUIPMENT MAINTENANCE	15,000.00	15,000.00	15,000.00	0.00	0.00%
INFORMATION SYSTEMS BUDGET TOTALS	223,000.00	223,000.00	239,500.00	16,500.00	7.40%

CENTERVILLE-OSTERVILLE-MARSTONS MILLS WATER DEPARTMENT

MAINTENANCE AND OPERATION BUDGET

Operation & Maintenance	Appropriated	Appropriated	Proposed	AMT OF INC.	% INC
	FY 2019	FY 2020	FY 2021	OR (DEC)	OR DEC
CHEMICAL COSTS	250,000.00	252,000.00	260,000.00	8,000.00	3.17%
D.E.P. ASSESSMENT	10,465.00	9,355.00	10,835.00	1,480.00	15.82%
ELECTRICITY	300,000.00	300,000.00	250,000.00	(50,000.00)	-16.67%
EQUIPMENT OPERATING EXPENSES	50,000.00	50,000.00	50,000.00	0.00	0.00%
GENERAL OPERATION	110,000.00	112,655.00	112,655.00	0.00	0.00%
NEW EQUIPMENT	1,500.00	1,500.00	1,500.00	0.00	0.00%
OFFICE SUPPLIES	48,000.00	50,000.00	50,000.00	0.00	0.00%
PUMP STATIONS	140,000.00	144,000.00	146,000.00	2,000.00	1.39%
SUPPLIES & MATERIALS	51,000.00	52,000.00	52,000.00	0.00	0.00%
TELEPHONE	11,000.00	11,000.00	12,000.00	1,000.00	9.09%
WATER SYSTEM	128,000.00	128,000.00	130,000.00	2,000.00	1.56%
PROFESSIONAL FEES	8,000.00	8,000.00	12,000.00	4,000.00	50.00%
SALARIES					
SUPERINTENDENT	111,355.00	114,700.00	118,142.00	3,442.00	3.00%
ASST SUPERINTENDENT	88,055.00	91,500.00	95,600.00	4,100.00	4.48%
PUMP STATION OPERATOR	65,500.00	67,650.00	69,680.00	2,030.00	3.00%
METER TECHNICIAN	71,375.00	0.00	0.00	0.00	0.00%
WATER TECHNICIANS (6)	308,750.00	378,640.00	393,000.00	14,360.00	3.79%
OFFICE PERSONNEL (3)	151,000.00	151,000.00	156,450.00	5,450.00	3.61%
PART TIME HELP	0.00	0.00	0.00	0.00	0.00%
OVERTIME & LONGEVITY	107,000.00	109,000.00	111,138.00	2,138.00	1.96%
WATER COMMISSIONERS-\$3000 per commissioner	9,000.00	9,000.00	9,000.00	0.00	0.00%
BUDGET TOTALS	2,020,000.00	2,040,000.00	2,040,000.00	0.00	0.00%
Prudential Costs, Group Health & Business Ins.	813,448.48	760,701.51	797,788.34	37,086.83	4.88%
TOTAL BUDGET	2,833,448.48	2,800,701.51	2,837,788.34	37,086.83	1.32%

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
FIRE MAINTENANCE AND OPERATION BUDGET

