

# Bonnet Shores Fire District Council

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

Monthly Meeting  
November 19, 2014

## Meeting Minutes

### Call to order

Vice Chairperson Paul Farley called the Council meeting to order at 7:35 p.m. Those in attendance also included Council Members: John Pariseault, Bill DelGizzo, Terry Fracassa, and Matt Mannix. Tax Collector Helen Patience, Treasurer Mary McGinn, Harbormaster Mike Tortolani, 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 :** J. Pariseault moved to accept the building plans for Greenwich Ave; 2<sup>nd</sup> M. Mannix. **Motion** was approved 5-0.

### Ratification of October, 2014 Minutes:

**Motion:** M. Mannix moved to accept the minutes; 2<sup>nd</sup> by T. Fracassa and all that were present at the October meeting were in favor of accepting the minutes. 4-0

### Committee Reports

- a) **Beautification Committee** – no report
- b) **Beach, Security Committees Report** – see Janice McClanaghan's attached report
- c) **Public Works / Roads**– J. Pariseault said that slow will be painted on the roads where it says 25 MPH. If Bonnet purchases Speed/Radar signs to be mounted on poles Narragansett will install them.
- d) **By-Laws, Benches, Ordinances, and Bonnet Days Committees Report** – M. Mannix reported about a shortfall from Bonnet Days; may increase runners' fees next year. See attached report
- e) **Harbor Committee Report**- no report
- f) **Social Committee Report** – no report
- g) **Finance, Sanitation, and Pond Committees** – no report

**Treasurer's Report** – see M. McGinn's attached report w/ this addition: finances are in good shape

**Tax Collector's Report** – H. Patience stated that more than \$246,000 has been collected but we need \$256,000.

**Land Trust Report:** no report

**District Manager's Report** – NA

### Old Business:

- District Manager Search Committee  
Lloyd Albert spoke for the committee made up of: B. DelGizzo, Miki Dickinson, Judy Bentkover, T. Fracassa, J. Pariseault, and Paul Haas. L. Albert thanked Miki for her initial document and the refined document authored by T. Fracassa. The task of the committee was to look at global issues regarding this position with day to day activities to be outlined at a later date. The salary will be determined later, as well, depending on a variety of factors. B. DelGizzo raised some points which will be relevant when the position is voted on by the Council. These points include: how will the job be posted; who will the interview committee be; suggests a rubric to be used to evaluate the candidates answers to questions (all questions will be the same for all individuals). V. Chair Farley responded that none of those points would be addressed tonight as two Council members are absent. B. DelGizzo expressed frustration with this response as the Council had the report for more than a week and he felt a vote should be forthcoming. M. Mannix agreed with P. Farley stating that it would be a courtesy to the absent people to wait until the next meeting.

**New Business:** none

### Period of Public Comment

- Resident Larry Marcello spoke about: the upcoming BSBC sewer plan; conflict of interest in reference to Council members owning BSBC property; and voting rights of BSBC property owners. Issues about the sewer line include: concern about long term damage to our road (causeway) and that the Council has not been proactive about discussing sewer plans with BC authorities. As to the conflict of interest, L. Marcello believes that because 5 of the 7 Council members have property interests at the BC, they are not in the best position to be the District's advocates in terms of sewer discussions. Finally, he does not think ownership of a bathhouse carries the same weight as owning a Bonnet home when it comes to voting rights. Someone mentioned that an individual must have at least \$400 worth of property to be eligible to vote at the Annual Meeting.  
Miki Dickinson continued the "conflict of interest" refrain stating that those 5 Council members should recuse themselves when sewer discussions are being conducted.  
John Frame added that we should hire an Attorney to monitor the sewer plan. P. Farley interjected that there was no plan to monitor and M. Mannix concurred.  
B. DelGizzo referred back to the "conflict of interest" by stating that the BSFD comes under the Ethics Commission.

