

## **Bonnet Shores Fire District Council**

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

Monthly Meeting  
January 17, 2018  
Meeting Minutes

### **Call to Order:**

Chairperson Mike Vendetti called the Council meeting to order at 7:35 pm. Those in attendance included Council Members: Natalie McDonald, Dan Johnson, Chris Mannix, District Manager Lisa DiBello, Harbormaster Mike Tortolani, Tax Collector Richard Mercier, Treasurer Mary McGinn and Clerk Carole Duffy

### **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:** House plans for M. Corsi of Algonquin Rd. Plat NR 1027.

**Motion:** D.Johnson **moved** to accept the plans given that all permits are granted by the Town of Narragansett;2<sup>nd</sup> C.Mannix. No discussion. **Motion** passed 4-0. C. Mannix moved to table ratification of Nov. 2017 and Dec. 2017 minutes until the next Council meeting due to absenteeism of Council members. **Motion** passed 4-0

**Period of Public Comment:** Resident Bill Delgizzo suggested that he would defer his questions about dredging until Old Business

### **Committee Reports:**

- a) **Pond Committees** – no report
- b) **Beach and Security Committees:** DEM grant to be discussed in Old Business. B. DelGizzo praised Phil Smith for Little Beach jetty work
- c) **Bylaw, Ordinances, Benches, and Bonnet Days Committees:** no report
- d) **Harbor & Social Committees:** N. McDonald mentioned the sell out for the Holiday party at Spain  
Tortolani reported that all but 2 dinghies had been removed; dredged sand will be placed on south side of dock before removal
- e) **Trash:** C Mannix reported that the CC dumpster was being used by residents and L.DiBello said she would contact Patriot to see about locking it; 25 new recycle barrels are on their way
- f) **Public works, Facilities, Traffic**– no report
- g) **Historical** - no report

**Treasurer's Report-** See McGinn's report and she said that "monies" were in good shape

**Tax Collector's Report-** see R. Mercier's report and he added: 99 1/2% ; 16 past dues were sent to the attorneys ; new computer tax system has been installed and all tax numbers will be the same as Narragansett. C.Mannix added that training and support comes with the new system license

**Land Trust Report-** no report

**District Manager's Report-** see L. DiBello's report and she added the CC locks will soon be replaced; tractor sold for \$3300; replacement sign at Muratore is delayed; \$4,400 has been deposited in BSFD account from reimbursement from BSBC's portion of the summer bus and Kelley security guards

### Old Business:

- Little Beach southern jetty has been removed
- DEM Grant for pond (Clerk has not received a copy of the guidelines for the grant). Project will probably happen in fall 2018
- Harbor dredging
  - B. DelGizzo spoke about the letter the Council had just received from Wenly Ferguson (Save the Bay) which questioned the removal of the dredged sand away from Little Beach to Newport. DelGizzo asked why the sand was not deposited north of the dock onto Little Beach. McDonald said that his concerns would be addressed by the Harbor Committee and the letter from Ferguson reviewed. This topic would be added to the Feb. meeting agenda.

### **New Business:**

- BSBC/Land Trust walkway
  - Chair Vendetti raised the issue of "muddiness" regarding the conceptual plans for a causeway walkway proposed by the Land Trust as he had received communications reflecting diverse points of view about the subject. In the spirit of transparency, he wanted to discuss the walkway during this Council meeting and broach the idea of a joint letter signed by the Council and the Land Trust to explain that the walkway proposal and the proposed BSBC sewer line are separate and distinct projects. Chair Vendetti asked his peers for a motion to draft such a letter which he had discussed with LT Chair Eliot Gerstan. C.Mannix made the **motion**; 2<sup>nd</sup> by N. McDonald. Discussion: (note: no LT members were in attendance). D. Johnson questioned why there needed to be a letter and was told that it was a matter of transparency. Two or three residents expressed their opinions about the walkway. **Motion** passed. 4-0 Exact wording of the motion to follow.
- Draft of procurement guidelines (purchasing procedures)
  - 1) L.DiBello to contact bidders
  - 2) L.DiBello to solicit proposals and quotes
  - 3) C.Mannix to interview and evaluate bidders
  - 4) Allocate \$ to pay for services

# Tax Collector's Report Summary

January 17, 2018

## Collected Current Year Taxes

- \$323.5K of the \$325K of Current Year Taxes were collected since 7/1/17. (Statistics shown on page 2.)
- 99.5% of dollars collected, highest in last 6 years. Compares to 98.3% last year and highest.
- \$ 848 of interest on past dues from this year collected since 9/15.