	Appropriated FY 2019	Appropriated FY 2020	Proposed FY2021	AMT OF INC. OR (DEC)	% INC OR DEC
APPARATUS & REPAIR					
A. Personnel & Training	80,850.00	80,850.00	80,850.00	0.00	0.00%
B. Vehicle Repair & Maint	170,000.00	170,000.00	170,000.00	0.00	0.00%
C. Firefighter Equipment	99,000.00	99,000.00	107,000.00	8,000.00	8.08%
D. EMT Equipment	139,050.00	139,050.00	139,050.00	0.00	0.00%
E. Fire Prevention	7,700.00	7,700.00	27,700.00	20,000.00	259.74%
TOTAL APPARATUS & REPAIR	496,600.00	496,600.00	524,600.00	28,000.00	5.64%
BUILDING & UPKEEP					
A. Station & Office Supplies	21,800.00	21,800.00	21,800.00	0.00	0.00%
B. Bldg Services & Contracts	37,300.00	37,300.00	37,300.00	0.00	0.00%
C. Bldg & Grounds Supplies	68,500.00	68,500.00	68,500.00	0.00	0.00%
TOTAL BUILDING & UPKEEP	127,600.00	127,600.00	127,600.00	0.00	0.00%
NATURAL GAS, PROPANE, #2 OIL	57,400.00	57,400.00	57,400.00	0.00	0.00%
ELECTRICITY	88,600.00	88,600.00	63,600.00	(25,000.00)	-28.22%
TELEPHONE & COMMUNICATIONS	34,000.00	34,000.00	34,000.00	0.00	0.00%
LEGAL SERVICES	25,000.00	25,000.00	25,000.00	0.00	0.00%
AMBULANCE BILLING	52,000.00	52,000.00	52,000.00	0.00	0.00%
TOTAL OTHER DEPT EXPENSES	257,000.00	257,000.00	232,000.00	(25,000.00)	-9.73%
SALARIES * higher percentage reflects 2 years of salary increases due to contract settlement					
FIRE CHIEF	137,368.32	145,734.05	145,734.05	0.00	0.00%
DEPUTY CHIEF	117,893.32	125,073.02	125,073.02	0.00	0.00%
ADMINISTRATIVE PERSONNEL	147,000.00	154,000.00	180,164.00	26,164.00	16.99%
PERMANENT FIREFIGHTERS	4,589,500.00	4,907,083.65	5,010,681.48	103,597.83	2.11%
DISPATCHERS	264,966.17	281,102.60	290,298.39	9,195.79	3.27%
PERMANENT FF CALLBK & OT	999,375.00	999,375.00	999,375.00	0.00	0.00%
DISPATCH/ADMIN SICK/VAC/OT	43,050.00	45,671.74	47,050.00	1,378.26	3.02%
HOLIDAY PAY (*Contract Change)	228,962.00	304,181.81	304,301.86	120.05	0.04%
FIRE COMMISSIONERS-(\$3000 per commissioner)	9,000.00	9,000.00	9,000.00	0.00	0.00%
CUSTODIAN	41,600.00	41,600.00	54,912.00	13,312.00	32.00%
MECHANIC	95,992.00	99,362.80	102,458.00	3,095.20	3.12%
MECHANICAL SERVICES & O.T.	9,000.00	9,000.00	9,000.00	0.00	0.00%
TRAINING PROGRAM DEVELOPMENT	31,000.00	31,000.00	31,000.00	0.00	0.00%
SICK BUYBACK	70,000.00	70,000.00	80,000.00	10,000.00	14.29%
UNIFORM-PERMANENT FF	48,500.00	48,500.00	58,500.00	10,000.00	20.62%
UNIFORM-DISPATCHERS	1,500.00	1,500.00	1,500.00	0.00	0.00%
BURNING PERMIT (DISPATCH)	2,000.00	2,000.00	2,000.00	0.00	0.00%
TOTAL SALARIES	6,836,706.81	7,274,184.67	7,451,047.80	176,863.13	2.43%
FIRE DEPARTMENT BUDGET TOTALS	7,717,906.81	8,155,384.67	8,335,247.80	179,863.13	2.21%

June 23, 2020 (Tentative)

**NOTICE OF THE ANNUAL MEETING
AND
ANNUAL MEETING WARRANT**

Centerville-Osterville-Marstons Mills Fire District

Town of Barnstable

Commonwealth of Massachusetts

To the Clerk of the Centerville-Osterville-Marstons Mills Fire District:

Greetings:

You are hereby required and directed to notify and warn the inhabitants of the Town of Barnstable residing within the territory comprising the Centerville-Osterville-Marstons Mills Fire District, qualified to vote in the District elections and affairs, to meet on Monday, June 22, 2020, at the Centerville Fire Station, 1875 Falmouth Road, Route 28, Centerville, Massachusetts, where the polls shall be open at 9:00 a.m., and close at 3:00 p.m., and then and there to vote upon the following officers, to wit:

One Prudential Committee Member for three years
One Water Commissioner for three years
One Fire Commissioner for three years

And to meet on Tuesday, June 23, 2020, at the Centerville Fire Station, Centerville, Massachusetts, at 7:00 p.m., to act upon the following articles:

ARTICLE #1. To accept the Reports of the Prudential Committee, Information Systems, Fire Commissioners, and Water Commissioners.

