

**BONNET SHORES FIRE DISTRICT
MONTHLY MEETING
October 21, 2015**

FY 2016:

Land Assessment:	\$ 271,086,500.00
Building Assessment:	\$ 215,669,700.00
Total Assessment:	\$ 486,756,200.00
Mil Rate:	0.004871
Collectable Taxes:	\$ 256,157.22
Taxes Collected:	\$ 240,713.83
Percentage of Taxes Collected:	93.97%

FY2015:

Unpaid Taxes	\$ 2,748.96
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DISTRICT MANAGER MONTHLY REPORT –October 2015

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

1. "Little Beach" Security Light – Mike Tortalani recently reported to me that the security spotlight at Little Beach was out. I have been in touch with National Grid but the process has been delayed due to the fact that there is uncertainty as to who owns the light fixture. If it is determined that the light is not owned by National Grid (which it appears it is not) a private contractor will need to be hired to service the light. I will follow up on this matter and advise the council accordingly (as necessary).
2. Marathon – As you know, there was a marathon race held Columbus Day weekend which included roadways throughout Bonnet. Although race organizers were notified (pursuant to the last Council meeting) that all roads in Bonnet Shores were private and were not to be used without council approval, organizers proceeded with the event. I was present from start to finish and there did not appear to be any problems. I spoke to a number of town officials with regard to the event including a Captain in the police department who indicated to me that the Bonnet Council did not have the authority to regulate use of "public roadways". I'm not certain to what extent this may have factored in to the race being run through Bonnet but thought the council may want to follow up on the matter. Also, I spoke to the Director of Parks & Recreation (Steven Wright) with regard to orange arrows which were painted throughout Bonnet to direct runners. Steven advised me that the Town had no involvement in the painting of the arrows but that he would advise race organizers that they would be responsible for "rectifying" the situation after the race.
3. Speed Sign – I contacted the Department of Public Works to discuss the speed sign location, power to the unit, and other concerns previously expressed. The DPW is looking into the matter and will be getting back to me. I will advise the council accordingly.
4. BSBC Sewer project - Pursuant to the last meeting of the council, I have contacted and provided "specs" to 3 engineering firms to solicit quotes to review all plans, documents, etc. related to the sewer project. To date, I have heard back from 1 firm who indicated they are not interested in the work and 1 firm who has sought additional information. I am in the process of gathering the information requested. I will also follow up with the 3rd firm I originally spoke with to inquire if they will be providing a quote for the project. With regard to the services of an attorney for the sewer project, I am seeking input as to the scope of the work the council is looking for as well as any referrals. Lastly, I am unaware as to the status of the "sewer committee" and am not sure if they have officially met since the last council meeting.
5. Fundraiser/Community Center Donation – On the council agenda is a request for the "refund" of community center rental fees for an event held a few weeks ago. I wanted to provide some back up prior to your discussion. Due to heavy rains forecast, Mary Colman contacted me to ask about the possible donated use of the community center for a fundraiser she was planning to hold outdoors at a private residence in Bonnet. Due to the last minute nature of the request as well as my being unfamiliar with the council's policy on the "donation" of the building for such purposes, it was suggested that Ms. Colman go through the standard reservation procedure, including payment of the \$250 fee, and that she subsequently submit a letter to ask if the council would consider "refunding" the fee based on the circumstances. Ms. Colman has sent a letter as such and it is my understanding that she is also planning to attend your meeting to answer any questions. I would also note that Ms. Colman's father, Neil, is a long time resident of Bonnet and was involved in assisting with the fundraising efforts.

I believe this report covers most of the more substantive matters I have been working on. Please feel free to contact me if you have any questions. Thank you. Respectfully submitted, Lisa DiBello, District Manager.

Bonnet Shores Fire District
Revenue & Expense Actual vs. Budget
May 1 through October 21, 2015

Accrual Basis

	May 1 - Oct 21, 15	Budget	\$ Over Budget
Manager's Salary	16,149	35,000	(18,851)
Clerk	1,875	3,750	(1,875)
Tax Collector	2,500	5,000	(2,500)
Treasurer	2,125	4,250	(2,125)
Payroll taxes	4,211	4,500	(289)
Total Admin Compensation & Taxes	26,859	52,500	(25,641)
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	3,520	5,000	(1,480)
Equip. & Tools Maintenance	0	400	(400)
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	74,290	146,800	(72,510)
Recreation (Income) Expense			
Social Activities	145	0	145
Total Recreation (Income) Expense	145	0	145
Total Expense	148,036	270,590	(122,554)
Net Ordinary Income	92,823	2,336	90,487
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	89,146	0	89,146

