

**Bonnet Shores Fire District Council**  
Bonnet Shores Fire District Community Center  
130 Bonnet Shores Road  
Narragansett, Rhode Island  
Monthly Meeting  
November 15, 2017

**Meeting Minutes**

**Call to order**

Council Vice Chair, Janice McClanaghan called the Council meeting to order at 7:35 pm. Those in attendance included Council Members: John Pariseault, Dan Johnson, Chris Mannix, and Natalie McDonald. 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:** Building plans for Tom Farrelly of 45 Richard Smith Rd were presented, C. Mannix **moved** to accept the plans given that all permits have been approved by the Town of Narragansett; 2<sup>nd</sup> J. Pariseault. **Motion** passed 5-0.

Watershed Council Grant from RI DEM: C. Mannix read a letter from State Rep. Carol Mc Entee stating that there has been approval for a grant of \$ 200,000 for pond dredging to remove 6,000 cu. yards. of sand and to disperse it onto the beach. Many letters of support from various agencies contributed to the awarding of this money. The next step will entail a written agreement between BSFD, CRMC, and RI DEM. Rep. McEntee acknowledged the efforts of J. McClanaghan, L. DiBello, and Matt Mannix which culminated in the receipt of this grant.

**Ratification of Oct.18, 2017 Minutes:**

**Motion:** N. McDonald moved to accept the October minutes; 2<sup>nd</sup> by C. Mannix  
**Discussion:** none **Motion** passed by those in attendance in October; 5-0.

**Public Comment:** none

**Committee Reports**

- a) **Beautification Committee Report:** no report
- b) **Beach and Security Committee Reports:** J. McClanaghan reported that recent storms had closed the causeway twice and 2 pond digging had been necessary which used up one yr.'s CRMC assent for digging. B. Barber will be coming again next week. Phil Smith had backfilled walkway 6ft-8ft. Bus summer fee; \$4,072 and security was \$528
- c) **Public Works Committee Report:** no report
- d) **Social Committee Report:** Tree lighting on 12/1; 40 people attended the get together at the CC at the end of October. Holiday Party at Spain on Dec.17th
- e) **Pond Committee Report:** no report
- f) **Harbor Committee Report:** N. McDonald reported on the following: sand from Little Beach dredging will be transferred to Castle Hill in Newport; due

to the impending storm at end of October, many volunteers had to remove the floating dock and ramp to safe ground

g) **History:** no report

h) **Sanitation Report:** C. Mannix reported: meeting with Patriot, Lisa DiBello and himself... new recycle bins was the topic. C.Mannix **moved** to engage Patriot to order from OTTO 25 additional recycling bins to be shipped piggy back spending up to \$2,500. 2nd N. McDonald. Discussion: each bin costs \$75 but shipping costs are less when the order is piggy backed with another customer. **Motion** passed 5-0

i) **By-laws:** A meeting has been cancelled and will be rescheduled

**Tax Collector's Report:** See report. R. Mercier added that \$318,000 out of \$325,000 has been received plus \$518 in back interest. Past due notices have been mailed and 25 payments were received within two weeks. A previously non-collectable debt will be forthcoming to the tune of \$730. R. Mercier continued with an update and recommendation for a financial data system. The company is Capital Software which would provide a system at a cost under \$5000 with an annual fee of less than \$1000. Secondly, Mercier outlined the need for a third party to manage tax sales of which there are currently 66 possible with potential revenue of \$10,000. He is recommending the firm of Taft and McNally LLP.

**Treasurer's Report:** M. McGinn reported that this is a quiet period and to refer to attached report for details. We are in good shape, but she urges the Council to be "very conservative" when making financial decisions.

