

Bonnet Shores Fire District Council

Bonnet Shores Fire District Community Center
130 Bonnet Shores Road
Narragansett, Rhode Island

Monthly Meeting
August 16, 2017
Meeting Minutes

Call to Order:

Chairperson Mike Vendetti called the Council meeting to order at 7:40 pm. Those in attendance included Council Members: Natalie McDonald, Janice McClanaghan, Chris Mannix, and Anita Langer. District Manager Lisa DiBello, Treasurer Mary McGinn, Tax Collector Richard Mercier, and Clerk Carole Duffy were also present.

Pledge of Allegiance:

The Assembly recited the Pledge of Allegiance along with observing a moment of silence for the men and women serving in the Armed Forces.

Urgent Business: Green Hill Blders presented plans for a dwelling at 58 What Cheer Rd. J. McClanaghan **moved** to accept the plans given that all permits will be issued by the Town of Narragansett; 2nd A. Langer. **Motion** passed 5-0

Ratification of May 17, 2017 minutes. C. Mannix **moved** to table the minutes because a Council member who was present at that meeting is not present tonight.; 2nd N. McDonald **Motion** passed 5-0. C. Mannix moved to table ratification of Budget meeting minutes of May 20 for the same reason as just stated; 2nd N. McDonald. **Motion** passed 5-0 J. McClanaghan **moved** to accept the July 17, 2017 minutes; 2nd C. Mannix. **Motion** passed 5-0

Committee Reports:

Finance Report: none

Beach, Security, Bonnet Days. J. McClanaghan reported that the beaches would close Labor Day. There will be a Beach Committee meeting before Labor Day.

Social: A. Langer mentioned that the 85th anniversary of BSFD might be acknowledged at the Holiday Party.

By-Laws: A. Langer said that the Committee has not met yet

Historical: none

Harbor: N. McDonald stated that there would be a meeting within 3 weeks

Pond: to be discussed later in meeting

Public Works: none

Recreation: see attached report by C. Mannix

Trash: C. Mannix met with Patriot (see attached report) and he made the recommendation that recycle information be e-mailed to residents. Some of the new recycle bins are splitting...all in the same place. L.DiBello added that the District is about 13 barrels short.

BSBC: Chair Vendetti stated that a meeting with the BSBC will be happening soon

Treasurer's Report: M. McGinn reported that the money status is strong; tax returns are arriving and are being processed quickly. It is a tight budget this year and if there is a need to expend money on HVAC; financing is an option. N. McDonald added that there is \$94,900 in the Capital acc't. See attached report.

Tax Collector's Report: R. Mercier has sent out 51 past due notices with a 28% return. He is urging the Land Trust to seek information about delinquent properties from the Town. Mercier continued by saying that the tax collection system needs to be revised but a new system would probably cost \$20,000 and he queried if an expense like that could be spread out over 4-5 years.

Land Trust Report: Chair Eliot Gersten introduced the Vice Chair (Dave Stenmark) and the Secretary (Nancy Cordy). He turned the floor over to George Monaghan, a former member of the TIP committee, to explain TIP. (this came

later in the meeting) D. Stenmark stated that the LT had submitted a proposal to the State seeking funding for the walkway. The dollar amount is \$595,000. Chair Vendetti asked a series of questions and expressed concerns about the walkway project: at this point, the application has just been submitted and a brief glance at the content raises the possibility of future concerns, ie cost and “public” parking to name a few. Vendetti emphasized that there must be transparency for the public and for the Council every step of the way. N. McDonald joined the discussion by referring to three major criteria in the application: compelling public purpose, environmental impact, and no alternative location. Trustee Stenmark responded that the TIP application deadline offered little time to share all the details with stakeholders. He added that public safety is the number one criteria and also that the biologist who surveyed the site indicated that there would be no negative environmental impact. CRMC suggested 6 parking places (3 on either end of the walkway) for the public to use while traversing the walkway. The CRMC reference to public as interpreted by the LT is BSFD residents. Someone at this point mentioned the BSBC sewer line in conjunction with this project and Trustees Nancy Cordy and Stenmark both reiterated that any connection to the two projects came from the Town and from CRMC as both entities have “grave” concerns about the feasibility of digging into the center of the causeway road. A. Langer added that the Council voted approval of this project 6-0 in May. Chair Vendetti agreed with Langer and asserted that he wanted to support the endeavor, but again he needs the assurance for transparency. Terry Duffy reminded the group that Councilman, Dan Johnson, an architect and engineer, is the liaison to the LT. N. Cordy assured Chair Vendetti that all ratified LT minutes will be forwarded to the Council and be posted on the LT website as usual. C. Mannix cited “point of order” to perhaps review the application. J. McClanaghan asked who actually submitted the application to TIP. Stenmark responded that the LT submitted it after

