

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

Monthly Meeting
January 18, 2017
Meeting Minutes

Call to Order:

Chairperson Lenny Mercier called the Council meeting to order at 7:35 pm. Those in attendance included Council Members: Mike Vendetti, Natalie McDonald, Paul Farley, John Pariseault, District Manager Lisa DiBello, Harbormaster Mike Tortolani, Tax Collector Helen Patience, and Clerk Carole Duffy were also present. Janice McClanaghan was participating by phone.

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: None

Ratification of November, 2016 Minutes:

Motion: P. Farley moved to approve; N. McDonald 2nd; Passed 4-0

Committee Reports:

- a) **Pond Committees** – no report
- b) **Beach and Security Committees-** J. McClanahan reported on the following items: she and the District Manager will be revising the rental Ordinance; Doodle Survey about beach passes to be circulated soon; tax information has not been uploaded to Dropbox as yet
- c) **Bylaw, Ordinances, Benches, and Bonnet Days Committees:** no report
- d) **Harbor & Social Committees-** Chair Mercier announced that the 2017 Holiday Party will once again take place at Spain (Dec. 17) and a Newport Dinner Theater event will be on (May 13). There will be a Harbor Committee meeting soon.
- e) **Trash-** P. Farley announced that the trash contract with Patriot is close to signing and the document will be presented at the February Council meeting. April is the targeted implementation month.
- f) **Public works, Facilities, Traffic-** no report
- g) **Historical** - no report

Treasurer's Report- See M.McGinn's report

Tax Collector's Report- see H. Patience report and she added that 98% of taxes have been collected

Land Trust Report- no report

District Manager's Report- see L. DiBello's report and she added: a grant is being pursued for dredging of the breach way/pond and could bring in 75% of the cost. J.Pariseault applauded her efforts for this endeavor. L DiBello continued by saying that she would be interviewing people for the Summer Camp Director's job and the Road Race in the fall benefited the Camp to the tune of \$600.

Police Chief's Presentation:

Narragansett Chief, Sean Corrigan, introduced himself and gave a presentation about resident safety and disturbing rental behaviors. He described the procedure which results in a "yellow sticker" being placed on the front door of a house when disruptive behavior has resulted in a visit by the police. He noted the number of noise complaints in the fall and the number of stickers issued. He assured residents that a name is not required if a call is made to the station about disruptive behaviors. In response to a question, Chief Corrigan said that landlords are notified if stickers are issued. He said residents can call (789-1091) or 911 for an emergency. Email at night is R.Barber@NarragansettRI.gov. Traffic calming was brought up by a resident and the Chief responded by saying that the Fire Chief was still opposed. J.Pariseault added that there needs to be another meeting with safety officials to discuss options for traffic calming designs as there are many.

Chair Mercier thanked the Chief for attending the Council meeting.

Old Business:

- Traffic- J.Pariseault said that a meeting needs to be called to revisit traffic calming.
- Gate on causeway: DPW had suggested installing a swinging gate at the west end of the causeway to be closed if the causeway had to be closed due to flooding or some other issue. The Council does not approve of this idea. The District Manager will be notified by DPW if the causeway is to be closed.

New Business: none

Period of Public Comment: none

Adjournment:

There being no further public comments or district business, N. McDonald **moved** to close the meeting; 2nd by P. Farley. All were in favor. Meeting was adjourned at 8:45 pm.

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

Respectfully submitted,



Carole Duffy, Clerk

Minutes ratified by the Council on:

Feb. 15, 2017

BONNET SHORES DISTRICT MANAGER

MONTHLY REPORT January 2017

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

1. Administration –

- A. Rental Registrations - I continue to receive and process rental registration forms. Janice will be speaking with regard to the continuation of this program.
- B. Chief Corrigan - Chief Corrigan will be coming to the meeting to discuss nuisance complaints, renter issues, speeding concerns and other issues relative to Bonnet. There has also been an issue raised with regard to gatherings in a private residence on CJG which I have briefed the Chief on and will address further at the meeting.
- C. Pond (dredging) - As you know, Janice and I have been researching long term options to address the pond flooding situation. We previously met with engineers who provided proposals with cost estimates ranging from \$150,000-\$300,000. As such, I contacted several state and federal agencies to inquire about possible grant funding. This past week I met on site with 3 representatives from the NRCS (Natural Resources Conservation Service) to look at the pond and provide additional information (photographs, documents, etc.) to determine whether we would be eligible for funding associated with Superstorm Sandy. Pursuant to our meeting, the NRCS has advised that they feel the dredging and other remedial work necessary would meet the criteria for funding under the EWP (Emergency Watershed Protection Program) and have agreed to assist with the preparation of a grant application. The application will be submitted this coming week and if approved by the US Department of Agriculture (Washington, DC), the USDA could provide up to 75% of all eligible expenses. Also, please note that the NRCS has agreed to contact the Audubon Society to request that they “sponsor” the application to alleviate any concerns about the District’s eligibility for funding.
- D. Pond (phragmites) – During the course of my meeting with the NRCS, we also discussed the overgrowth of phragmites on the pond and the impact it is having environmentally. According to Melissa Hayden, District Conservationist, she was involved in a similar situation where she worked with officials from the Town of Barrington, DEM, NOAA Fisheries Restoration Center and other various agencies to address an overgrowth of phragmites on Brickyard Pond and Echo Lake (Barrington). The goal of the project was to restore the ecological integrity of the 15 acre salt marsh and to provide passage for anadromous fish (river herring) to spawn in the pond and lake. According to Ms. Hayden a program was put together to eradicate the phragmites and after a period of 3 years, the pond and lake area are now almost completely clear of phragmites and natural vegetation (such as cattails etc.) are now flourishing. Ms. Hayden has offered to look into the situation here in Bonnet and will meet with me in the near future to discuss possible approaches and funding sources. I will advise accordingly.

2. Facilities –

- A. Trash Contract – Paul and I have been negotiating with Patriot and have received a draft proposal for the new trash contract. We made a few minor changes and are now waiting to receive an amended final copy for the councils review and/or approval. Paul may address this matter further at the meeting.
- B. Adopt a Garden - I have begun contacting local landscapers to inquire if they would be interested in participating in the adopt a garden program. Depending on the results, this may be something that needs to be addressed in the next budget process if I am unable to find enough interested parties to maintain the gardens.

3. Programs –

- A. Summer Camp (staff) - Paul and I have discussed this year's camp program which will undergo some changes including a *new* camp director. Our former director Christina Panciera will not be returning but I am very happy to report that I have met to discuss the position with a long time Bonnet Shores resident who not only attended the program herself, but her children are also current campers. I am in the process of finalizing the new directors hiring and will begin planning this year's program in the near future.

- B. Summer Camp (fundraiser) - I am very happy to report that our "Road Race Fundraiser" for the camp program was a big success! Not only was the fundraiser a nice community event but in addition to the \$400 donation we earned for staffing 2 aid stations we were also voted by race runners as the "most spirited aid station" which came with an additional \$200 prize for a total donation of \$600 for the camp program. Based upon feedback from volunteers, I have already committed to doing the fundraiser again this year!

- C. Tree Lighting Ceremony – The first ever "BSFD Tree Lighting" event was held on Saturday, Dec. 3. Based on attendance and from all reports it appears the event was a success. We had a great crowd (which consisted of many "new" Bonnet families) who enjoyed caroling, arts & crafts, hot chocolate, desserts and the lighting of the tree by Santa himself who arrived in grand style on a Narragansett Fire Truck with a 2 car police escort! I was sure to send handwritten thank you notes to the Chiefs of the Narragansett Police and Fire Departments for their help in making the night extra exciting for all in attendance! Special thanks also go to the Social Committee (and in particular Marybeth Murphy) for all of their help with the event and of course to "Santa" who Neil Coleman made arrangements with to join us all the way from the North Pole! Several of those in attendance joined Santa after the event to carol at a few Bonnet of families who were unable to attend. I have attached a couple of photos below in case you missed all the fun!

I think this covers most of the recent Bonnet matters. Please let me know if you have any questions. Thank you!

