

Bonnet Shores Fire District Council

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

Monthly Meeting
November 18, 2015

Meeting Minutes

Call to Order

Chairperson Lenny Mercier called the Council meeting to order at 7:35 p.m. Those in attendance also included Council Members: John Pariseault, Paul Farley, Terry Fracassa, and Mike Vendetti. District Manager Lisa DiBello, 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 None

Ratification of October, 2015 Minutes:

Motion: P. Farley **moved** to accept the minutes; 2nd by M. Vendetti and all that were present at the October meeting were in favor of accepting the minutes. **Passed** 5-0

Committee Reports

- a) **Beautification Committee** – no report
- b) **Beach, Security Committees Report** – see Janice McClanaghan's attached report and Chair Mercier suggested that perhaps B. Barber could rent equipment large enough to dredge into the pond 300'
- c) **Public Works / Roads**– see **Old Business**.
- d) **By-Laws** – M. Vendetti reported that a reorganization of files is ongoing
- e) **Harbor Committee Report**- see attached report
- f) **Social Committee Report** – Chair Mercier reported that the Holiday Party would be on 12/5/2015 @ 6 pm at the Quonset O club.
- g) **Finance, & Sanitation** – no report
- h) **Pond Committee** – T. Fracassa updated the Council and the audience about the progress being made by the Causeway/ Sewer subcommittee
 - condition of causeway> deteriorating
 - safety of causeway> car off pavement into the pond (photos available)
 - Terry Duffy, Dave Stenmark, and myself met with Mike DeLuca and Mike DiCiccio (officials in Narragansett town government) to discuss the condition of the causeway
 - Causeway is not currently the designated emergency route, but should be
 - Next meeting will be on Sunday at 2 pm for ongoing sewer project discussions. Have invited the Narragansett Fire Chief
 - RI General Assembly could designate the causeway as an emergency route then there could be funds
 - Narragansett DPW cannot simply repave the road; maybe there will be a "bridge on pilings"

Treasurer's Report – see M. McGinn's attached report w/ this addition: finances are in good shape with only one employee currently. Fiscal Responsibility Report is in the works.

Tax Collector's Report – no report

Land Trust Report: no report

District Manager's Report – see attached report; computer update in January

Old Business:

- Sewer Project

- T. Fracassa reported on this topic: Mr. Coletti from the BSBC has not responded to the letter sent to him
- Town of Narragansett is worried whether the whole road might collapse if the surface is dug into for a trench
- Question about proper insurance held by BSBC if there is a pipe "disaster"
- Safety is an issue for all parties involved
- Sanitation is an issue for all parties involved
- Attorney Ucci spoke for the BSBC and he reiterated that the 1-2 foot trench would be dug down the middle of the causeway to the pumping station.
He continued by saying that there had preliminary approval from CRMC; Town will be inspecting; resurfacing after settling; start after Labor day; wants Audubon and Land trust to be involved ; no commitment for more money for project; one million in insurance liability
- There will be a tie in to the sewer line for 2 "public" bathrooms adjacent to the system for use by Kelly Beach attendees
- M.Vendetti asked about the steps going forward for this project.
- Answer... BSBC needs the ok for an easement from the Council plus ok's from CRMC, Narragansett DPW, and DEM
- J.Pariseault interjected a statement about separating overall causeway repair from easement to work toward seeking funding for the road repair
- T. Fracassa added that the long term repair of the road is essential and if the current road fails later who is liable
- Attorney for BSBC had no answer
- Chair Mercier added that the Sewer Subcommittee would review engineering bids
- **Storage closet...** waiting
- **Speed radar:** J.Pariseault said that the radar unit on Bonnet Shores Rd. was vandalized and will be repaired
- **District software:** no discussion; issue pending until January
- **Sanitation:** bids will be sought at the beginning of January

New Business:

- Dock stairs at Camden Landing needs repair
- December Council Meeting will be held if there is business to be addressed
- Proposed BSBC sewer project timeline question fielded by T. Fracassa... first an easement grant then begin Sept. 2016 to Apr.2017; J. Pariseault added that the Sewer Subcommittee needs to make recommendations to the Council about their findings

Period of Public Comment

- Resident Larry Marcello asked if there had been a response from the BSBC to the Council's letter
- Questions about failed causeway surface, sewer easement, resurfacing material, traffic calming
- Questions about oversight by Narragansett as to expansion of showers at BSBC once sewer line is installed
- Concerns about environmental issues with the pond

Adjournment

There being no further public comments or district business, P. Farley **moved** to close the meeting; 2nd M. Vendetti

All were in favor. Meeting was adjourned at 9:10 p.m.

