

# BONNET SHORES FIRE DISTRICT

BSFD Community Center  
130 Bonnet Shores Rd  
Narragansett, RI 02882

## Meeting Minutes

October 18, 2017

**Call to Order:** Chair Michael Vendetti called the meeting to order at 7:30 PM. Council Members in attendance included: Janice McClanaghan, John Pariseault, Chris Mannix, Anita Langer, Natalie McDonald, and Dan Johnson. Treasurer Mary McGinn, Tax Collector Richard Mercier, District Manager Lisa DiBello, Harbormaster Mike Tortolani, and Clerk Carole Duffy were also in attendance.

**Pledge of Allegiance:** The Assembly recited the Pledge and observed a moment of silence for the men and women in the Armed Forces and a remembrance for Steve McCooey's mother who had passed.

**Urgent Business:** Luba bldg. plans at 98 Col. John Gardner Rd were approved by a **motion** by N. McDonald; 2<sup>nd</sup> C. Mannix that the new house will be built on the current footprint 2800-3000 sq. ft. assuming all the necessary permits are granted by the Town. **Motion** passed 6-0

**Ratification of Minutes:** J. McClanaghan **moved** to accept the May. 16, 2017 minutes; 2<sup>nd</sup> N. McDonald. **Discussion:** none.

**Motion** passed 4-0 by those who were in attendance in May. (Janice, John, Natalie, Mike). J. McClanaghan **moved** to accept the May 20, 2017 budget minutes; 2<sup>nd</sup> N. McDonald **motion** passed 3-0 (Janice, Mike, Natalie). C. Mannix **moved** to accept the Sept. 20, 2017 minutes; 2<sup>nd</sup> J. McClanaghan. **Motion** passed 6-0; N. McDonald was absent.

### **Period of Public Comment**

- Mr. Fraoli owner of the property at the corner of Bonnet Neck Rd and Bonnet Shores Rd spoke to the Council from a prepared statement. He wanted to apprise the Council as to the background details concerning his purchase of the building and his intentions as a realtor in the neighborhood. He also mentioned the District's lawsuit with Narragansett about the zoning change for his building.

### **Committee Reports:**

- a) **Sanitation:** C. Mannix is continuing to try to arrange a meeting with Patriot to clarify ongoing issues
- b) **Traffic:** no report
- c) **Harbor:** see report... N. McDonald spoke about the upcoming dredging at Little Beach: one of the unanswered questions at this point is where the dredged sand will be deposited as there are many restrictions inherent to this process

(sand to sand, residential, commercial, and buried). Furthermore, CRMC has digitalized all the moorings and the current harbor five-year management plan needs to be updated by Oct. 2018. J. McClanaghan added that the removal of the jetty across from Bonnet Shores Rd has been approved by all the involved agencies and waiting for letter from Army Corps. The rocks will be deposited On Col. J. Gardner Rd, adjacent to the beach

- d) **Beach & Security:** J. McClanaghan reported: BSBC will be reimbursing the District for their portion of the beach security and bus charge; officials at St. Verónica's were notified about overnight student parking on the church property; a car accident at the corner of Boston Neck Rd and Joy Lane which damaged BSFD property was reported to the police and insurance company
- e) **By Laws, Ordinances, & Development:** A. Langer reported that the Committee met on Oct.10 and the members were encouraged to read the Charter. She is the Chair for now and the next meeting will be on 11/7/2017 at 7 @ the CC.
- f) **Pond:** no report
- g) **Historical:** no report
- h) **Social:** no report

**Treasurer's Report:** see attached report and M. McGinn added that 95%-96% of taxes have been received. C. Mannix inquired if there was enough money in the budget to pay bills until next spring and M. McGinn responded in the affirmative. C. Mannix added that he thought he noticed a surplus in the financial spreadsheet but unfortunately the data appeared that way because two major bills are still outstanding.