Respectfully submitted,
Lisa DiBello
Bonnet Shores District Manager

BONNET SHORES FIRE DISTRICT
Monthly Meeting
January 18, 2017

FY 2017:

Land Assessment:	\$ 296,755,000.00
Building Assessment:	\$ 230,516,800.00
Total Assessment:	\$ 527,271,800.00
Mil Rate:	0.5508
Collectable Taxes:	\$ 290,294.00
Taxes Collected:	\$ 285,453.46
Percentage of Taxes Collected:	98.33%
Interest Collected:	\$ 1,810.35

Bonnet Shores Fire District

Balance Sheet

As of January 18, 2017

Accrual Basis

	<u>Jan 18, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
General Operating Funds	
Checking Account-81081961	25,235
Money Market Account-16600942	99,891
Total General Operating Funds	<u>125,126</u>
Designated Fund Acct-90555600	
Community Ctr Renovation Fund	3
Social Activities	2,023
Bonnet Days (Camp Activities)	713
Hall Rental Replacement Fee	3,030
Playground	2,877
Total Designated Fund Acct-90555600	<u>8,646</u>
Capital Funds Account-90713550	15,169
Historical Comm. MM-89973019	3,184
Land Trust MM Account-90313320	7,392
Harbor Improvement Fund (CD)	31,371
Total Checking/Savings	<u>190,888</u>
Other Current Assets	
Taxes Receivable	2,290
Sanitation Cart Inventory	1,510
Recycle Bin Inventory	78
Total Other Current Assets	<u>3,878</u>
Total Current Assets	<u>194,766</u>
TOTAL ASSETS	<u><u>194,766</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(1)
Total Accounts Payable	<u>(1)</u>
Other Current Liabilities	
Payroll Liabilities	1,179
Total Other Current Liabilities	<u>1,179</u>
Total Current Liabilities	<u>1,178</u>
Total Liabilities	1,178
Equity	
Fund Transfers	(16,667)
Retained Earnings	148,198
Net Income	62,056
Total Equity	<u>193,588</u>
TOTAL LIABILITIES & EQUITY	<u><u>194,766</u></u>

Bonnet Shores Fire District Revenue & Expense Actual vs. Budget

Accrual Basis

May 1, 2016 through January 18, 2017

	May 1, '16 - Jan 18, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tax Revenue	275,927	290,294	(14,367)
Prior Yr Surplus (Deficit)	0	1,756	(1,756)
Rental Registration Fees (Net)	625	750	(125)
Hall Rental Fees	1,200	2,400	(1,200)
Hall Rental Fees-Cleaning (Net)	300	(600)	900
Interest Earned - Bank Accts	78	100	(22)
Interest Earned - Tax Revenue	601	0	601
Newsletter Advertising	1,400	700	700
Permits/Plans Fees	400	200	200
Road Race/Bonnet Days			
Race Proceeds	1,232	0	1,232
Race Expenses	(945)	0	(945)
Total Road Race/Bonnet Days	287	0	287
Total Income	280,818	295,600	(14,782)
Gross Profit	280,818	295,600	(14,782)
Expense			
Administrative Expense			
Admin. IT Services	750	1,500	(750)
Administrative Expense	869	1,650	(781)
Advertising Expense	191	100	91
Annual Meeting Expense	702	2,000	(1,298)
Bank Charges	45	0	45
Council Discretionary Expense	327	300	27
Insurance	5,854	6,850	(996)
Land Trust Operating Alloc'n	388	2,500	(2,112)
Historical Committee Expenses	21	200	(179)
Newsletter Editor Comp	350	350	0
Newsletter Postage & Printing	2,854	3,300	(446)
Office Supplies	1,144	2,500	(1,356)
Payroll Services	555	600	(45)
Professional Services	6,240	5,500	740
Security	2,989	4,600	(1,611)
Tax Collection Costs	2,489	2,800	(311)
Web Site Expenses	498	500	(2)
Total Administrative Expense	26,267	35,250	(8,983)
Beach Expense			
Beach Bus	6,275	5,300	975
Beach Raking & Maintenance	9,872	9,500	372
Beach Salaries	11,219	22,400	(11,182)
Beach Guard	2,246	2,800	(554)
Beach Supplies	661	600	61
Total Beach Expense	30,272	40,600	(10,328)
Day Camp (Income) Expense			
Camp Store	217	0	217
Camp Proceeds	(8,806)	(11,500)	2,694
Camp Salaries	9,041	10,500	(1,459)
Camp Supplies	2,147	1,000	1,147
Total Day Camp (Income) Expense	2,599	0	2,599
Harbor (Income) Expense			
Mooring Fees	(9,450)	(10,050)	600
Mooring Wait List Fees	(140)	(100)	(40)
Ramp Fees	(900)	(800)	(100)
Harbor Supplies & Maintenance	2,166	2,550	(384)
Harbormaster Expense Reimb.	3,300	4,400	(1,100)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
Total Harbor (Income) Expense	(5,024)	(500)	(4,524)
Admin Compensation & Taxes			