T. Duffy, referencing Bylaws (Sect.1 Line 1) asked if the District will be asked to grant utilities easements which will enable the BC to construct the sewer. Later in the discussion, T. Duffy asked if it would be appropriate to draft a letter stating that we should be apprized of any plan given that we own the road so that it is documented on paper and he cited digging into the pond by NPW earlier this year with no prior notification from Narragansett. Anita Langer concurred with the statement about needing an Attorney asking who our Attorney was. P.Farley responded by stating that there were 3 Attorneys on the Council. L.Albert is in favor of hiring an Attorney, now. J. Pariseault saw the need for a monitor rather than an Attorney like the new District Manager. He continued that it was premature to "recuse" as there is no plan to act on. Paul Haas believes a separate "from the Council" person should be the go between with the BSBC.

B. DelGizzo **moved** to have the Council hire an Attorney or agency to represent the Council for sewer line discussions. T.Fracassa asked B.DelGizzo to remove his motion as it had to have been posted for action."

**Adjournment**

There being no further public comments or district business, M.Mannix **moved** to close the meeting; 2<sup>nd</sup> J. Pariseault All were in favor. Meeting was adjourned at 8:35 p.m.  
*Meeting's minutes will be available on BSFD website after they are ratified.*

*Carole Duffy*  
Respectfully submitted,  
Carole Duffy, Clerk

Minutes ratified by Council on: Jan. 21, 2015

To: Bonnet Shores Fire District Council

From: Janice McClanaghan  
Chair-Beach Committee and security committee

Date: November 19, 2014

Subject: Beach/Security Report

1. Security committee met on Nov 6<sup>th</sup> to discuss next steps for emergency contacts, set policies and procedures for contact use, explore other means to disseminate information to residents and review the littering and trash ordinances.

It was decided to re-email the 270 residents that did not respond. Steve has resolved his mail/merge conflicts and sent out almost 300 emails with a simpler response regarding sharing council information via email. The initial response was overwhelming positive with 90 more agreeing to participate. We do expect more. Our next step is to approach the CAP recipients.

The committee also decided that we will send monthly agenda every month along with directions to how to access website for minutes, any high interest events or any committee agenda issues. The notice will go out earlier than the 3 day span. It will also be posted on bulletin boards .

Also the committee decided to include the request for emergency contact info on our next newsletter.

We also reviewed and discussed the two ordinances on litter and trash – we made some changes and Matt will revised for our review before it is brought to the council.

2. Beaches/pond – We were contacted by DEM Fish and Wildlife regarding opening the breachway because about 200 adult fish were trapped. I contacted Bob Barber and he opened it last week- we got a return call from DEM –thanking us. The fish were gone.

3.Idea- An idea besides putting pictures on our web site which Lee is working on, Lee and I talked about building a small locked closet in the office to store larger items and a file cabinet for the files. Something we could possibly think about at budget time.

**Bonnet Shores Fire District**  
**Balance Sheet**  
As of November 19, 2014

Accrual Basis

	Nov 19, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>General Operating Funds</b>	
Checking Account-81081961	52,587
Money Market Account-16600942	93,620
<b>Total General Operating Funds</b>	146,206
<b>Designated Fund Acct-90555600</b>	
Community Ctr Renovation Fund	3
Social Activities	2,380
Bonnet Days (Camp Activities)	642
Hall Rental Replacement Fee	2,730
Playground	6,602
<b>Total Designated Fund Acct-90555600</b>	12,357
<b>Capital Funds Account-90713550</b>	13,021
<b>Historical Comm. MM-89973019</b>	3,184
<b>Land Trust MM Account-90313320</b>	7,039
<b>Harbor Improvement Fund (CD)</b>	24,371
<b>Total Checking/Savings</b>	206,179
<b>Other Current Assets</b>	
Taxes Receivable	5,037
Sanitation Cart Inventory	462
Recycle Bin Inventory	(85)
<b>Total Other Current Assets</b>	5,415
<b>Total Current Assets</b>	211,594
<b>TOTAL ASSETS</b>	<b>211,594</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	(1)
<b>Total Accounts Payable</b>	(1)
<b>Other Current Liabilities</b>	
Payroll Liabilities	165
<b>Total Other Current Liabilities</b>	165
<b>Total Current Liabilities</b>	164
<b>Total Liabilities</b>	164
<b>Equity</b>	
Fund Transfers	(10,823)
Retained Earnings	131,770
Net Income	90,483
<b>Total Equity</b>	211,430
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>211,594</b>