they had made the Town Council aware of it and it was signed by the Town Manager.

District Manager's Report: see L. DiBello's report and given the late hour she asked for any questions.

Old Business:

- 1) **Rezoning:** A. Langer explained that the Council had filed suit in Superior Court against the Town with the overriding issue being non-notification of a pending Town zoning change
- 2) **CRMC:** J. McClanaghan explained the gist of the maintenance assent needed to move the jetty at Little Beach. There are several stakeholders: CRMC, Corps of Engineers and DEM
- 3) **DEM pond grant:** J. McClanaghan reviewed the grant which is the 1st step in the pond dredging scenario. Grant is for \$311,000 and asking for matching \$75,000. Many supportive letters from local agencies accompanied the application. Should hear back late September.
- 4) **HVAC:** J. McClanaghan outlined the results of the 3 bids for replacing the CC's heating and cooling systems. Boucher, Regan, and Gem were asked to submit bids. Boucher's plan was for a very different system from the current one and the cost would be in the \$20,000s. Regan and Gem had similar design proposals with the cost falling between \$10,000 and \$12,000. McClanaghan explained that the current furnace is 30 yrs. old and functions with less than 80% efficiency which in the end is costly for the District.. After discussion, McClanaghan was asked to seek another bid(s).
- 5) **Audubon meeting:** Members of the Council and LT met with Audubon officials to discuss a myriad of concerns (dredging, pumping station, run off, etc.) about the pond. Audubon was asked if they would consider deeding the pond to the LT. Everyone agreed that a follow up meeting would be advantageous.

New Business:

- 1) **LT appointment:** J. McClanaghan **moved** to nominate George Monaghan for a term of one year; 2nd C. Mannix. **Motion** passed 5-0
- 2) **CC usage:** N. McDonald **moved** to allow the BSBC to hold monthly meetings (7) for 2 hours free of charge. at the CC:2nd J. McClanaghan. Discussion: free of charge became the sticking point. **Motion** passed 4-1. A. Langer dissenting.
- 3) **Microphones:** see L.Dibello's attached report and group decided to table the discussion until next meeting

C.Mannix wanted to go record that he has concerns about several aspects of the TIP. Chair Vendetti doesn't want any issues about the walkway to affect prior agreement about sewer line with the BSBC and is looking for a fresh start with the LT as he applauds the work that they have done.

Period of Public Comment

- A resident asked for explanation of process for getting permits to tear a house down
- A resident mentioned that the path at the Point is eroding in places and. L. DiBello said that she would look into it.

Adjournment:

There being no further public comments or district business, C. Mannix **moved** to close the meeting; 2nd A. Langer. All were in favor. Meeting was adjourned at 9:40pm.

Once the minutes are ratified they are available for viewing on the BSFD website

Respectfully submitted,
Carole Duffy, Clerk

Carole Duffy
Minutes ratified by the Council on: *Sept. 30. 2017*

TO: BONNET SHORES FIRE DISTRICT COUNCIL

FROM: CHRIS MANNIX, TRASH & RECYCLING COMMITTEE

DATE: 15 AUGUST 2017

SUBJECT: MEETING WITH PATRIOT DISPOSAL (TRASH & RECYCLING VENDOR)