**Land Trust Report:** no report

**District Manager's Report:** L. DiBello contributed the following information to accompany her written report... traffic calming sign has been purchased and DiBello will consult with J. Pariseault as to the placement; final yard waste dumpster on Sat.; seeking contractor prices for CC repairs (Kelsey and Dennis Bros. have responded); tractor has been posted for sale; vandalism in girls' room. C.Mannix **moved** to change all the locks for the doors and office; 2<sup>nd</sup> N. McDonald. **Motion** passed 5-0. In response to statement that the District Manager's computer died, N. McDonald **moved** to allocate up to \$750 + for a new lap top with Microsoft Suite 365 and Adobe; 2<sup>nd</sup> C. Mannix. **Motion** passed. OTTO said that the 5 broken bins would be covered.

#### **Old Business:**

- Jetty: Army Corps approved
- DEM Grant: there will be a Governor's press release, website, and eblast. Next phase... paperwork, bids, Army Corps; timeline...maybe spring: CRMC permit needs amending
- N. McDonald **moved** to allow L. DiBello to accept the highest auction bid for sale of tractor; 2<sup>nd</sup> C. Mannix. **Motion** passed 5-0
- CC repairs: seeking bids

#### **New Business:**

- Little Beach dock had to be removed early due to approaching storm; policy for this will be reviewed by Harbor Committee
- Financial software system. N. McDonald **moved** to purchase tax collection software from Capital Software Inc. for \$4,945 plus annual license/maintenance for \$800 which needs to be negotiated aggressively 3-5 yrs. Payment will come from Capital Budget (2017-2018); 2<sup>nd</sup> C. Mannix. Discussion: J. Pariseault inquired about total package: software, complete

database, bills and receipts? He added that “we don’t want a software limited file” and is seeking information about fine tuning. **Motion** passed 5-0.

- Tax sales: C Mannix **moved** to approve tax sales and **moved** to hire Attys Taft and McNally to handle the tax sales; 2<sup>nd</sup> N. McDonald. **Motions** passed 5-0
- Financial recap: C. Mannix itemized finance discussions of late: \$750 + for new District laptop, CC repairs, microphones for Council table, doors’ lock replacements. Where is money coming from: \$60,000 dredging budget; \$10,000 currently in Capital Budget hence take \$5,000; \$30,000 collected for totes but not expended yet; tractor sale
- December Council Meeting: N. McDonald **moved** to cancel December Meeting unless there is a reason to call one; 2<sup>nd</sup> D. Johnson. **Motion** passed 5-0

*Meeting minutes will be available on the Website after ratification*

**Adjournment**

There being no further public comments or district business N. McDonald **moved** to adjourn; 2<sup>nd</sup> J. Pariseault. All present agreed. Adjournment at 9:20

Respectfully submitted, *Carole Duffy* Clerk: Carole Duffy  
Ratified May 16, 2018

## BONNET SHORES DISTRICT MANAGER

### MONTHLY REPORT – November 2017

#### 1. Facilities –

a. Beach/Pond – The recent storm brought a lot of sand onto Kelly Beach and into the channel on the beach and pond side. As a result, the causeway flooded and was closed by the DPW. Following the closure, DPW removed all sand and debris from the roadway. Bob Barber opened the channel the day after the storm and had to come back again this past week to re-open it. He advised that there was a significant amount of sand deposited in the channel on both the Kelly beach and pond side and as a result, the water level in the pond is not able to drop as it should. I spoke to Janice about the situation and she approved having Bob come and open the channel on the pond side as well as to dig out the pond as deeply as he can. I have coordinated with Bob to have this work done. I expect Janice will update you further on this situation as well as to the status of the grant application which was submitted.

b. Traffic Calming – The new traffic calming/speed sign has been purchased. I will be working with John Parisault to determine placement of the sign and will then request assistance with DPW for installation.

c. Yard Waste – The final yard waste pick up will be this Saturday, November 18. Chris and I met with the owner of Patriot trash and negotiated the cost of yard waste pickups as well as shipment of new recycling totes. I expect Chris will advise you further on these matters.

d. Community Center Repairs - I contacted several contractors/builders to get prices on the community center repairs that need to be done but I have not had any luck getting anyone to provide a price for the job to date. Those I contacted indicated they were either not available or that the work was not of a large enough scale for them. I have another contractor scheduled to come look at the building on Wednesday (or Thursday) of this week. If I don't have a bid in time for your meeting tomorrow night, I would suggest that if acceptable, the council vote to authorize me to make arrangements for the work to be done by the lowest bidder if/when I am able to find one and if I am not able to find someone to do the work, I can report back to you at your next meeting.