**Tax Collector's Report:** see attached report. R. Mercier said that \$311,000 of \$325,000 has come in and there is an outstanding balance of \$3,000 for unpaid taxes from previous years and the information can be viewed on the bulletin board. Regarding tax sales, Mercier stated that one can only go back 3 yrs. for delinquent properties. He and M. McGinn are continuing to research online tax systems

**Land Trust:** Nancy Cordy spoke for the absent Eliot Gersten. At the LT meeting on 10/11/2017, the members reviewed the results of the e-blast which had been circulated seeking support for the proposed walkway. Of 218 respondents, 217 were in support. George Monaghan, a Trustee, researched accidents on the District's roads for the last 5 years... for a total of 82 (60 occurred from June – Sept & during the summer months 32 occurred on BT PT Rd). Next meeting will be on 11/8/2017 at 6pm @ the CC. Chair Vendetti thanked the LT for their transparency.

**District Manager's Report:** no report but L. DiBello said tractor bids are private and one contractor has responded for bids to replace roof gables.

### **Old Business:**

- Zoning lawsuit (Exec. Session)
- Jetty assents (see Harbor report)
- DEM grant of \$311,000 for pond dredging is still "alive"

- Land Trust request for new vote on walkway
  - N. McDonald asked why an additional vote by the Council was needed. Dave Stenmark explained that the vote in May was an approval for the LT to seek a preliminary determination from CRMC for the walkway. Chair Vendetti inquired about lots N-S 630 and N-S 634 and Dave showed the group the lots on the wall map. Stenmark continued to explain the next steps as the original bldg. permit was denied by the Town which was expected. A Special Use Permit will now be sought from the Town which will then be forwarded to CRMC at which time a hearing will be conducted. Abutters will be notified of this hearing. A. Langer expressed that she was in favor of granting the LT request as the causeway is a very dangerous road. Chair Vendetti urged the LT to give the Council a “heads up” for all budgetary considerations. C.Mannix asked at what point is the bldg. permit issued. Stenmark responded that is the last step in the sequence following assent from CRMC.
  - N. McDonald **moved** for the BSFD Council to approve and authorize the LT to proceed to its conclusion the walkway project. The project consists of building a pedestrian walkway adjacent to the Causeway portion of Bonnet Point Rd. This approval would also include the use of Land Trust property (Lots N-S 630 & N-S 634) and/or the Bonnet Shores Fire District property (the causeway road bed); 2<sup>nd</sup> A. Langer. **Motion** passed 7-0
- DiPrete Report and exhibits
  - J. McClanaghan will distribute the Nov. 2016 DiPrete report on the BSBC sewer project review

### New Business:

- A. Langer **moved** to allow RI Fire Wardens’ Assoc. to conduct meetings once or twice a year at the CC; 2<sup>nd</sup> J. McClanaghan. **Motion** passed 7-0
- BSBC Nominating Committee
  - C.Mannix **moved** to allow the BSBC Nominating Committee meetings, not to be confused with the Brd. of Director’s meetings to use the CC not more than 6 times from Oct.-June; 2<sup>nd</sup> J McClanaghan. **Motion** passed 7-0
- Sale of old tractor
  - L.Dibello contacted J. Deere for price
  - Local landscaper interested
  - C.Mannix **moved** to direct the District Manager to put on the Surplus Municipal Property website a request for proposals for the purchase of the tractor before the Nov. Council meeting; 2<sup>nd</sup> A. Langer. **Motion** passed 7-0
- Prioritizing of expenditures for CC infrastructure:
  - J. McClanaghan listed: HVAC, rotted gable peaks, interior ceiling tiles  
Nothing is pressing and there is no leakage at roof peaks, but if an emergency occurred it would be addressed. The consensus of the Council is to delay spending on the bldg. until after the dredging and hopefully everything in the CC will hold on until spring.