**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**

Accrual Basis

May 1 through November 19, 2014

	May 1 - Nov 19, 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue	233,549	256,175	(22,626)
Prior Yr Surplus (Deficit)	0	14,311	(14,311)
Rental Registration Fees (Net)	520	750	(230)
Hall Rental Fees	1,875	3,000	(1,125)
Hall Rental Fees-Cleaning (Net)	(800)	(750)	(50)
Interest Earned - Bank Accts	27	100	(73)
Interest Earned - Tax Revenue	261	0	261
Newsletter Advertising	2,050	1,650	400
Permits/Plans Fees	400	200	200
Road Race/Bonnet Days			
Race Proceeds	650	0	650
Race Expenses	(1,050)	0	(1,050)
<b>Total Road Race/Bonnet Days</b>	(400)	0	(400)
Website Advertising	50	50	0
<b>Total Income</b>	237,531	275,486	(37,955)
<b>Gross Profit</b>	237,531	275,486	(37,955)
<b>Expense</b>			
<b>Administrative Expense</b>			
Administrative Postage	49	138	(89)
Advertising Expense	0	100	(100)
Annual Meeting Expense	1,240	2,000	(760)
Bank Charges	103	0	103
Council Discretionary Expense	321	350	(29)
Insurance	6,327	6,700	(373)
Land Trust Operating Alloc'n	69	0	69
Legal Fees	0	2,000	(2,000)
Monthly Meeting Expense	0	50	(50)
Newsletter Editor Comp	350	400	(50)
Newsletter Postage & Printing	2,902	3,000	(98)
Office Supplies	1,467	2,000	(533)
Payroll Services	461	500	(39)
Security	2,586	4,600	(2,014)
Tax Collection Costs	220	2,000	(1,780)
<b>Total Administrative Expense</b>	16,095	23,838	(7,743)
<b>Beach Expense</b>			
Beach Bus	0	5,030	(5,030)
Beach Raking & Maintenance	6,500	6,500	0
Beach Salaries	15,355	18,500	(3,145)
Beach Guard	2,074	2,700	(626)
Beach Supplies	198	400	(202)
<b>Total Beach Expense</b>	24,127	33,130	(9,003)
<b>Day Camp (Income) Expense</b>			
Camp Proceeds	(10,710)	(9,500)	(1,210)
Camp Salaries	9,149	8,600	549
Camp Supplies	919	900	19
<b>Total Day Camp (Income) Expense</b>	(642)	0	(642)
<b>Harbor (Income) Expense</b>			
Mooring Fees	(8,400)	(10,050)	1,650
Mooring Wait List Fees	(40)	(100)	60
Ramp Fees	(950)	(800)	(150)
Harbor Supplies & Maintenance	625	1,250	(625)
Harbormaster Expense Reimb.	2,000	4,000	(2,000)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
<b>Total Harbor (Income) Expense</b>	(6,765)	(2,200)	(4,565)
<b>Admin Compensation &amp; Taxes</b>			
Manager's Salary	14,800	25,000	(10,200)
Clerk	1,500	3,000	(1,500)
Tax Collector	2,500	5,000	(2,500)