#### 2. Equipment –

a. Tractor - Per the Council's direction, I registered for Govdeals.com in order to list the John Deere 750 tractor that the district owns. I had to take a course to become "certified" to sell on the site and I completed the course this past Thursday. The minimum amount of time to list an item is 7 days and it is advised that for "best exposure," items be listed for 14 days or more. It would be my recommendation that if acceptable, the council vote to authorize me to complete the sale of the tractor to the *highest* bidder and make all necessary arrangements for removal etc.

b. Recycling Totes – Patriot has advised that they may be able to have up to 25 new recycling totes delivered as part of another order they are anticipating making in the next week or so. I have spoken to Chris about this matter and expect that he will address it further with regard to purchase and storage of the new totes.

c. Entrance Sign – As you may be aware, the Bonnet sign at the Muratore entrance was damaged as a result of an accident by a resident of Lily Lane. I have been working with the driver's insurance company (Arbella insurance of MA.) to get the sign replaced as well as the barrel that was damaged. I have located the original maker of the sign who has indicated he could make a new sign similar to the existing sign. I will continue to work with Arbella to get the sign replaced.

### **3. Community "Events" –**

a. "Tree Lighting" – I have been working with the social committee to plan this year's tree lighting event which will be held on **Friday, December 1 at 5pm**. We will again be having a special arrival by Santa Claus who will officially light the tree and then join us for photos, arts & crafts and caroling. I hope you will all be able to stop by!

### **4. Administrative-**

a. Vandalism – I want to advise the council that there appears to have been minor "vandalism" done inside the community center. Upon arriving on Wednesday of this past week (11/8) I noticed that the toilet seat in the women's bathroom had been "soiled" to a degree that required my having to call someone to come clean it. I also noted that several empty candy bar wrappers were left on the table beside the copier inside the office (which was locked). I'm not sure if the two matters are related or if there is a problem with regard to who may have keys to the center (and office) but I wanted to advise you in the event any further action needs to be taken (ie..new keys, etc.)

b. Computer – As you may be aware, I have been having problems with the office laptop for some time. I have had a few different people look at it (over the last several months) and have been advised that it was "infected" by a virus (which supposedly was removed) and that it also appears to have a "hard drive" problem. According to Staples, it will cost approximately \$120-\$150 for a new hard drive as well as the cost of labor to install it. We would also need to purchase and re-install the windows operating system since the one that was installed was never purchased by the Fire District. In addition, there are periodic problems with the receipt and delivery of email which no one has been able to diagnose to date. Unfortunately I think the current laptop may not be worth investing any more time or money in since it is almost 4 years old and was one of the lower priced models at the time of purchase. If acceptable to the council, I would like to speak to Mary about the situation to see if there are funds available to purchase a new computer.

I believe this report covers the more substantive Bonnet matters. Please feel free to contact me if you have any questions.

Respectfully submitted,  
Lisa DiBello

# Tax Collector's Report Summary

November 15, 2017

## Collected Current Year Taxes

- \$317.9K of the \$325K of Current Year Taxes were collected since 7/1/17. (Statistics shown on page 2.)
- 97.8% of dollars collected. No November 2016 report available for comparison.
- \$518 of interest on past dues from this year collected since 9/15.