- Microphones:
  - A. Langer has researched FM wireless systems and has deferred to Tom Hynes suggestions @ \$500 for 8 wireless microphones. C. Mannix **moved** to have the District Manager investigate the cost of said microphones not to exceed \$600.00 to be used at Council meetings; 2<sup>nd</sup> J. McClanaghan. Discussion: N. McDonald suggested that the cost could come out of office supplies. **Motion** passed 7-0.
- Beach passes
  - N. McDonald **moved** to continue beach pass use for one more year; 2<sup>nd</sup> C. Mannix. Discussion: 850 households, very few passes lost and even at that there are other forms of ID that can be used. **Motion** passed 7-0
- January- February meetings: table to November
- C. Mannix **moved** to end regular Council meeting to go into Executive Session “to discuss the rezoning of real property “pertaining to collective bargaining or litigation or work session pertaining to collective bargaining or “litigation” pursuant to Rhode Island General Laws Section 42-46-5(a)(2) and appoint Janice McClanaghan as Clerk ProTem”; 2<sup>nd</sup> A. Langer. **Motion** passed 7-0 @ 9:10 PM
- C. Mannix **moved** to reopen regular Council meeting; 2<sup>nd</sup> J. McClanaghan. **Motion** passed 7-0 at 9:40 PM
- A. Langer **moved** to seal the minutes taken during Executive Session; 2<sup>nd</sup> C. Mannix. **Motion** passed 7-0

**Adjournment:** There being neither District business, the Chair called for an adjournment motion. N. McDonald **moved** to adjourn the meeting; 2<sup>nd</sup> J. McClanaghan. All were in favor and the meeting ended at 9:45 PM

*Council meeting's ratified minutes are available on the BSFD website*

Respectfully submitted, 

Carole Duffy, Clerk                      Minutes ratified by the Council on

11/15/17

# Tax Collector's Report Summary

October 18, 2017

## Collected Current Year Taxes

- \$311K of the \$325K of Current Year Taxes were collected since 7/1/17. (Statistics on page 2.)
- 96% of dollars collected compares to 92% on October 19, 2016
- \$205 of interest on past dues from this year collected since 9/15.

## Collected – Prior Years

- \$3,360 of prior year past dues collected
- \$ 844 of prior year interest collected

## Collection Efforts:

- 185 Past Due Letters September 19th resulted in 59 payments
- 4 accounts – checks were bounced

## Past Due Status – Improved because of 9/18/17 letter

- Past Due Tax dollars reduced to \$15,910 from \$21,770 last month
- Past Due accounts have been reduced to 130 from 185 last month
  - 80 houses & lots vs 100 last month and
  - 50 BSBC units down from 85 last month

## Systems Review:

- Continuing to explore other options
  - Other options being researched:
    - Gov Collect / CapSoft demonstration scheduled 10/18/17
    - Tyler Tech – conference call scheduled 10/18/17
- Previously Discussed
  - QuickBooks - Tested and does not meet our needs -- Both Desktop and On-Line Versions tested. Trial subscription cancelled.
  - Vision - requires large \$20K payment but the system ties in with Town of Narragansett system. The extended payout option was not economically advantageous.
  - CUSI (Continental Utility Systems) an Arkansas utility based system required a \$17K-\$23K upfront payment but does not have consistency with Town of Narragansett system.
  - DAKCS preliminary estimate: \$7K up front and ~\$8,400 p.a., payable monthly @ \$700 per month in perpetuity -- potentially lower monthly payment