**Requested by the Prudential Committee
The Prudential Committee Recommends Acceptance**

ARTICLE #2. To see if the District will vote to raise and appropriate the sum of \$4,315,924.66 and to transfer from income of the Water Department \$797,788.34 or other sum for the ordinary operating expenses of the Prudential Committee for Fiscal Year 2021, to be expended under the direction of the Prudential Committee, or to take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *This article represents the budget of the Prudential Committee totaling \$5,113,713.00, as shown in the book.*

ARTICLE #3. To see if the District will vote to transfer and appropriate from the income of the Water Department the sum of \$2,040,000.00 or some other amount for the ordinary operating expenses of the Water Department for Fiscal Year 2021, or to take any other action thereon.

**Requested by the Board of Water Commissioners
Recommended by the Prudential Committee**

Explanation: *This article represents the budget of the Board of Water Commissioners totaling \$2,040,000.00 as shown in the book.*

ARTICLE #4. To see if the District will vote to raise and appropriate the sum of \$6,729,832.87 and transfer from the income of the Ambulance Account the sum of \$1,605,414.93 or some other amount for the ordinary operating expenses of the Fire Department for Fiscal Year 2021, or to take any other action thereon.

**Requested by the Board of Fire Commissioners
Recommended by the Prudential Committee**

Explanation: *This article represents the budget of the Fire Department totaling \$8,335,247.80 as shown in the book.*

ARTICLE #5. To see if the District will vote to raise and appropriate and/or transfer from available funds the sum of \$239,500.00 or some other amount for Fiscal Year 2021 for the ordinary operating expenses of the Information Systems Department, to be expended under the direction of the Prudential Committee, or to take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *This article represents the budget of the Information Systems Department totaling \$239,500.00, as shown in the book.*

ARTICLE #6. To see if the District will vote to transfer and appropriate from the income of the Water Department the sum of \$117,284.83, to pay maturing debt of the Fire District incurred by or for the Water Department; and to transfer and appropriate the sum of \$375,000.00 from Free Cash for other maturing District debt, for an aggregate total of \$492,284.83 for Maturing Debt, as it becomes due and payable during Fiscal Year 2021, or to take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *This article represents the payments for the maturing debt that will become due during fiscal year 2021.*

ARTICLE #7. To see if the District will vote to transfer and appropriate from the Water System Development Charges the sum of \$29,431.54 to pay accruing interest on the debt of the Fire District incurred by or for the Water Department; and to transfer and appropriate the sum of \$6,526.04 from Free Cash for accruing interest on debt of the District incurred other than by or for the Water Department, making a total of \$35,957.58, for the payment of Accruing Interest on debt as it becomes due and payable during Fiscal Year 2021, or to take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *This article represents the payments for the interest that accrue and become due during fiscal year 2021.*

ARTICLE #8. To see if the District will vote to raise and appropriate and/or transfer from available funds the sum of \$36,785.00 to be paid, in accordance with M.G.L. c.41 Section 108B or other applicable law, to the Town of Barnstable as compensation for assessors, tax collectors and any certified collectors expenses incurred on behalf of the District, for the fiscal year ending June 30, 2021, said funds to expended under the direction of the Prudential Committee, or take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *The Fire Districts in the Town appropriate \$80,000.00 to the Town of Barnstable each year for their expenses incurred for assessing and tax collection services. This article represents COMM's Proportionate share of that amount.*

ARTICLE #9. To see if the District will vote to authorize the Prudential Committee to either employ an outside auditor to audit the books and accounts of the District, including those of the Treasurer and Water Department; or to request an audit under the provisions of Chapter 44, Section 35, General Laws of Massachusetts, for the Fiscal Year ending June 30, 2020.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

Explanation: *It is prudent and customary to ensure that the public's financial interests are being watched and the auditor ensures that the financial statements are materially correct.*