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1, 2016 through January 18, 2017

Accrual Basis

	May 1, '16 - Jan 18, 17	Budget	\$ Over Budget
Manager's Salary	28,999	39,950	(10,951)
Clerk	2,813	3,750	(938)
Tax Collector	3,750	5,000	(1,250)
Treasurer	3,188	4,250	(1,063)
Payroll taxes	4,452	5,500	(1,048)
Total Admin Compensation & Taxes	43,201	58,450	(15,249)
Property Expense			
Beautification	138	500	(362)
Electricity	974	1,500	(526)
Maintenance	3,563	1,500	2,063
Natural Gas	1,323	2,500	(1,177)
Pond	50	600	(550)
Telephone & Internet	1,034	1,500	(466)
Water	1,012	700	312
Total Property Expense	8,093	8,800	(707)
Public Works			
Clear Breachway	2,063	7,500	(5,438)
Equip. & Tools Maintenance	683	3,000	(2,317)
Landscaping	7,740	8,000	(260)
Public Works Salaries	600	2,000	(1,400)
Sanitation	101,381	135,000	(33,619)
Snow Removal	0	1,000	(1,000)
Total Public Works	112,467	156,500	(44,033)
Recreation (Income) Expense			
Social Activities	(450)	0	(450)
Total Recreation (Income) Expense	(450)	0	(450)
Total Expense	217,426	299,100	(81,674)
Net Ordinary Income	63,392	(3,500)	66,892
Other Income/Expense			
Other Expense			
Capital Expenditure			
Appropriation from Harbor	0	(3,500)	3,500
Grants - Capital	(500)	0	(500)
Appropriation from Capital Acct	0	(10,986)	10,986
Playground Expense	250	0	250
Capital Improvement	1,586	10,986	(9,400)
Total Capital Expenditure	1,336	(3,500)	4,836
Total Other Expense	1,336	(3,500)	4,836
Net Other Income	(1,336)	3,500	(4,836)
Net Income	62,056	0	62,056

7:03 PM

01/09/17

Accrual Basis

Bonnet Shores Fire District
Checking Account Disbursements
 As of January 18, 2017