## Action Items:

- Continue collections and expedited check processing
- Continue Systems Review

**Bonnet Shores Fire District**  
**Balance Sheet**  
As of October 18, 2017

Accrual Basis

	Oct 18, 17	Oct 18, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>General Operating Funds</b>		
Checking Account-81081961	18,357	(3,261)
Money Market Account-16600942	223,094	174,862
<b>Total General Operating Funds</b>	241,451	171,601
<b>Designated Fund Acct-90555600</b>		
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
<b>Capital Funds Account-90713550</b>	15,181	15,167
Historical Comm. MM-89973019	3,186	3,183
Land Trust MM Account-90313320	8,937	7,391
Harbor Improvement Fund (CD)	31,871	28,371
<b>Total Checking/Savings</b>	309,522	234,360
<b>Other Current Assets</b>		
Taxes Receivable	(4,564)	2,290
Sanitation Cart Inventory	1,810	835
Recycle Bin Inventory	58	98
<b>Total Other Current Assets</b>	(2,696)	3,223
<b>Total Current Assets</b>	306,826	237,583
<b>TOTAL ASSETS</b>	306,826	237,583
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	(1)	(1)
<b>Total Accounts Payable</b>	(1)	(1)
<b>Other Current Liabilities</b>		
Other Current Liability	0	325
Payroll Liabilities	1,644	612
<b>Total Other Current Liabilities</b>	1,644	937
<b>Total Current Liabilities</b>	1,643	936
<b>Total Liabilities</b>	1,643	936
<b>Equity</b>		
Fund Transfers	(18,779)	(24,067)
Retained Earnings	162,924	147,873
Net Income	161,037	112,840
<b>Total Equity</b>	305,183	236,647
<b>TOTAL LIABILITIES &amp; EQUITY</b>	306,826	237,583

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

Accrual Basis

	May 1 - Oct 18, 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue	309,615	325,048	(15,433)
Prior Yr Surplus (Deficit)	0	15,352	(15,352)
Hall Rental Fees	3,000	2,400	600
Hall Rental Fees-Cleaning (Net)	750	(600)	1,350
Interest Earned - Bank Accts	42	100	(58)
Interest Earned - Tax Revenue	1,016	0	1,016
Newsletter Advertising	1,350	1,200	150
Permits/Plans Fees	400	200	200
Road Race/Bonnet Days			
Race Proceeds	1,060	0	1,060
Race Expenses	(910)	0	(910)
<b>Total Road Race/Bonnet Days</b>	150	0	150
<b>Total Income</b>	316,323	343,700	(27,377)
<b>Gross Profit</b>	316,323	343,700	(27,377)
<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	15	0	15
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	1,299	2,000	(701)
Payroll Services	605	750	(145)
Professional Services	2,197	0	2,197
Security	1,811	4,600	(2,789)
Tax Collection Costs	2,771	2,800	(29)
<b>Total Administrative Expense</b>	21,289	29,550	(8,261)
<b>Beach Expense</b>			
Beach Bus	0	4,300	(4,300)
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>	27,258	37,900	(10,642)
<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>	2,159	0	2,159
<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	765	2,550	(1,785)
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>	(7,485)	(100)	(7,385)



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

Accrual Basis

	May 1 - Oct 18, 17	Budget	\$ Over Budget
<b>Admin Compensation &amp; Taxes</b>			
Manager's Salary	19,305	42,000	(22,695)
Clerk	1,875	3,750	(1,875)
Tax Collector	2,500	5,000	(2,500)
Treasurer	2,125	4,250	(2,125)
Payroll taxes	3,732	5,500	(1,768)
<b>Total Admin Compensation &amp; Taxes</b>	<b>29,538</b>	<b>60,500</b>	<b>(30,962)</b>
<b>Property Expense</b>			
Beautification	63	300	(237)
Electricity	651	1,500	(849)
Maintenance	1,818	6,500	(4,682)
Natural Gas	479	2,500	(2,021)
Pond	650	650	0
Telephone & Internet	528	1,500	(972)
Water	1,729	1,000	729
<b>Total Property Expense</b>	<b>5,918</b>	<b>13,950</b>	<b>(8,032)</b>
<b>Public Works</b>			
Clear Breachway	500	7,500	(7,000)
Equip. & Tools Maintenance	124	3,000	(2,876)
Landscaping	6,443	8,500	(2,057)
Public Works Salaries	375	2,000	(1,625)
Sanitation	67,536	135,000	(67,464)
Snow Removal	0	1,000	(1,000)
<b>Total Public Works</b>	<b>74,977</b>	<b>157,000</b>	<b>(82,023)</b>
<b>Recreation (Income) Expense</b>			
Social Activities	(377)	0	(377)
<b>Total Recreation (Income) Expense</b>	<b>(377)</b>	<b>0</b>	<b>(377)</b>
<b>Total Expense</b>	<b>153,276</b>	<b>298,800</b>	<b>(145,524)</b>
<b>Net Ordinary Income</b>	<b>163,047</b>	<b>44,900</b>	<b>118,147</b>
<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>	<b>2,010</b>	<b>44,900</b>	<b>(42,890)</b>
<b>Total Other Expense</b>	<b>2,010</b>	<b>44,900</b>	<b>(42,890)</b>
<b>Net Other Income</b>	<b>(2,010)</b>	<b>(44,900)</b>	<b>42,890</b>
<b>Net Income</b>	<b>161,037</b>	<b>0</b>	<b>161,037</b>