ARTICLE #10. To see if the District will authorize the Treasurer to enter into compensating balance agreements during Fiscal Year 2021, as permitted by the Massachusetts General Laws, Chapter 44, Section 53F, as amended.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

***Explanation:** These are agreements between banking institutions and the District treasurer for services provided by the banks in consideration for funds on deposit. The Commissioner of Revenue of Massachusetts approves this form of agreement for such procedures.*

ARTICLE #11. To see if the District will vote to transfer and appropriate the sum of \$1,000,000.00 from Free Cash to deposit into the Other Post-Employment Benefits (OPEB) Liability Trust on account of the District's unfunded liability as described by the Government Accounting Standards Board (GASB) 45 statement with the approval of the Prudential Committee, or take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

***Explanation:** This article would raise funds to fulfill our obligation of reserving monies every fiscal year for the unfunded liability of the District for the Other Post-Employment Benefits Liability Trust Fund, as currently determined by our actuarial study completed for June 30, 2014 to meet the standards of GASB 45.*

ARTICLE #12. To see if the District will vote to transfer and appropriate the sum of \$10,000.00 from Free Cash to purchase and implement hardware and software upgrades to the District network computer system, said funds to be expended under the direction of the Prudential Committee, or take any other action thereon.

**Requested by the Prudential Committee
Recommended by the Prudential Committee**

***Explanation:** The funding of this article will allow the continued upgrading of older hardware and aging software, as well as continuing to maintain system security.*

ARTICLE #13. To see if the District will vote to transfer and appropriate from water surplus account the sum of \$414,014.69 for the labor and materials necessary for water service installations, repairs to the water system, leak detection, tree/brush removal, meter replacements, hydrant relocations, replacement of undersize and older piping, water main extensions, and other related upgrades on Strawberry Hill Road and others within the system, said funds to be expended under the direction of the Board of Water Commissioners, with the approval of the Prudential Committee, or to take any action thereon.

**Requested by the Board of Water Commissioners
Recommended by the Prudential Committee**

***Explanation:** This article will allow the Dept. to sub-contract related water installations and improvements through the public procurement process. This will continue the upgrade and maintenance of the Distribution system as necessary and as identified in the Water System*

Improvement Plan. The amount requested is based on an estimated number of new installations, repairs and the improvements have been coordinated with the Town's re-surfacing plan as necessary. The funds will also maintain staffing levels. Funding for this article is to be transferred and appropriated from water surplus and available funds.

ARTICLE #14. To see if the District will vote to transfer and appropriate from water surplus account the sum of \$31,000.00 for the purchase of (1) van and related equipment, and to sell or trade a 2010 Chevrolet van whichever is in the best interest of the District, said funds to be expended under the direction of the Board of Water Commissioners, with the approval of Prudential Committee, or to take any action thereon.

**Requested by the Board of Water Commissioners
Recommended by the Prudential Committee**

Explanation: *This article will allow the purchase of new vehicle through the public procurement process and the sale or trade of high mileage (95k) vehicle. The new vehicle will have increased fuel efficiency and safety features. Our mechanic has recommended replacement of the vehicle based on a review of the fleet. Funding will be appropriated from water surplus.*

ARTICLE #15. To see if the District will vote to transfer and appropriate from water surplus account the sum of \$65,000.00 for painting and repairs, three new overhead doors and related components at 1122 & 1138 Main St. Osterville, said funds to be expended under the direction of the Board of Water Commissioners, with the approval of Prudential Committee, or to take any action thereon.

**Requested by the Board of Water Committee
Recommended by the Prudential Committee**

Explanation: *This article will allow for the necessary repairs through the public procurement process to the 1984 metal garage (#1122) and the 1939 office building (#1138) both located on Main Street, Osterville. Maintenance and repairs are necessary to keep the buildings in good condition. Funding will be appropriated from water surplus.*

ARTICLE #16. To see if the District will vote to transfer and appropriate from Water surplus the sum of \$100,000.00 to the Other Post-Employment Benefits (OPEB) Liability Trust fund to apply to the Water department's unfunded liability as described by the Government Accounting Standards Board (GASB) 45 rule with the approval of the Prudential Committee.