## Collected – Prior Year Taxes

- \$ 4,534 of prior year past dues collected. About \$1,200 since November meeting.
- \$ 1,738 of prior year interest collected. About \$580 since November meeting

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

- Past Dues have been reduce from 51 at July 1 & 185 in September as follows:

	<u>September</u>	<u>October</u>	<u>November</u>	<u>January</u>
Past Due Tax Dollars:	\$21,770	\$ 15,910	\$10,362	\$2,342 *
Past Due Accounts:	185	130	66	16
Past Due Houses & Lots:	100	80	40	8
Past Due BSBC Units:	85	50	26	8

\* When accounts were transferred total Past Due Tax Dollars were \$2,542. (A partial payment reduced the amount to \$2,342.)

## Past Dues transferred to Taft & McSally Law Firm

- 16 accounts for a total tax amount of \$2,502 were transferred on December 26, 2017
- \$2,502 reduced to \$2,342 after partial payment
- First Notice Letter: Friday, January 19, 2018

## Systems Review:

- **GovCollect** has installed the software
- Developing bill prototype
  - Property Identification Number (PIDN) and bar code comparable to the Town
    - Commonality with Town
    - Greater accuracy & consistency
    - Expedited processing and reporting
  - Multi-year amounts will show
  - Will have contact phone and email locations.
- Working through inconsistencies in our data with GovCollect personnel.
  - 100 accounts with inconsistencies – payments posted to delinquency ledger but not to fiscal year ledger.
  - Correcting these and updating other information and payments
  - Improve accuracy, consistency and reporting

# Bonnet Shores Fire District

## Tax Collector's Report

Date: 1/17/18\*

Monthly Report Date	11/15/2017	1/18/2017	1/17/2018
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>\$ 290,421</b>	<b>\$ 325,036</b>
YTD Collections through prior report	\$ 311,162	NA	\$ 317,162
Current Period Collection of Current Year Taxes	\$ 9,247	NA	\$ 6,384
<b>Total Current Year Taxes Collected Year to Date</b>	<b>\$ 320,409</b>	<b>\$ 285,453</b>	<b>\$ 323,546</b>
<b>Percentage of Current Year Total Collected to Date</b>	<b>97.79%</b>	<b>98.33%</b>	<b>99.54%</b>
<b>Taxes Collected This Fiscal Year for Prior Tax Years</b>			
Prior Periods			
TY 2012	\$ -		\$ -
TY 2013	\$ -		\$ -
TY 2014	\$ 94.73		\$ 242.78
TY 2015	\$ 709.03		\$ 854.62
TY 2016	\$ 2,570.23		\$ 3,436.69
<b>Interest Collected This Fiscal Year for Tax Years</b>			
Prior Periods			
TY 2013			
TY 2014	\$ 34.09		\$ 93.85
TY 2015	\$ 253.66		\$ 295.35
TY 2016	\$ 353.04		\$ 500.63
TY 2017	\$ 518.12		\$ 848.20
<b>PAST DUE AMOUNTS COLLECTED</b>	<b>\$ 4,532.90</b>	<b>NA</b>	<b>\$ 6,272.12</b>
<b>COLLECTED CHECK FEES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30</b>
<b>TITLE SEARCH FEES COLLECTED</b>			<b>\$ 125</b>
<b>CHECKS RETURNED BUT NOT REPLACED</b>	<b>\$ 293.74</b>	<b>NA</b>	<b>\$ -</b>
<b>TOTAL COLLECTIONS</b>	<b>\$ 324,648</b>	<b>NA</b>	<b>\$ 329,973</b>
Date Bills went out:	7/7/2017	NA	7/7/2017

\* Reflects collections through January 16, 2018

**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
2018	99.54											

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.

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Accrual Basis

**Bonnet Shores Fire District**  
**Checking Account Disbursements**  
 As of January 17, 2018

Type	Date	Num	Name	Memo
<b>General Operating Funds</b>				
<b>Checking Account-81081961</b>				
Transfer	12/27/2017			Funds Transfer
Deposit	12/27/2017			Deposit
Bill Pmt -Check	12/27/2017	6902	McGinn, Mary	Yearend Tax Forms/Misc. P...
Bill Pmt -Check	01/02/2018	6910	National Grid (NE Gas)	A/C 89519-73003
Bill Pmt -Check	01/02/2018	6911	National Grid	Acct88017-84009
Liability Check	01/04/2018	1	RI Division of Taxation	05-0305747
Liability Check	01/04/2018	2	Washington Trust	05-0305747
Liability Check	01/04/2018	6903	RIET	0001667785
Paycheck	01/04/2018	6905	Lisa A DiBello	
Bill Pmt -Check	01/08/2018	6907	DiBello, Lisa	Tree Lighting
Bill Pmt -Check	01/08/2018	6908	Frank Field	Shellfish Survey/ Little Beac...
Bill Pmt -Check	01/08/2018	6909	Stephany Ball	Shellfish Survey/Dredging P...