1. After fielding complaints from Bonnet constituents, C. Mannix and L. DiBello decided to meet with Patriot to discuss those complaints.
2. Meeting was rescheduled a few times and then took place on Tuesday, 15 August 2017 at 1:30 pm in the Community Center.
3. Mannix and DiBello identified two issues that were of concern as agenda items for the meeting: (1) garbage that is not picked up and (2) bins that have cracked.
4. Ms. Toni Iorio (from Patriot) represented the vendor in the meeting.
5. During discussion of garbage not picked, Ms. Iorio pointed to difference between "trash" (non-recycling) that is not picked up and recycling that is not picked up.
6. Parties agree that trash is not picked up for two main reasons. Either the resident does not put the trash out or Patriot overlooks it.
7. Ms. Iorio stated that there have been problems with BSFD recycling as non-recycling items have been placed (e.g., a baby carriage).
8. When the bins were discussed, Ms. Iorio stated that Otto – the originating supplier that supplied the bins to Patriot prior to Patriot delivery of bins to BSFD – stands behind their bins and will likely/hopefully replace broken bins at no cost to BSFD.
9. Ms. DiBello identified the need for additional bins, perhaps 20 to 25, as all bins procured to date have been distributed to BSFD homes.
10. There is a problem with purchase of additional bins (as identified in #9) since Otto is in the middle of the country and the shipping cost (of so few bins) does not make this a rationale path forward.
11. BSFD hopes to have bins delivered with a much larger order that Otto fulfills to the Rhode Island area (namely Warden's Pond) since the 25 Bonnet bins could be included in such delivery of a much larger (1000 to 1200 bins) order.
12. To address the issues that motivated the meeting, Mannix and DiBello agreed to send email out to residents reminding all BSFD homes to only place RECYCLING items in RECYCLING bins.
13. Further, in the reminder, the suggestion that the bins be placed curbside the night before trash pick-up (Tuesday night vs. 6:00 am on Wednesday morning) will also be included.
14. Mannix also stated that he will share the need to have only recycling items in the recycling bins at the next monthly meeting to take place Wednesday, 16 August 2017.
15. Ms. Iorio agreed to provide BSFD feedback to the Patriot team and to remind the work team to diligently follow the route and properly empty all trash bins and all recycling bins.
16. Note: Mattresses can only be taken away with special agreement with Patriot and there are associated fees.

TO: BONNET SHORES FIRE DISTRICT COUNCIL

FROM: CHRIS MANNIX, RECREATION COMMITTEE

DATE: 14 AUGUST 2017

SUBJECT: COMMUNITY CENTER SUMMER CAMP

1. Visit to Camp on 21 July 2017. I met with District Manager Lisa DiBello and Camp Coordinator Courtney Dubois. I also spoke with camp counselors and observed children that participate in camp.
2. The camp has two sessions: a July session and an August session.
3. During camp hours there are various indoor and outdoor activities, including (though not limited to) bracelets, airplane painting, pot holders, water slide, etc.
4. Snacks are provided as the camp's schedule starts after what is a "typical breakfast" time and ends prior to a "typical lunch" time.
5. I was pleased to see participation of so many Bonnet children in our camp. Many are the children of my own friends from growing up and going to the same camp. Always nice to see that Bonnet remains special to families.
6. Special thanks to Marlene Bellini of our Bonnet community who is instrumental in providing materials and snacks. She is a neighbor and also mother to one of our counselors. Thank you Marlene!
7. The counselors clean the community building at the end of each week so that it can be used by any person or group that is renting the community building.
8. An email blast was sent to announce the last few weeks of summer camps as August 2017 is unfortunately half way over and camp will come to an end before Labor Day and the return of children to the school year.
9. We look forward to having the camp again in Summer 2018.

BONNET SHORES DISTRICT MANAGER

MONTHLY REPORT – August 2017

I am pleased to provide the following report for your review.

1. Beaches –

Kelly Beach – will remain open and staffed through Labor Day.

2. Summer Camp – The summer camp program will end this Friday (August 18). Our new camp Director Courtney Dubois has done a great job and we have had many new campers come to check out the camp program. I will provide a final summary, including budgetary info, when the camp is done and the records have been finalized. Also, Chris Mannix took the time to come and meet the staff and observe the program and I expect he will be reporting further at your meeting.