**Bonnet Shores Fire District**  
**Revenue & Expense Actual vs. Budget**

May 1 through November 19, 2014

Accrual Basis

	May 1 - Nov 19, 14	Budget	\$ Over Budget
Treasurer	1,750	3,500	(1,750)
Payroll taxes	4,421	5,500	(1,079)
<b>Total Admin Compensation &amp; Taxes</b>	<b>24,971</b>	<b>42,000</b>	<b>(17,029)</b>
<b>Property Expense</b>			
Beautification	841	500	341
Electricity	626	1,500	(874)
Maintenance	846	1,500	(654)
Natural Gas	565	2,500	(1,935)
Telephone & Internet	1,227	1,900	(673)
Water	279	350	(71)
<b>Total Property Expense</b>	<b>4,384</b>	<b>8,250</b>	<b>(3,866)</b>
<b>Public Works</b>			
Clean Culverts	1,000	0	1,000
Clear Breachway	0	7,500	(7,500)
Equip. & Tools Maintenance	59	500	(441)
Landscaping	4,893	7,300	(2,407)
Public Works Salaries	4,583	3,000	1,583
Sanitation	65,248	130,000	(64,752)
Snow Removal	0	500	(500)
<b>Total Public Works</b>	<b>75,782</b>	<b>148,800</b>	<b>(73,018)</b>
<b>Recreation (Income) Expense</b>			
Social Activities	(253)	0	(253)
<b>Total Recreation (Income) Expense</b>	<b>(253)</b>	<b>0</b>	<b>(253)</b>
<b>Total Expense</b>	<b>137,699</b>	<b>253,818</b>	<b>(116,119)</b>
<b>Net Ordinary Income</b>	<b>99,833</b>	<b>21,668</b>	<b>78,165</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Capital Expenditure</b>			
Transfer to Playground Fund	479	0	479
Appropriation from Checking	0	11,296	(11,296)
Capital Improvement	8,871	10,372	(1,501)
<b>Total Capital Expenditure</b>	<b>9,350</b>	<b>21,668</b>	<b>(12,318)</b>
<b>Total Other Expense</b>	<b>9,350</b>	<b>21,668</b>	<b>(12,318)</b>
<b>Net Other Income</b>	<b>(9,350)</b>	<b>(21,668)</b>	<b>12,318</b>
<b>Net Income</b>	<b>90,483</b>	<b>0</b>	<b>90,483</b>

**Bonnet Shores Fire District**  
**Profit & Loss Detail**  
 October 15 through November 19, 2014

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Rental Registration Fees (Net)</b>						
Deposit	10/28/2014			Deposit	335.00	335.00
Deposit	10/28/2014			Deposit	185.00	520.00
Total Rental Registration Fees (Net)					520.00	520.00
<b>Hall Rental Fees</b>						
Deposit	10/28/2014			Mitchell	200.00	200.00
Total Hall Rental Fees					200.00	200.00
<b>Hall Rental Fees-Cleaning (Net)</b>						
Deposit	10/28/2014			Mitchell (10/25)	50.00	50.00
Check	11/03/2014	5736	Hagopian, Erin	Hall Cleaning October 3, 6, ...	-150.00	-100.00
Total Hall Rental Fees-Cleaning (Net)					-100.00	-100.00
<b>Permits/Plans Fees</b>						
Deposit	10/28/2014			Gannon, Berliner	200.00	200.00
Total Permits/Plans Fees					200.00	200.00
Total Income					820.00	820.00
Gross Profit					820.00	820.00
<b>Expense</b>						
<b>Administrative Expense</b>						
<b>Security</b>						
Bill	10/15/2014		NESCTC Security Ag...	Security BS092014;092714...	368.00	368.00
Bill	10/27/2014		NESCTC Security Ag...	Security BS101814	92.00	460.00
Total Security					460.00	460.00
Total Administrative Expense					460.00	460.00
<b>Beach Expense</b>						
<b>Beach Guard</b>						
Bill	10/15/2014		NESCTC Security Ag...	Security BS092014;092714...		0.00
Bill	10/27/2014		NESCTC Security Ag...	Security BS101814		0.00
Total Beach Guard					0.00	0.00
Total Beach Expense					0.00	0.00
Total Expense					460.00	460.00
Net Ordinary Income					360.00	360.00
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>Capital Expenditure</b>						
<b>Capital Improvement</b>						
Bill	10/17/2014		D & D Electric Company	#14575 alarm test	100.00	100.00
Total Capital Improvement					100.00	100.00
Total Capital Expenditure					100.00	100.00
Total Other Expense					100.00	100.00
Net Other Income					-100.00	-100.00
<b>Net Income</b>					<b>260.00</b>	<b>260.00</b>