## Collected – Prior Years

- \$3,374 of prior year past dues collected
- \$ 641 of prior year interest collected

## Collection Efforts:

- Past Due Letter with Notice of Potential Sale sent 11/3/17 – generated 25 payments in two weeks vs. 44 for all of October.
- One of the two bounced checks was replaced -- covering 3 accounts

## Past Due Status – Improved greatly, but Tax Sale still needed

- Past Dues have been reduced as follows:

	<u>September</u>	<u>October</u>	<u>November</u>
Past Due Dollars	\$21,770	\$15,910	\$10,362
Past Due Accounts:	185	130	66
Past Due Houses & Lots	100	80	40
Past Due BSBC units	85	50	26

- One previously non-collectable account (FNMA foreclosure) 4 years of past dues is expected to be finalized within the week (Closing was scheduled for 11/10/17).
  - Should result in \$732.69 collection of taxes and interest.

## Systems Review:

- Recommend approval of contract/license agreement with Capital Software, Inc. to provide its **GovCollect** software with upfront cost <\$5K and annual fees of <\$1K.
  - Other software program costs/review
    - QuickBooks - Tested and does not meet our needs
    - Vision - requires \$20K upfront payment but the same system Narragansett Town
    - CUSI (Continental Utility Systems) requires \$17K-\$23K upfront payment
    - DAKCS preliminary estimate: \$7K up front and higher (~\$8400) annual costs
    - TylerTech - requires upfront payment likely north of \$30K
- Recommend approval of contract with Taft & McSally agreement to handle the Tax Sale of the Delinquent Properties. Firm handles sale of Town of Narragansett past due accounts.

## Action Items:

- Continue collections and expedited check processing
- Transfer Past Dues to Taft & McSally by month end for further action

# Bonnet Shores Fire District

## Tax Collector's Report

Date: 11/15/17\*

Monthly Report Date	10/18/2017	11/16/2016	11/15/2017
Taxable Land Assessment	\$ 296,751,600	\$ 296,755,000	\$ 296,751,600
Taxable Building Assessment	\$ 231,504,800	\$ 230,516,800	\$ 231,504,800
<b>Total Taxable Assessment</b>	<b>\$ 528,256,400</b>	<b>\$ 527,271,800</b>	<b>\$ 528,256,400</b>
Mill Rate	0.6153	0.5508	0.6153
<b>Total Collectable Taxes</b>	<b>\$ 325,036</b>	<b>\$ 290,294</b>	<b>\$ 325,036</b>
YTD Collections through prior report	\$ 304,181		\$ 311,162
Current Period Collection of Current Year Taxes	\$ 6,981		\$ 6,698
<b>Total Current Year Taxes Collected Year to Date</b>	<b>\$ 311,162</b>	<b>No Report</b>	<b>\$ 317,860</b>
Percentage of Current Year Total Collected to Date	95.73%	No Report	97.79%
<b>Taxes Collected This Fiscal Year for Prior Tax Years</b>		NA	
Prior Periods			
TY 2012	\$ -		\$ -
TY 2013	\$ -		\$ -
TY 2014	\$ 94.73		\$ 94.73
TY 2015	\$ 709.03		\$ 709.03
TY 2016	\$ 2,556.57		\$ 2,570.23
<b>Interest Collected This Fiscal Year for Tax Years</b>		NA	
Prior Periods			
TY 2013	\$ -		
TY 2014	\$ 34.09		\$ 34.09
TY 2015	\$ 253.66		\$ 253.66
TY 2016	\$ 350.79		\$ 353.04
TY 2017	\$ 205.87		\$ 518.12
<b>PAST DUE AMOUNTS COLLECTED</b>	<b>\$ 4,204.74</b>	<b>No Report</b>	<b>\$ 4,532.90</b>
<b>CHECKS RETURNED BUT NOT REPLACED</b>	<b>\$ 1,371.01</b>	<b>No Report</b>	<b>\$ 293.74</b>
<b>TOTAL COLLECTIONS</b>	<b>\$ 313,996</b>	<b>No Report</b>	<b>\$ 322,099</b>
Date Bills went out:	7/7/2017	NA	7/7/2017