3. Community “Events” –

a. Yard Waste – Yard waste pick up days continue bi-weekly through October.

b. “AED” Grant – As you know, we received a grant to purchase an “AED” unit for the community center. I am in the process of purchasing an AED and have discussed training with a certified instructor. I will be scheduling a CPR and First Aid training for any Bonnet Shores resident (or their friends/family) who would be interested and will share this info when plans are finalized.

4. Facilities -

a. Landscaping – All public gardens in Bonnet are now being maintained by Macera Landscaping. New signs have been purchased to acknowledge Macera’s volunteer efforts. Phil Smith is in the process of putting the signs together. I will place the signs in the gardens when the signs are done.

b. Traffic Calming – John Parisault, Dan Johnson and I are tentatively scheduled to meet with the Narragansett Town Manager on August 22 to discuss traffic calming measures in Bonnet. I’m sure John and Dan will report back at next month’s meeting on this.

c. Trash/Recycling – Chris Mannix and I met with our representative at Patriot Trash to discuss various matters of concern which Chris will be providing further detail on at your meeting.

5. Administrative-

a. Audubon Meeting – Myself and members of the council (Jan and Chris) and Land Trust will be meeting with Scott Ruhen of the Audubon Society tomorrow (Wed) to discuss issues related to Wesquage Pond. I expect Janice and Chris will report on our discussions at your meeting tomorrow night.

b. Microphones – Please see attached memo re: new microphones for meetings.

c. Schedule - I will be continuing the “summer hour” schedule (40 per week) through Labor Day and will then go to “winter hours” (19 per week) after that. I will again be in the office on Wednesdays and Thursdays throughout the winter (and other days/nights as necessary). Also, please be advised that I will be on vacation from October 11 through October 17 and will not be in the office during that week.

Please feel free to contact me if you have any questions.

Respectfully submitted,
Lisa DiBello

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1 through August 16, 2017

Accrual Basis

	May 1 - Aug 16, 17	Budget	\$ Over Budget
Admin Compensation & Taxes			
Manager's Salary	11,229	42,000	(30,771)
Clerk	938	3,750	(2,813)
Tax Collector	1,250	5,000	(3,750)
Treasurer	1,063	4,250	(3,188)
Payroll taxes	2,301	5,500	(3,199)
Total Admin Compensation & Taxes	16,780	60,500	(43,720)
Property Expense			
Beautification	(42)	300	(342)
Electricity	256	1,500	(1,244)
Maintenance	796	6,500	(5,704)
Natural Gas	428	2,500	(2,072)
Pond	650	650	0
Telephone & Internet	316	1,500	(1,184)
Water	1,292	1,000	292
Total Property Expense	3,696	13,950	(10,254)
Public Works			
Clear Breachway	500	7,500	(7,000)
Equip. & Tools Maintenance	124	3,000	(2,876)
Landscaping	4,943	8,500	(3,557)
Public Works Salaries	345	2,000	(1,655)
Sanitation	45,242	135,000	(89,758)
Snow Removal	0	1,000	(1,000)
Total Public Works	51,153	157,000	(105,847)
Recreation (Income) Expense			
Social Activities	(377)	0	(377)
Total Recreation (Income) Expense	(377)	0	(377)
Total Expense	95,999	298,800	(202,801)
Net Ordinary Income	137,924	44,900	93,024
Other Income/Expense			
Other Expense			
Capital Expenditure			
Appropriation from Harbor	0	(35,000)	35,000
Grants - Capital	(1,500)	0	(1,500)
Appropriation from Capital Acct	0	(15,000)	15,000
Capital Improvement	1,624	94,900	(93,276)
Total Capital Expenditure	124	44,900	(44,776)
Total Other Expense	124	44,900	(44,776)
Net Other Income	(124)	(44,900)	44,776
Net Income	137,800	0	137,800