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11/04/14

Accrual Basis

**Bonnet Shores Fire District**  
**Checking Account Disbursements**  
**As of November 19, 2014**

Type	Date	Num	Name	Memo	Amount	Balance
<b>General Operating Funds</b>						54,479.67
<b>Checking Account-81081961</b>						54,479.67
Bill Pmt -Check	10/15/2014	5733	NESCTC Security Agency L...	Security BS092014;09...	-368.00	54,111.67
Bill Pmt -Check	10/17/2014	5729	D & D Electric Company	#14575 alarm test	-100.00	54,011.67
Bill Pmt -Check	10/27/2014	5735	NESCTC Security Agency L...	Security BS101814	-92.00	53,919.67
Deposit	10/28/2014			Deposit	595.00	54,514.67
Deposit	10/28/2014			Deposit	520.00	55,034.67
Liability Check	10/29/2014	1	RI Division of Taxation	05-0305747	-251.37	54,783.30
Liability Check	10/29/2014	2	Washington Trust	05-0305747	-1,988.54	52,794.76
Liability Check	11/03/2014	1	RI Division of Taxation	05-0305747	-11.25	52,783.51
Liability Check	11/03/2014	2	Washington Trust	05-0305747	-46.90	52,736.61
Check	11/03/2014	5736	Hagopian, Erin	Hall Cleaning October 3...	-150.00	52,586.61
Total Checking Account-81081961					-1,893.06	52,586.61
Total General Operating Funds					-1,893.06	52,586.61
<b>TOTAL</b>					<b>-1,893.06</b>	<b>52,586.61</b>



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11/04/14  
Accrual Basis

**Bonnet Shores Fire District**  
**Transaction Detail By Account**  
May 1 through November 19, 2014

Type	Date	Name	Memo	Amount
<b>Capital Expenditure</b>				
<b>Capital Improvement</b>				
Bill	05/01/2014	D & D Electric Company	#14261 alarm test	100.00
Bill	05/09/2014	Coastal Diving Services, LLC	installing 3 moorings/balance due	1,500.00
Bill	05/11/2014	Coastal Diving Services, LLC	installing 3 moorings	3,000.00
Bill	05/28/2014	John Deere Credit		2,371.66
Bill	06/09/2014	Lakeside Trading, LLC		500.00
Bill	06/26/2014	Lakeside Trading, LLC	Balance due	1,299.00
Total Capital Improvement				<u>8,770.66</u>
Total Capital Expenditure				<u>8,770.66</u>
<b>TOTAL</b>				<b><u><u>8,770.66</u></u></b>

**BONNET SHORES FIRE DISTRICT  
MONTHLY MEETING  
November 30, 2014**

FY 2015:

Land Assessment:	\$	271,086,500.00
Building Assessment:	\$	215,669,700.00
Total Assessment:	\$	486,756,200.00
Mil Rate:		0.5263
Collectable Taxes:	\$	256,175.00
Taxes Collected:	\$	246,157.61
Percentage of Taxes Collected:		96.09%
Interest Collected	\$	906.99

FY2014:

Collectable Taxes:	\$	256,215.17
Taxes Collected:	\$	253,765.32
Percentage of Taxes Collected:		99.04%
2014 Unpaid Taxes:	\$	2,449.85
Interest Collected Prior Years Taxes	\$	528.97
Prior Years Taxes Uncollected:	\$	2,345.96

## Bonnet Days 2014 Budget

Income		Expenses	
Runners' Registration Fees (33 x \$20)	\$660.00	T-Shirts (Graphic Expressions)	\$1,050.00
Walkers' Registration Fees (12 x \$24)	\$240.00	Tase-Rite (Cookout Food – includes tip)	\$306.55
Kids' T-Shirt Sales (19 x \$15)	\$285.00	Police Detail	\$200.00
Sponsor (Mannix Family)	\$200.00	Ice (Roch's)	\$13.93
Sponsor (Pelly's Place)	\$100.00	Decorations (Dollar Stores)	\$44.94
Post-Event T-Shirt Sales	\$35.00	Photocopies (Staples)	\$2.94
		Gift Bags for Sponsors (CVS)	\$3.21
<b>TOTAL INCOME</b>	<b>\$1,520.00</b>	<b>TOTAL EXPENSES</b>	<b>\$1,621.57</b>

### Shortfall: \$101.57

(to be paid out from Bonnet Days trust account in next year's budget –  
Bonnet Days trust account currently has over \$500.00 from prior Bonnet Days events)