\* Reflects collections through November 14, 2017

**Tax Collections (% of total)**

	January	February	March	April	May	June	July	August	September	October	November	December
2012	95.99	NR	97.74	98.20	98.51	*	40.36	70.01	90.21	93.19	NR	96.27
2013	96.94	97.26	97.46	NR	98.32	98.32	21.97	91.86	91.86	93.34	95.88	NM
2014	NR	NM	97.92	98.10	NR	98.85	6.14	81.88	NM	92.96	96.09	NM
2015	97.77	97.92	NR	99.09	99.23	99.47	**	NM	85.44	93.97	NR	NM
2016	97.05	NM	98.09	NM	NR		NR	80.62	89.97	~92%	NR	NM
2017	98.33	97.23	97.41	NM	98.87	98.87	25.43	75.45	93.58	95.73	97.8	

NM = No Meeting

NR = No Report

\* = Report does not reflect level of collection

\*\* = Bills in Mail; No detail on prior year

**Notes:**

Data for September 2015 is not comparable to prior year. This data reflects data available for the 9/2/15 meeting which is about 2 weeks earlier than September meetings in other years. A report was not available for the 9/16/15 meeting which would provide data which is more comparable.



**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**  
**May 1 through November 15, 2017**

Accrual Basis

	May 1 - Nov 15, 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue	319,569	325,048	(5,479)
Prior Yr Surplus (Deficit)	0	15,352	(15,352)
Hall Rental Fees	3,200	2,400	800
Hall Rental Fees-Cleaning (Net)	800	(600)	1,400
Interest Earned - Bank Accts	64	100	(36)
Interest Earned - Tax Revenue	1,188	0	1,188
Newsletter Advertising	1,350	1,200	150
Permits/Plans Fees	500	200	300
Road Race/Bonnet Days			
Race Proceeds	1,060	0	1,060
Race Expenses	(910)	0	(910)
<b>Total Road Race/Bonnet Days</b>	<u>150</u>	<u>0</u>	<u>150</u>
<b>Total Income</b>	<u>326,821</u>	<u>343,700</u>	<u>(16,879)</u>
<b>Gross Profit</b>	326,821	343,700	(16,879)
<b>Expense</b>			
Reconciliation Discrepancies	0	0	0
<b>Administrative Expense</b>			
Admin. IT Services	750	800	(50)
Administrative Expense	700	1,650	(950)
Advertising Expense	252	100	152
Annual Meeting Expense	582	2,000	(1,418)
Bank Charges	45	0	45
Council Discretionary Expense	38	300	(262)
Insurance	6,271	6,500	(229)
Land Trust Operating Alloc'n	720	2,500	(1,780)
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	1,340	2,000	(660)
Payroll Services	605	750	(145)
Professional Services	2,197	0	2,197
Security	1,811	4,600	(2,789)
Tax Collection Costs	3,074	2,800	274
<b>Total Administrative Expense</b>	<u>21,662</u>	<u>29,550</u>	<u>(7,888)</u>
<b>Beach Expense</b>			
Beach Bus	8,750	4,300	4,450
Beach Raking & Maintenance	6,799	11,500	(4,701)
Beach Salaries	13,356	16,000	(2,644)
Beach Guard	4,114	3,100	1,014
Beach Supplies	2,989	3,000	(11)
<b>Total Beach Expense</b>	<u>36,008</u>	<u>37,900</u>	<u>(1,892)</u>
<b>Day Camp (Income) Expense</b>			
Camp Store	(207)	0	(207)
Camp Proceeds	(8,807)	(10,000)	1,193
Camp Salaries	8,555	9,000	(445)
Camp Supplies	2,617	1,000	1,617
<b>Total Day Camp (Income) Expense</b>	<u>2,159</u>	<u>0</u>	<u>2,159</u>