Total Checking Account-81081961

Total General Operating Funds

**TOTAL**

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Accrual Basis

**Bonnet Shores Fire District**  
**Checking Account Disbursements**  
 As of January 17, 2018

Amount	Balance
	-14,694.26
	-14,694.26
30,000.00	15,305.74
168.74	15,474.48
-75.50	15,398.98
-587.54	14,811.44
-151.32	14,660.12
-121.16	14,538.96
-930.32	13,608.64
-116.31	13,492.33
-1,195.46	12,296.87
-116.98	12,179.89
-250.00	11,929.89
-50.00	11,879.89
26,574.15	11,879.89
26,574.15	11,879.89
<b>26,574.15</b>	<b>11,879.89</b>

**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**  
**May 1, 2017 through January 17, 2018**

Accrual Basis

	May 1, '17 - Jan 17, 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue	331,054	325,048	6,006
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	124	100	24
Interest Earned - Tax Revenue	2,054	0	2,054
Newsletter Advertising	1,350	1,200	150
Permits/Plans Fees	700	200	500
Road Race/Bonnet Days			
Race Proceeds	1,276	0	1,276
Race Expenses	(910)	0	(910)
<b>Total Road Race/Bonnet Days</b>	<b>366</b>	<b>0</b>	<b>366</b>
<b>Total Income</b>	<b>339,647</b>	<b>343,700</b>	<b>(4,053)</b>
<b>Gross Profit</b>	<b>339,647</b>	<b>343,700</b>	<b>(4,053)</b>
<b>Expense</b>			
Reconciliation Discrepancies	0	0	0
<b>Administrative Expense</b>			
Admin. IT Services	750	800	(50)
Administrative Expense	957	1,650	(694)
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	978	2,500	(1,522)
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	2,610	2,000	610
Payroll Services	666	750	(84)
Professional Services	5,810	0	5,810
Security	2,515	4,600	(2,085)
Tax Collection Costs	8,031	2,800	5,231
<b>Total Administrative Expense</b>	<b>32,782</b>	<b>29,550</b>	<b>3,232</b>
<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>	<b>36,008</b>	<b>37,900</b>	<b>(1,892)</b>
<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>	<b>2,159</b>	<b>0</b>	<b>2,159</b>

**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**  
**May 1, 2017 through January 17, 2018**

Accrual Basis

	May 1, '17 - Jan 17, 18	Budget	\$ Over Budget
<b>Harbor (Income) Expense</b>			
Mooring Fees	(9,850)	(10,050)	200
Mooring Wait List Fees	(250)	(100)	(150)
Ramp Fees	(700)	(800)	100
Harbor Supplies & Maintenance	901	2,550	(1,649)
Harbormaster Expense Reimb.	3,600	4,800	(1,200)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
<b>Total Harbor (Income) Expense</b>	(6,299)	(100)	(6,199)
<b>Admin Compensation &amp; Taxes</b>			
Manager's Salary	28,998	42,000	(13,002)
Clerk	2,813	3,750	(938)
Tax Collector	3,750	5,000	(1,250)
Treasurer	3,188	4,250	(1,063)
Payroll taxes	4,504	5,500	(996)
<b>Total Admin Compensation &amp; Taxes</b>	43,252	60,500	(17,248)
<b>Property Expense</b>			
Beautification	63	300	(237)
Electricity	1,456	1,500	(44)
Maintenance	2,169	6,500	(4,331)
Natural Gas	1,479	2,500	(1,021)
Pond	650	650	0
Telephone & Internet	964	1,500	(536)
Water	2,003	1,000	1,003
<b>Total Property Expense</b>	8,784	13,950	(5,166)
<b>Public Works</b>			
Clear Breachway	500	7,500	(7,000)
Equip. & Tools Maintenance	1,587	3,000	(1,413)
Landscaping	9,293	8,500	793
Public Works Salaries	450	2,000	(1,550)
Sanitation	101,719	135,000	(33,281)
Snow Removal	0	1,000	(1,000)
<b>Total Public Works</b>	113,549	157,000	(43,451)
<b>Recreation (Income) Expense</b>			
Social Activities	(336)	0	(336)
<b>Total Recreation (Income) Expense</b>	(336)	0	(336)
<b>Total Expense</b>	229,900	298,800	(68,900)
<b>Net Ordinary Income</b>	109,748	44,900	64,848
<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	8,501	94,900	(86,399)
<b>Total Capital Expenditure</b>	7,001	44,900	(37,899)
<b>Total Other Expense</b>	7,001	44,900	(37,899)
<b>Net Other Income</b>	(7,001)	(44,900)	37,899
<b>Net Income</b>	<b>102,747</b>	<b>0</b>	<b>102,747</b>