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1 through August 16, 2017

Accrual Basis

	May 1 - Aug 16, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tax Revenue	228,180	325,048	(96,868)
Prior Yr Surplus (Deficit)	0	15,352	(15,352)
Hall Rental Fees	2,600	2,400	200
Hall Rental Fees-Cleaning (Net)	650	(600)	1,250
Interest Earned - Bank Accts	15	100	(85)
Interest Earned - Tax Revenue	678	0	678
Newsletter Advertising	1,350	1,200	150
Permits/Plans Fees	300	200	100
Road Race/Bonnet Days			
Race Proceeds	1,060	0	1,060
Race Expenses	(910)	0	(910)
Total Road Race/Bonnet Days	150	0	150
Total Income	233,923	343,700	(109,777)
Gross Profit	233,923	343,700	(109,777)
Expense			
Administrative Expense			
Admin. IT Services	0	800	(800)
Administrative Expense	226	1,650	(1,424)
Advertising Expense	216	100	116
Annual Meeting Expense	582	2,000	(1,418)
Council Discretionary Expense	38	300	(262)
Insurance	3,500	6,500	(3,000)
Land Trust Operating Alloc'n	131	2,500	(2,369)
Historical Committee Expenses	(105)	200	(305)
Legal Fees	0	2,000	(2,000)
Newsletter Editor Comp	350	350	0
Newsletter Postage & Printing	3,034	3,000	34
Office Supplies	1,083	2,000	(917)
Payroll Services	605	750	(145)
Professional Services	2,077	0	2,077
Security	1,127	4,600	(3,473)
Tax Collection Costs	250	2,800	(2,550)
Total Administrative Expense	13,112	29,550	(16,438)
Beach Expense			
Beach Bus	0	4,300	(4,300)
Beach Raking & Maintenance	6,547	11,500	(4,953)
Beach Salaries	7,093	16,000	(8,907)
Beach Guard	2,474	3,100	(626)
Beach Supplies	2,831	3,000	(169)
Total Beach Expense	18,946	37,900	(18,954)
Day Camp (Income) Expense			
Camp Store	63	0	63
Camp Proceeds	(7,633)	(10,000)	2,367
Camp Salaries	6,303	9,000	(2,698)
Camp Supplies	2,166	1,000	1,166
Total Day Camp (Income) Expense	899	0	899
Harbor (Income) Expense			
Mooring Fees	(9,400)	(10,050)	650
Mooring Wait List Fees	(100)	(100)	0
Ramp Fees	(600)	(800)	200
Harbor Supplies & Maintenance	690	2,550	(1,860)
Harbormaster Expense Reimb.	1,200	4,800	(3,600)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
Total Harbor (Income) Expense	(8,210)	(100)	(8,110)

Bonnet Shores Fire District

Balance Sheet

As of August 16, 2017

Accrual Basis

	<u>Aug 16, 17</u>	<u>Aug 16, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
General Operating Funds		
Checking Account-81081961	18,851	(4,059)
Money Market Account-16600942	199,342	102,656
Total General Operating Funds	<u>218,193</u>	<u>98,597</u>
Designated Fund Acct-90555600		
Community Ctr Renovation Fund	3	3
Social Activities	1,673	2,023
Bonnet Days (Camp Activities)	713	713
Hall Rental Replacement Fee	3,630	3,030
Playground	2,877	2,877
Total Designated Fund Acct-90555600	<u>8,895</u>	<u>8,646</u>
Capital Funds Account-90713550	15,178	15,164
Historical Comm. MM-89973019	3,186	3,183
Land Trust MM Account-90313320	8,936	7,390
Harbor Improvement Fund (CD)	31,871	28,371
Total Checking/Savings	<u>286,260</u>	<u>161,351</u>
Other Current Assets		
Taxes Receivable	(3,970)	2,290
Sanitation Cart Inventory	1,885	610
Recycle Bin Inventory	58	68
Total Other Current Assets	<u>(2,026)</u>	<u>2,968</u>
Total Current Assets	<u>284,233</u>	<u>164,319</u>
TOTAL ASSETS	<u>284,233</u>	<u>164,319</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	(1)	(1)
Total Accounts Payable	<u>(1)</u>	<u>(1)</u>
Other Current Liabilities		
Other Current Liability	0	325
Payroll Liabilities	2,288	2,005
Total Other Current Liabilities	<u>2,288</u>	<u>2,330</u>
Total Current Liabilities	<u>2,287</u>	<u>2,329</u>
Total Liabilities	<u>2,287</u>	<u>2,329</u>
Equity		
Fund Transfers	(18,779)	(24,067)
Retained Earnings	162,924	147,873
Net Income	137,800	38,184
Total Equity	<u>281,946</u>	<u>161,990</u>
TOTAL LIABILITIES & EQUITY	<u>284,233</u>	<u>164,319</u>

Tax Collector's Report Summary

August 16, 2017

Approximately \$245K or 75% of Current Year Taxes were collected since 7/1/17. See page 2 for details. This compares with 80.6% on 8/17/16.