Type	Date	Num	Name	Memo	Amount	Balance
General Operating Funds						-19,324.49
Checking Account-81081961						-19,324.49
Transfer	11/17/2016			Funds Transfer	25,000.00	5,675.51
Paycheck	11/21/2016	6505	Lisa A DiBello		-1,142.72	4,532.79
Deposit	11/21/2016			Deposit	505.00	5,037.79
Deposit	11/21/2016			Deposit	255.00	5,292.79
Deposit	11/21/2016			Deposit	554.70	5,847.49
Deposit	11/21/2016			Deposit	4,472.84	10,320.33
Deposit	11/21/2016			Deposit	796.06	11,116.39
Bill Pmt -Check	11/21/2016	6513	DiBello, Lisa	Job Lot trash bags	-21.38	11,095.01
Bill Pmt -Check	11/30/2016	6508	Thomas, Rosalyn (V)	Christmas Party Decorations	-125.09	10,969.92
Bill Pmt -Check	11/30/2016	6509	Suez Water R. I. (dock)	Account 06104131730000	-60.19	10,909.73
Deposit	11/30/2016			Deposit	25.00	10,934.73
Bill Pmt -Check	11/30/2016	6531	Ocean Edge Landscaping LLC	#1449	-210.00	10,724.73
Bill Pmt -Check	12/01/2016	6523	National Grid (NE Gas)	A/C 89519-73003	-295.66	10,429.07
Bill Pmt -Check	12/01/2016	6525	Patriot Disposal Company	A/C 47993, #788908; A/C 4...	-10,935.14	-506.07
Bill Pmt -Check	12/01/2016	6526	Patriot Disposal Company	A/C 47993, #79778	-212.00	-718.07
Bill Pmt -Check	12/01/2016	6528	Peter B. Devine & Assoc	#86999	-238.53	-956.60
Bill Pmt -Check	12/01/2016	6529	Southern Rhode Island Appraisal ...	Appraisal Land Trust	-275.00	-1,231.60
Bill Pmt -Check	12/02/2016	6522	National Grid	Acct88017-84009	-92.57	-1,324.17
Bill Pmt -Check	12/02/2016	6532	Cordy, Nancy	Storage Boxes	-41.98	-1,366.15
Bill Pmt -Check	12/03/2016	6524	Verizon	A/C 154-452-216-0001-89	-190.24	-1,556.39
Bill Pmt -Check	12/03/2016	6534	DiBello, Lisa	Christmas Party etc.	-138.83	-1,695.22
Liability Check	12/06/2016	1	RI Division of Taxation	05-0305747	-115.22	-1,810.44
Liability Check	12/06/2016	2	Washington Trust	05-0305747	-870.10	-2,680.54
Bill Pmt -Check	12/08/2016	6533	Suez Water Rhode Island	Acct: 06 10372983	-41.15	-2,721.69
Bill Pmt -Check	12/18/2016	6514	Spain of Narragansett	Holiday Party 2016	-2,051.20	-4,772.89
Paycheck	12/19/2016	6515	Lisa A DiBello	Replaces Check #6512 (los...	-1,142.73	-5,915.62
Bill Pmt -Check	12/22/2016	6516	McGinn, Mary	Quarterly Payment	-1,062.50	-6,978.12
Bill Pmt -Check	12/22/2016	6517	Patience, Helen	Quarterly Payment	-1,250.00	-8,228.12
Bill Pmt -Check	12/22/2016	6518	Duffy, Carole	Quarterly Payment	-937.50	-9,165.62
Bill Pmt -Check	12/22/2016	6519	Tortolani, Michael	Quarterly Payment	-1,100.00	-10,265.62
Deposit	12/22/2016			Deposit	3,220.00	-7,045.62
Deposit	12/22/2016			Deposit	30.00	-7,015.62
Paycheck	12/23/2016	6520	Lisa A DiBello		-1,142.73	-8,158.35
Bill Pmt -Check	12/23/2016	6521	U S Postage Service	postage	-47.00	-8,205.35
Transfer	12/28/2016			Funds Transfer	25,000.00	16,794.65
Bill Pmt -Check	12/28/2016	6529	Thomas, Rosalyn (V)	Christmas Party Decorations	-34.73	16,759.92
Bill Pmt -Check	12/31/2016	6542	NESCTC Security Agency LLC	Security BS113016; 123116	-610.00	16,149.92
Bill Pmt -Check	01/01/2017	6538	Patriot Disposal Company	A/C 47993, #79778	-10,935.14	5,214.78
Bill Pmt -Check	01/01/2017	6541	Staples	Account #: 6035 5178 2021 ...	-137.01	5,077.77
Bill Pmt -Check	01/01/2017	6543	McGinn, Mary	Office Supplies ad Postage	-122.81	4,954.96
Bill Pmt -Check	01/01/2017	6544	National Grid	Acct88017-84009	-109.28	4,845.68
Bill Pmt -Check	01/01/2017	6545	National Grid (NE Gas)	A/C 89519-73003	-452.47	4,393.21
Bill Pmt -Check	01/01/2017	6546	Capital One	Future Christmas decoraton...	-216.93	4,176.28
Bill Pmt -Check	01/01/2017	6547	DiBello, Lisa	Christmas Decorations	-58.22	4,118.06
Liability Check	01/03/2017	1	RI Division of Taxation	05-0305747	-115.22	4,002.84
Liability Check	01/03/2017	2	Washington Trust	05-0305747	-870.10	3,132.74
Paycheck	01/04/2017	6535	Lisa A DiBello		-1,143.72	1,989.02
Bill Pmt -Check	01/04/2017	6536	Newport Playhouse & Cabaret Re...	deposit 5/13/17 event	-500.00	1,489.02
Liability Check	01/06/2017	6537	RIET	0001667785	-110.62	1,378.40
Transfer	01/09/2017			Funds Transfer	25,000.00	26,378.40
Paycheck	01/18/2017	6539	Lisa A DiBello		-1,143.74	25,234.66
Total Checking Account-81081961					44,559.15	25,234.66
Total General Operating Funds					44,559.15	25,234.66
TOTAL					44,559.15	25,234.66