Meeting's minutes will be available on BSFD website after they are ratified.

Respectfully submitted,
Carole Duffy, Clerk

Carole Duffy

Minutes ratified by Council on:

12/16/15

To: Bonnet Shores Fire District Council

From: Janice McClanaghan
Chair –Beach Committee and Security Committee

Date: November 18.2015

Subject: Beach/ Security Committee Report

1. **Beaches:** Beach meeting is set for December 2 at 7:30 at the Community Center. Topics will include such items as seaweed at Little Beach, brainstorming assessing the ramp to Kelly beach, reviewing the collection of rental fees, etc. If anyone interested in participating, the agenda will be posted and all are welcome.
2. **Breachway:** The causeway once again is blocked – Bob Barber had to dig it out again.
3. **Security Detail:** Night security continues with detail focused on vandalism.
4. **Emergency Contacts:** Our current number of emails we are sending to households is now 532, this number does not include the beach club members.

Bonnet Shores Fire District

Harbor Committee Meeting Minutes

November 12, 2015 7:00 PM

A meeting of the Harbor Committee was held in the Community Center with Mike Tortolani, Joe Bleczinski, Bob Vacca, John Silveira and Len Mercier in attendance. The following items were discussed:

- Dock Storage: Joe and Bob will oversee the storing of the dock on Saturday, November 14th. Bob will call the towing company and have them move the dock to the Community Center.
- Turning off water to both Little and Kelly Beach locations: Mike will call and have the meters shut and removed. Hoses will be removed and stored.
- Light at the harbor: Nationalgrid and the Town do not have any record of the light. Lisa is looking into having it repaired. The committee will look into whether or not there might be two lights (from the golf range) available for free or what cost we would have to pay. If reasonable the committee would like to consider securing them and have them mounted on the two other poles, facing the boats to increase security.
- Final filing of the dredge report to officials: Lenny will put together the report and review with Mike so it can be submitted. This will complete our requirements on this project.
- Rock Removal of small jetties: Mike will look at the moon and tide schedule for December and try to coordinate a Saturday when Phil Smith is available along with others. Permits have been secured.
- Repairs to dock and walkway: Lenny has the bolt needed to fix where the walkway is connected to the piling. This work can be done in December when the work is done, moving the rocks. As far as the floating dock, for the 2016 season we need to replace the white bumper. Joe will research the best deal on the bumper.
- Pilings: The committee wants to hold for now as there is questions about how deep they can be driven. Discussion followed about asking the Council if they money appropriated for the piling could be used to repair/extend the stairs so those using the dock could get on without walking through the water or seaweed. Prior to the request the committee will look to what work needs to be done and get bids on the

work. Committee will look at the stairs in December, when work is done with the rocks.

- Security: There was discussion about possibly putting security cameras for the Harbor. Bob will look into costs and types of security systems that could be used at the Harbor and possibly throughout the District in other areas.
- Things to consider: We will still have to address the piling as to whether to replace with the same or driving metal pilings through the shale at a bigger cost. A maintenance dredge will have to be done in the next couple of years. Another item discussed was if it would ever be possible to increase the height of the main jetty.

Next meeting: It was decided that we would meet during the day when we work on the rocks and walkway, on Saturday December 12th.

Len Mercier
Harbor Co-chair

Following the meeting Mike checked with Phil and the committee will work at Little Beach on Saturday, December 12th.

DISTRICT MANAGER MONTHLY REPORT – November 2015

I am pleased to provide the following report for the month of November.