**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**  
**May 1 through November 15, 2017**

Accrual Basis

	May 1 - Nov 15, 17	Budget	\$ Over Budget
<b>Harbor (Income) Expense</b>			
Mooring Fees	(9,850)	(10,050)	200
Mooring Wait List Fees	(100)	(100)	0
Ramp Fees	(700)	(800)	100
Harbor Supplies & Maintenance	816	2,550	(1,734)
Harbormaster Expense Reimb.	2,400	4,800	(2,400)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
<b>Total Harbor (Income) Expense</b>	(7,434)	(100)	(7,334)
<b>Admin Compensation &amp; Taxes</b>			
Manager's Salary	22,536	42,000	(19,464)
Clerk	1,875	3,750	(1,875)
Tax Collector	2,500	5,000	(2,500)
Treasurer	2,125	4,250	(2,125)
Payroll taxes	3,979	5,500	(1,521)
<b>Total Admin Compensation &amp; Taxes</b>	33,016	60,500	(27,484)
<b>Property Expense</b>			
Beautification	63	300	(237)
Electricity	701	1,500	(799)
Maintenance	2,016	6,500	(4,484)
Natural Gas	506	2,500	(1,994)
Pond	650	650	0
Telephone & Internet	716	1,500	(784)
Water	1,729	1,000	729
<b>Total Property Expense</b>	6,382	13,950	(7,568)
<b>Public Works</b>			
Clear Breachway	500	7,500	(7,000)
Equip. & Tools Maintenance	196	3,000	(2,804)
Landscaping	7,583	8,500	(917)
Public Works Salaries	450	2,000	(1,550)
Sanitation	79,213	135,000	(55,787)
Snow Removal	0	1,000	(1,000)
<b>Total Public Works</b>	87,941	157,000	(69,059)
<b>Recreation (Income) Expense</b>			
Social Activities	(377)	0	(377)
<b>Total Recreation (Income) Expense</b>	(377)	0	(377)
<b>Total Expense</b>	179,357	298,800	(119,443)
<b>Net Ordinary Income</b>	147,464	44,900	102,564
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Capital Expenditure</b>			
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	3,510	94,900	(91,390)
<b>Total Capital Expenditure</b>	2,010	44,900	(42,890)
<b>Total Other Expense</b>	2,010	44,900	(42,890)
<b>Net Other Income</b>	(2,010)	(44,900)	42,890
<b>Net Income</b>	145,454	0	145,454

6:06 PM

11/14/17

Accrual Basis

**Bonnet Shores Fire District**  
**Transaction Detail By Account**  
May 1 through November 15, 2017

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Type	Date	Name	Memo
<b>Capital Expenditure</b>			
<b>Capital Improvement</b>			
Bill	06/22/2017	Warren Hall, PE, PLS	Retainer
Bill	07/10/2017	Coastal Resource Management C...	Maintenance Assent Move Rocks at Little Beach
Bill	07/10/2017	McClanaghan, Janice	Copies of Assent Application CRMC
Bill	08/17/2017	Warren Hall, PE, PLS	Second Installment for Dredge Proposal at Boat Ramp
Bill	08/31/2017	R. I. Analytical Laboratories, Inc.	Harbor Dredge Project
Total Capital Improvement			
Total Capital Expenditure			
<b>TOTAL</b>			

6:05 PM

11/14/17

Accrual Basis

**Bonnet Shores Fire District**  
**Checking Account Disbursements**  
As of November 15, 2017

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Type	Date	Num	Name	Memo
<b>General Operating Funds</b>				
<b>Checking Account-81081961</b>				
Bill Pmt -Check	10/20/2017	6851	Smith, Philip	
Paycheck	10/23/2017	6848	Lisa A DiBello	
Liability Check	10/23/2017	6849	RIET	
Deposit	10/24/2017			0001667785
Transfer	10/26/2017			Deposit
Paycheck	11/06/2017	6850	Lisa A DiBello	Funds Transfer
Liability Check	11/07/2017	3	RI Division of Taxation	05-0305747
Liability Check	11/07/2017	2	Washington Trust	05-0305747
Total Checking Account-81081961				
Total General Operating Funds				
<b>TOTAL</b>				