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 01/15/18  
 Accrual Basis

**Bonnet Shores Fire District  
 Transaction Detail By Account  
 May 1, 2017 through January 17, 2018**

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
Bill	11/02/2017	Capital One	Speed Sign
Bill	12/05/2017	Warren Hall, PE, PLS	Final Payment for Dredge Proposal at Boat Ramp
Bill	12/08/2017	McClanaghan, Janice	Dredge Permit
Bill	01/08/2018	Frank Field	Shellfish Survey/ Little Beach Dredging Project
Bill	01/08/2018	Stephany Ball	Shellfish Survey/Dredging Project
Total Capital Improvement			
Total Capital Expenditure			
<b>TOTAL</b>			

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 Accrual Basis

**Bonnet Shores Fire District  
 Transaction Detail By Account  
 May 1, 2017 through January 17, 2018**

Amount
1,500.00
50.00
73.68
1,500.00
386.00
3,140.00
1,500.00
51.00
250.00
50.00
<hr/>
8,500.68
<hr/>
8,500.68
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<b>8,500.68</b>

**Bonnet Shores Fire District**  
**Balance Sheet**  
As of January 17, 2018

Accrual Basis

	Jan 17, 18	Jan 17, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>General Operating Funds</b>		
Checking Account-81081961	11,880	25,490
<b>Money Market Account-16600942</b>	164,224	99,903
<b>Total General Operating Funds</b>	176,104	125,393
<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>	15,186	15,171
Historical Comm. MM-89973019	3,187	3,184
Land Trust MM Account-90313320	8,940	7,393
Harbor Improvement Fund (CD)	31,871	28,371
<b>Total Checking/Savings</b>	244,184	188,158
<b>Other Current Assets</b>		
Taxes Receivable	1,824	2,290
Sanitation Cart Inventory	1,810	1,510
Recycle Bin Inventory	58	78
<b>Total Other Current Assets</b>	3,693	3,878
<b>Total Current Assets</b>	247,877	192,036
<b>TOTAL ASSETS</b>	<b>247,877</b>	<b>192,036</b>
<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	985	640
<b>Total Other Current Liabilities</b>	985	965
<b>Total Current Liabilities</b>	984	964
<b>Total Liabilities</b>	984	964
<b>Equity</b>		
Fund Transfers	(18,779)	(24,067)
Retained Earnings	162,924	147,873
Net Income	102,747	67,266
<b>Total Equity</b>	246,893	191,072
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>247,877</b>	<b>192,036</b>

**To:** Bonnet Shores Fire District Council  
**From:** Janice McClanaghan  
Chair –Beach Committee and Security Committee  
**Date:** January 17, 2018  
**Subject:** Beach/ Security Committee Report

1. Beaches:

1. Beach:

The jetty removal at Little Beach was completed by January 5<sup>th</sup>. The excavator arrived on the 29<sup>th</sup> of December and Phil Smith was the operator of the machinery, which saved the district a lot of money. The rocks that were removed were located along the road to reinforce the road. A huge thank you goes to Phil for his hard work and dedication to the Bonnet Community. All agencies CRMC, Army Corp and DEM have all been notified of the completion of the project so they can close their files.

2. Security:

Security is back on duty at night after a break during the holidays.

3. DEM Grant: As everyone knows, the fire district has received a grant from the Department of Environmental Management/ Flooding Mitigation to dredge the pond. Our first meeting was on 12-20- 17 at CRMC. Representatives from Audubon, BSFD, CRMC and DEM were present. The goal of that meeting was to get more information for the agreement between the district and DEM. We also discussed other issues that need to be addressed such as water quality certification, detailing the scope of work, milestones, bid specs, restoration of site, construction easement between Audubon and BSFD, mandatory pre-bid conference, joining the state procurement system, billing and reimbursement , other options like culverts on causeway. Our next meeting is Friday January 19, 2108 at DEM at 10 am to work on milestones and bid specs.