Past Dues Status

- Past Due Notices were mailed:
 - 51 mailed on July 8, 2017
 - 25 mailed on August 2, 2017
- Approximately \$2,975 or 28% of past dues were collected (shown in green on pages 3 & 4)
- Approximately \$600 or 8% of the past dues are deemed uncollectable (shown in orange) because all the properties were put up for sale but not purchased at a Town of Narragansett tax sale. These properties received no bid and as such remain subject to liens held by the Town. We recommend that the BS Land Trust contact the Town Tax Collector to research and consider acquiring these properties. These properties are shown on page 6.
- Approximately \$4,400 of past dues (22 of properties) will likely be placed on the potential list for Tax Sale – assuming continued lack of success in payment collections. Although some of the dollar amounts are small the Town Tax Collector has told us that the threat of a tax sale often is the only way some people will pay. We will continue to work with the Town to coordinate any tax sale with their tax sale.

The systems review continues to explore options and I would plan to have a recommendation to the Council in the near term.

- Contacted 5 other small RI fire Districts to find a better way.
- Some options:
 - Vision - requires large upfront payment but the system ties in with Town of Narragansett system. We have requested extended payout of upfront payment but have not had response.
 - CUSI (Continental Utility Systems) an Arkansas utility based system also requires a large upfront payment. It does not have consistency with Town of Narragansett system. Company programmers are exploring complexity of migrating our records but initial indications are up front cost will be similar to the Vision system.
 - Quickbooks – lower payment cost but uncertain ability to load our database each year. Working to sort out conflicting answers on this.

We continue to work with the Narragansett Tax Collector and Assistant Tax Assessor and BSFD manager to improve taxpayer service and responsiveness.

Action Items:

- Continue collections and expedited check processing
- Follow-up on past due amounts
- Email follow-up with town-like reminder before September 15th date

Bonnet Shores Fire District

Tax Collector's Report

Date: 8/16/17*

Monthly Report Date	7/19/2017	8/17/2016	8/16/2017
Taxable Land Assessment	\$ 296,751,600	\$ 296,755,000	\$ 296,751,600
Taxable Building Assessment	\$ 231,504,800	\$ 230,516,800	\$ 231,504,800
Total Taxable Assessment	\$ 528,256,400	\$ 527,271,800	\$ 528,256,400
Mill Rate	0.6153	0.5508	0.6153
Total Collectable Taxes	\$ 325,036	\$ 290,294	\$ 325,036
YTD Collections through prior report	\$ -	NA	\$ 82,644
Current Period Collection of Current Year Taxes	\$ 82,644	\$ 234,029.30	\$ 162,586
Total Current Year Taxes Collected Year to Date	\$ 82,644	\$ 234,029	\$ 245,229
Percentage of Current Year Total Collected to Date	25.43%	80.62%	75.45%
Taxes Collected This Fiscal Year for Prior Tax Years		NA	
Prior Periods			
TY 2012			\$ -
TY 2013			\$ -
TY 2014	\$ 12.47		\$ 68.36
TY 2015	\$ 25.48		\$ 394.41
TY 2016	\$ 231.95		\$ 2,137.58
Interest Collected This Fiscal Year for Prior Tax Years		NA	
Prior Periods			
TY 2012			\$ -
TY 2013			\$ -
TY 2014	\$ 4.49		\$ 24.60
TY 2015	\$ 6.12		\$ 94.66
TY 2016	\$ 27.83		\$ 256.63
PAST DUE AMOUNTS COLLECTED	\$ 308.34	NA	\$ 2,976.24
CHECKS RETURNED BUT NOT REPLACED			
TOTAL COLLECTIONS	\$ 82,952	\$ 234,029	\$ 248,206
Date Bills went out:	7/7/2017	NA	7/7/2017

* Reflects collections through August 15, 2017

N/A = Not available