**Bonnet Shores Fire District**  
**Transaction Detail By Account**  
 May 1 through October 17, 2017

Type	Date	Name	Memo	Amount
<b>Capital Expenditure</b>				
<b>Capital Improvement</b>				
Bill	06/22/2017	Warren Hall, PE, PLS	Retainer	1,500.00
Bill	07/10/2017	Coastal Resource Management C...	Maintenance Assent Move Rocks at Little Beach	50.00
Bill	07/10/2017	McClanaghan, Janice	Copies of Assent Application CRMC	73.68
Bill	08/17/2017	Warren Hall, PE, PLS	Second Installment for Dredge Proposal at Boat Ramp	1,500.00
Bill	08/31/2017	R. I. Analytical Laboratories, Inc.	Harbor Dredge Project	386.00
Total Capital Improvement				3,509.68
Total Capital Expenditure				3,509.68
<b>TOTAL</b>				<b>3,509.68</b>

## Bonnet Shores Fire District

### Checking Account Disbursements

As of October 18, 2017

Type	Date	Num	Name	Memo	Amount	Balance
<b>General Operating Funds</b>						
<b>Checking Account-81081961</b>						
Bill Pmt -Check	09/25/2017	6820	Mercier, Richard	Quarterly Payment	-1,250.00	3,277.16
Bill Pmt -Check	09/25/2017	6821	McGinn, Mary	Quarterly Payment	-1,062.50	2,027.16
Bill Pmt -Check	09/25/2017	6822	Duffy, Carole	Quarterly Payment	-937.50	964.66
Bill Pmt -Check	09/25/2017	6823	Tortolani, Michael	Quarterly Payment	-1,200.00	27.16
Transfer	09/26/2017			Funds Transfer	25,000.00	-1,172.84
Paycheck	09/27/2017	6824	Lisa A DiBello		-1,193.84	23,827.16
Bill Pmt -Check	09/27/2017	6829	Toohy, Evelyn M.	Overpayment Refund	-7.00	22,633.32
Bill Pmt -Check	09/27/2017	6830	Albert, Lloyd	Overpayment Refund	-10.00	22,623.32
Bill Pmt -Check	09/27/2017	6831	U S Postage Service	postage	-49.00	22,616.32
Bill Pmt -Check	09/27/2017	6833	DiBello, Lisa	Beach Supplies	-66.29	22,567.32
Bill Pmt -Check	09/28/2017	6834	DiBello, Lisa	Ceiling Tiles CC	-16.69	22,501.03
Liability Check	09/30/2017	1	RI Division of Taxation	05-0305747	-285.20	22,484.34
Liability Check	09/30/2017	2	Washington Trust	05-0305747	-1,748.58	22,199.14
Deposit	09/30/2017			Deposit	250.00	20,450.56
Bill Pmt -Check	09/30/2017	6835	Tortolani, Michael	Reimbursement for New En...	-75.00	20,700.56
Bill Pmt -Check	10/03/2017	6840	NESCTC Security Agency LLC	Security BS093017	-688.50	20,625.56
Paycheck	10/06/2017	6832	Lisa A DiBello		-1,193.83	19,937.06
Bill Pmt -Check	10/17/2017	6839	R. I. Analytical Laboratories, Inc.	Harbor Dredge Project	-386.00	18,743.23
<b>Total Checking Account-81081961</b>						
					15,080.07	18,357.23
<b>Total General Operating Funds</b>						
					15,080.07	18,357.23
<b>TOTAL</b>					<b>15,080.07</b>	<b>18,357.23</b>