1. “Little Beach” Security Light – I have been working on getting the “security light” at Little Beach repaired but have been delayed due to questions as to ownership of the light as well as payment for electrical use. I spoke to Matt Mannix about the matter and he offered to speak with the town to see if they would be willing/able to assist in the matter. I expect to hear back from Matt shortly and hope to be able to report shortly that the matter has been resolved.
2. Vandalism – There have been several reported incidents of vandalism and/or theft in Bonnet Shores during the past month. The new speed sign had the power cord cut from the battery pack, an “adopt an island” sign and flower barrel were stolen, a picnic table and sign at the community center were vandalized, and a few other minor issues were reported. As a result, I contacted the Narragansett Police Department to report the incidents and request that they increase patrols in an attempt to address the matter. I also prepared an email blast which Steve R. and Bill D. were kind enough to send out to notify residents of the situation and request their assistance in monitoring and reporting any suspicious activity.
3. Speed Sign – As mentioned above, the speed sign was vandalized which is why it has not been operational of late. I contacted the distributor to seek guidance on repairing the unit and am now working with the Department of Public Works to attempt to repair the sign.
4. BSBC Sewer project - At the request of the council I have been speaking with various engineering firms and attorney’s to seek proposals to provide review of the plans and easement for the proposed beach club sewer line project. To date, I have received 2 proposals from engineers and 1 from an attorney. All are attached for your review and consideration.
5. Camden Landing Dock – It was recently reported that the stairs at the “Camden Landing” dock needed to be repaired. I contacted Phil Smith to ask if he could take a look at the stairs and upon inspection, he determined that the ground where the stairs lay was eroded and posed a safety concern. I inspected the area and agreed with his assessment and as a result the existing stairs were removed out of concern for safety. It was Phil’s suggestion that the stairs be replaced with a ramp so that the ramp would extend onto more solid ground. He has graciously agreed to do build and install the ramp. I am working with Phil on purchasing the necessary materials and hope to be able to have the project completed in the near future.
6. RIIRMT Safety Grant – As time allows, I have been working on preparing a grant application to be forwarded to the Rhode Island Interlocal Risk Management Trust for a “safety enhancement grant”. I hope to be able to complete the application prior to the deadline to apply for a grant to allow for the purchase of a new rescue board for Kelly beach (to replace the current board which very much needs to be replaced). If awarded the grant, the District would receive \$1,000 which would cover the entire cost of a new rescue board so no District funds would be necessary. I will advise the council if we are chosen to receive a grant. (*note-rescue board is mandated by state for operation of the beach)
7. Breachway – I spoke to Bob Barber over the weekend with regard to the breachway and in particular, “pooling” of water which currently exists. Bob advised me that upon inspection, the entire channel was filled with sand all the way to Bonnet Point Road and as a result water was not flowing in/out and was overflowing from the pond thereby creating the “pools” on the sides of the road. Bob indicated that this has happened in the past and on at least one occasion it resulted in flooding and freezing which resulted in closure of the “causeway” portion of

Bonnet Point road for a large portion of the winter. I was extremely concerned about the situation based upon recent discussions with regard to the importance of keeping the causeway open so I contacted Bob and requested that he clear the breachway from the beach to the road before any more water "pooled" and before temperatures dropped to freezing levels. Bob agreed to do so and indicated that when this situation occurred previously, the District made arrangements for the piles of sand that were removed to be spread back out along the breachway after a few days to allow for the sand to dry. As such, I contacted Phil Smith who confirmed that this was in fact the case and that he had been the one who spread the sand previously using the District's tractor. He advised that he would again be willing to do the work after the sand has dried. I will stay on top of the situation until it is resolved.

8. Administration – I continue to work on day to day administrative matters such as those detailed above as well as "routine" daily business. I would note that it was my hope to have been able to clean and organize the office (including old files, etc.) to allow for construction of the new closet but unfortunately time has just not allowed me to do much in this regard. I will continue to attempt to make progress as time allows.

I believe this report covers most of the more substantive matters that I have been working on. Please feel free to contact me if you have any questions. Thank you.