**Bonnet Shores Fire District**  
**Balance Sheet**  
As of November 15, 2017

Accrual Basis

	Nov 15, 17	Nov 15, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
General Operating Funds		
Checking Account-81081961	11,864	(22,325)
Money Market Account-16600942	205,647	174,877
<b>Total General Operating Funds</b>	217,511	152,553
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
<b>Total Designated Fund Acct-90555600</b>	8,895	8,646
Capital Funds Account-90713550	15,182	15,168
Historical Comm. MM-89973019	3,186	3,184
Land Trust MM Account-90313320	8,938	7,392
Harbor Improvement Fund (CD)	31,871	28,371
<b>Total Checking/Savings</b>	285,584	215,313
<b>Other Current Assets</b>		
Taxes Receivable	2,998	2,290
Sanitation Cart Inventory	1,810	1,585
Recycle Bin Inventory	58	98
<b>Total Other Current Assets</b>	4,866	3,973
<b>Total Current Assets</b>	290,450	219,286
<b>TOTAL ASSETS</b>	<b>290,450</b>	<b>219,286</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
Accounts Payable	(1)	59
<b>Total Accounts Payable</b>	(1)	59
<b>Other Current Liabilities</b>		
Other Current Liability	0	325
Hall Rental Refunds Payable	25	0
Payroll Liabilities	826	649
<b>Total Other Current Liabilities</b>	851	974
<b>Total Current Liabilities</b>	850	1,033
<b>Total Liabilities</b>	850	1,033
<b>Equity</b>		
Fund Transfers	(18,779)	(24,067)
Retained Earnings	162,924	147,873
Net Income	145,454	94,447
<b>Total Equity</b>	289,600	218,254
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>290,450</b>	<b>219,286</b>



**RHODE ISLAND**  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

**OFFICE OF THE DIRECTOR**

235 Promenade Street, Room 425  
Providence, Rhode Island 02908

November 7, 2017

Bonnet Shores Fire District  
Lisa DiBello, District Manager  
130 Bonnet Shores Road  
Narragansett, RI 02882

Dear Ms. DiBello,

I am pleased to inform you that the Rhode Island Department of Environmental Management (RIDEM) has approved the application of the Bonnet Shores Fire District/Audubon Society for a grant of up to \$200,000 for the project entitled Westquage Pond Flood Mitigation & Pond Restoration Project. The grant is awarded in accordance with the *2017 Bay and Watershed Restoration Grants Request for Proposals for Non-Point Source and Stormwater Pollution Control and Flood Prevention and Mitigation*. The grant is supported with funding available from the state Narragansett Bay and Watershed Restoration Bond Fund.

The next step in the process is development of a written grant agreement. Toward that end, the RIDEM Office of Water Resources will be contacting you to schedule a meeting to discuss and clarify scope of work. This will lead to RIDEM forwarding a draft of a written grant agreement that will reflect a refined scope of work, schedule and budget, as well as reporting and reimbursement procedures for your project. We will work with you to finalize and execute this grant agreement.

Please be aware that subject to approval by the RI Department of Administration, RIDEM will only be able to approve reimbursement of costs incurred after the grant agreement is fully executed. **Any project work that is initiated prior to signature and full approval of a grant agreement is ineligible for the grant.**

Questions regarding grant agreements should be directed to Jay Manning in the Office of Water Resources at (401) 222-4700, extension 7254.

Thank you for interest and commitment to protecting Rhode Island's natural environment.

Sincerely,

Janet Coit  
Director

Enclosures (1)

cc: Jay Manning, RIDEM  
Janice McClanaghain