**Requested by the Water Commissioners
Recommended by the Prudential Committee**

Explanation: *This article will contribute to the fund established for the liability identified by GASB 45 rule.*

ARTICLE #17. To see if the District will vote to transfer and appropriate from water surplus account the sum of \$250,657.76 for the labor and materials necessary to construct a pumping/corrosion control facility, including engineering, water testing, radio control equipment, utilities, extending water mains, installing bituminous concrete and all other appurtenant items; said funds to be expended under the direction of the Board of Water Commissioners, with approval of Prudential Committee, or to take any other action thereon.

**Requested by the Board of Water Commissioners
Recommended by the Prudential Committee**

Explanation: *The article will allow for the construction of the pumping facility (Hayden #23 located off OLD POST RD in M.M.) through the public procurement process. Funds will be transferred and appropriated from water surplus. The funds when added to previous articles will provide a total of \$1.4M.*

ARTICLE #18. To see if the District will vote to raise and appropriate the sum of \$29,400.00 for the purchase of seven (7) comprehensive sets of bunker gear, said funds to be expended under the direction of the Board of Fire Commissioners with the approval of the Prudential Committee, or take any other action thereon.

**Requested by the Board of Fire Commissioners
Recommended by the Prudential Committee**

Explanation: *Bunker gear has a ten (10) year service life and this funding allows the department to incrementally purchase Personal Protective Equipment (PPE) annually. Each member of COMM Fire has two (2) sets of gear that are required to be replaced, regardless of use, every ten (10) years.*

ARTICLE #19. To see if the District will vote to transfer and appropriate the sum of \$12,000.00 from Free Cash to replace assorted diving equipment including; five (5) dive suits, masks and buoyancy compensator devices, said funds to be expended under the direction of the Fire Commissioners with the approval of the Prudential Committee, or take any other action thereon.

**Requested by the Fire Commissioners
Commended by the Prudential Committee**

Explanation: *This equipment will be replacing aged and no longer serviceable dive gear. The COMM Dive Teams trains every month in addition to all emergency call outs. Dive gear has a service life and our in house technicians work diligently to keep the dive gear at ready state. The gear being replaced has reached end of life status.*

ARTICLE #20. To see if the District will vote to transfer and appropriate the sum of \$24,000.00 from Free Cash for the purchase of Emergency Medical Service (EMS) Supplies

including; three (3) stair chairs, portable suction devises, and laryngoscopes, said funds to be expended under the direction of the Fire Commissioners with the approval of the Prudential Committee, or any other action thereon.

**Requested by the Board of Fire Commissioners
Recommended by the Prudential Committee**

***Explanation:** These items are at end of life/serviceability and require replacement. COMM Fire always follows the manufacturer’s recommendations and the stair chairs and suction devices require replacement. The laryngoscopes will be a new style tool that utilizes technology to assist in the intubation of patients.*

ARTICLE #21. To see if the District will vote to transfer and appropriate the sum of \$150,000.00 from Free Cash to aid in furnishing any additional monies needed due to the Covid-19 Pandemic experienced by the Fire Department for manning and contract adjustments, said funds to be expended under the direction of the Fire Commissioners with the approval of the Prudential Committee, or to take any other action thereon.

**Requested by the Board of Fire Commissioners
Recommended by the Prudential Committee**

***Explanation:** This article will allow the District to cover the costs of a Memorandum of Understanding written and agreed upon by the District and all union employees to cover the possible cancellation of all vacation time since the Coronavirus started.*

HEREOF FAIL NOT to make due return of the Warrant and your doings thereon at said meeting. Given under our hands this first day of June, in the Year of our Lord, Two Thousand Twenty.

Prudential Committee

Carlton B. Crocker, Chairman _____

John Lacoste _____

David V. Lawler _____

A TRUE COPY
ATTEST:

Clerk/Treasurer, Judith C. Sprague
Centerville-Osterville-Marstons Mills Fire District



**Please visit www.commwater.com or call
508-428-6691 to obtain a copy of the 2019
Water Quality Report.**