Respectfully submitted,

Lisa A. DiBello, District Manager

Bonnet Shores Fire District
Balance Sheet
As of November 18, 2015

Accrual Basis

	Nov 18, 15
ASSETS	
Current Assets	
Checking/Savings	
General Operating Funds	
Checking Account-81081961	23,498
Money Market Account-16600942	133,198
Total General Operating Funds	156,696
Designated Fund Acct-90555600	
Community Ctr Renovation Fund	3
Social Activities	2,734
Bonnet Days (Camp Activities)	642
Hall Rental Replacement Fee	3,030
Playground	2,877
Total Designated Fund Acct-90555600	9,286
Capital Funds Account-90713550	24,336
Historical Comm. MM-89973019	3,180
Land Trust MM Account-90313320	5,599
Harbor Improvement Fund (CD)	27,871
Total Checking/Savings	226,968
Other Current Assets	
Taxes Receivable	2,462
Sanitation Cart Inventory	535
Recycle Bin Inventory	18
Total Other Current Assets	3,015
Total Current Assets	229,983
TOTAL ASSETS	229,983
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(1)
Total Accounts Payable	(1)
Other Current Liabilities	
Payroll Liabilities	642
Total Other Current Liabilities	642
Total Current Liabilities	641
Total Liabilities	641
Equity	
Fund Transfers	(3,725)
Retained Earnings	146,473
Net Income	86,594
Total Equity	229,342
TOTAL LIABILITIES & EQUITY	229,983

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1 through November 18, 2015

Accrual Basis

	May 1 - Nov 18, 15	Budget	\$ Over Budget
Admin Compensation & Taxes			
Manager's Salary	18,840	35,000	(16,160)
Clerk	1,875	3,750	(1,875)
Tax Collector	2,500	5,000	(2,500)
Treasurer	2,125	4,250	(2,125)
Payroll taxes	4,468	4,500	(32)
Total Admin Compensation & Taxes	29,808	52,500	(22,692)
Property Expense			
Beautification	76	500	(424)
Electricity	808	2,000	(1,192)
Maintenance	5,417	1,500	3,917
Natural Gas	469	3,000	(2,531)
Pond	50	600	(550)
Telephone & Internet	1,175	2,000	(825)
Water	762	350	412
Total Property Expense	8,757	9,950	(1,193)
Public Works			
Clear Breachway	4,520	5,000	(480)
Equip. & Tools Maintenance	72	400	(328)
Landscaping	4,570	7,000	(2,430)
Public Works Salaries	0	3,900	(3,900)
Sanitation	66,200	130,000	(63,800)
Snow Removal	0	500	(500)
Total Public Works	75,362	146,800	(71,438)
Recreation (Income) Expense			
Social Activities	(2,069)	0	(2,069)
Total Recreation (Income) Expense	(2,069)	0	(2,069)
Total Expense	155,126	270,590	(115,464)
Net Ordinary Income	90,271	2,336	87,935
Other Income/Expense			
Other Expense			
Capital Expenditure			
Appropriation from Harbor	0	(3,000)	3,000
Grants - Capital	(1,000)	0	(1,000)
Appropriation from Capital Acct	0	(9,164)	9,164
Playground Expense	0	0	0
Capital Improvement	4,677	14,500	(9,823)
Total Capital Expenditure	3,677	2,336	1,341
Total Other Expense	3,677	2,336	1,341
Net Other Income	(3,677)	(2,336)	(1,341)
Net Income	86,594	0	86,594

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1 through November 18, 2015

Accrual Basis

	May 1 - Nov 18, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tax Revenue	241,849	256,175	(14,326)
Prior Yr Surplus (Deficit)	0	11,401	(11,401)
Rental Registration Fees (Net)	354	750	(396)
Hall Rental Fees	1,800	3,000	(1,200)
Hall Equip- Designated Fund Tfr	200	0	200
Hall Rental Fees-Cleaning (Net)	450	(750)	1,200
Interest Earned - Bank Accts	60	100	(40)
Interest Earned - Tax Revenue	113	0	113
Newsletter Advertising	400	2,000	(1,600)
Permits/Plans Fees	100	200	(100)
Road Race/Bonnet Days			
Race Proceeds	1,016	0	1,016
Race Expenses	(945)	0	(945)
Total Road Race/Bonnet Days	71	0	71
Website Advertising	0	50	(50)
Total Income	245,397	272,926	(27,529)
Gross Profit	245,397	272,926	(27,529)
Expense			
Administrative Expense			
Administrative Postage	57	147	(90)
Advertising Expense	102	100	2
Annual Meeting Expense	1,193	2,000	(807)
Bank Charges	30	0	30
Council Discretionary Expense	368	300	68
Insurance	6,780	6,850	(70)
Land Trust Operating Alloc'n	0	2,500	(2,500)
Historical Committee Expenses	40	200	(160)
Legal Fees	0	2,000	(2,000)
Monthly Meeting Expense	0	50	(50)
Newsletter Editor Comp	350	350	0
Newsletter Postage & Printing	3,251	3,000	251
Office Supplies	1,759	2,500	(741)
Payroll Services	480	450	30
Security	2,017	4,600	(2,583)
Tax Collection Costs	2,395	2,800	(405)
Total Administrative Expense	18,823	27,847	(9,024)
Beach Expense			
Beach Bus	5,083	5,000	83
Beach Raking & Maintenance	6,500	6,500	0
Beach Salaries	17,366	20,393	(3,027)
Beach Guard	2,810	2,800	10
Beach Supplies	196	600	(404)
Total Beach Expense	31,955	35,293	(3,338)
Day Camp (Income) Expense			
Camp Store	(350)	0	(350)
Camp Proceeds	(11,431)	(11,500)	69
Camp Salaries	10,406	10,500	(94)
Camp Supplies	1,462	1,000	462
Total Day Camp (Income) Expense	87	0	87
Harbor (Income) Expense			
Mooring Fees	(10,110)	(10,050)	(60)
Mooring Wait List Fees	(40)	(100)	60
Ramp Fees	(550)	(800)	250
Harbor Supplies & Maintenance	903	1,250	(347)
Harbormaster Expense Reimb.	2,200	4,400	(2,200)
Harbor Fund Tfr Designated Acct	0	3,500	(3,500)
Total Harbor (Income) Expense	(7,597)	(1,800)	(5,797)

7:53 AM

11/17/15

Accrual Basis

Bonnet Shores Fire District
Checking Account Disbursements
 As of November 18, 2015

Amount	Balance
	-5,322.06
	-5,322.06
3,097.01	-2,225.05
225.00	-2,000.05
852.82	-1,147.23
25,000.00	23,852.77
-88.00	23,764.77
-1,005.17	22,759.60
-1,005.17	21,754.43
-151.41	21,603.02
-1,130.70	20,472.32
1,765.81	22,238.13
340.00	22,578.13
920.00	23,498.13
<hr/> 28,820.19	<hr/> 23,498.13
<hr/> 28,820.19	<hr/> 23,498.13
<hr/> 28,820.19	<hr/> 23,498.13

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11/17/15

Accrual Basis

Bonnet Shores Fire District
Checking Account Disbursements
 As of November 18, 2015

Type	Date	Num	Name	Memo
General Operating Funds				
Checking Account-81081961				
Deposit	10/22/2015			Deposit
Deposit	10/22/2015			Deposit
Deposit	10/23/2015			returned check
Transfer	10/26/2015			Funds Transfer
Bill Pmt -Check	10/26/2015	6108	NESCTC Security Agency LLC	Security BS101715
Paycheck	10/28/2015	6109	Lisa A DiBello	
Paycheck	11/11/2015	6110	Lisa A DiBello	
Liability Check	11/16/2015	1	RI Division of Taxation	05-0305747
Liability Check	11/16/2015	2	Washington Trust	05-0305747
Deposit	11/16/2015			Deposit
Deposit	11/16/2015			Deposit
Deposit	11/16/2015			Deposit
Total Checking Account-81081961				

Total General Operating Funds

TOTAL