Bonnet Shores Fire District Revenue & Expense Actual vs. Budget

Accrual Basis

May 1 through October 21, 2015

	May 1 - Oct 21, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tax Revenue	238,752	256,175	(17,423)
Prior Yr Surplus (Deficit)	0	11,401	(11,401)
Rental Registration Fees (Net)	195	750	(555)
Hall Rental Fees	1,600	3,000	(1,400)
Hall Equip- Designated Fund Tfr	200	0	200
Hall Rental Fees-Cleaning (Net)	400	(750)	1,150
Interest Earned - Bank Accts	44	100	(56)
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 Expenses	(945)	0	(945)
Total Road Race/Bonnet Days	(945)	0	(945)
Website Advertising	0	50	(50)
Total Income	240,859	272,926	(32,067)
Gross Profit	240,859	272,926	(32,067)
Expense			
Administrative Expense			
Administrative Postage	57	147	(90)
Advertising Expense	102	100	2
Annual Meeting Expense	1,193	2,000	(807)
Bank Charges	15	0	15
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	0	200	(200)
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	1,682	2,500	(818)
Payroll Services	480	450	30
Security	1,929	4,600	(2,671)
Tax Collection Costs	2,395	2,800	(405)
Total Administrative Expense	18,602	27,847	(9,245)
Beach Expense			
Beach Bus	0	5,000	(5,000)
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	26,872	35,293	(8,421)
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	(20)	(100)	80
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	(7,577)	(1,800)	(5,777)
Admin Compensation & Taxes			

Bonnet Shores Fire District

Balance Sheet

As of October 21, 2015

Accrual Basis

	<u>Oct 21, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
General Operating Funds	
Checking Account-81081961	1,410
Money Market Account-16600942	158,185
Total General Operating Funds	159,594
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	24,334
Historical Comm. MM-89973019	3,180
Land Trust MM Account-90313320	5,598
Harbor Improvement Fund (CD)	27,871
Total Checking/Savings	229,864
Other Current Assets	
Taxes Receivable	2,462
Sanitation Cart Inventory	535
Recycle Bin Inventory	18
Total Other Current Assets	3,015
Total Current Assets	232,879
TOTAL ASSETS	<u>232,879</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(1)
Total Accounts Payable	(1)
Other Current Liabilities	
Payroll Liabilities	986
Total Other Current Liabilities	986
Total Current Liabilities	985
Total Liabilities	985
Equity	
Fund Transfers	(3,725)
Retained Earnings	146,473
Net Income	89,146
Total Equity	231,894
TOTAL LIABILITIES & EQUITY	<u>232,879</u>

To: Bonnet Shores Fire District Council

From: Janice McClanaghan
Chair –Beach Committee and Security Committee

Date: October 21, 2015, 2015

Subject: Beach/ Security Committee Report

1. **Beaches**: Would like to hold a beach\ordinance committee meeting in November. If anyone interested in participating, please let me know. Would like to review the summer and what measures we should change.
2. **Breachway**: Submitted application to CRMC September 18, 2015 to obtain a 10 year annual assent to dig into the pond 300 ft as was done a few years ago. Still waiting for reply to our request. Approval arrived today.
3. **Security Detail**: Night security continues with a few houses in Bonnet with stickers.
4. **Emergency Contacts**: Our current number of emails we are sending is now 625.

Discussion: brief give and take ensued about where this request should originate (Council, District Manager, Pond Committee, Land Trust); B. DelGizzo expressed the opinion that there was a lack of continuity between the Council and the Town Council and we are constantly "reinventing the wheel". T. Fracassa agreed with the idea and suggested that T. Duffy, Dave Stenmark, and himself take this on as they are already in discussions with the Town engineer on other matters and they would apprise L.DiBello . At this point, B. DelGizzo withdrew the **Motion**.

* **Drinking Water Notice** : L. DiBello mentioned a posting from United Water about water testing in September. All households received the same notice.

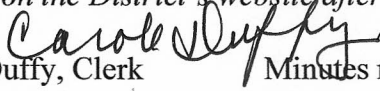
* **Rental Registrations:** Michelle Caraccia who tracks the rental registrations reported that there are 277 registered rentals. 138 E-mails and 142 letters have been sent out with forms attached. 108 individuals have paid with 36 continuing as delinquent. Each form requires a \$5 fee. J. McClanaghan suggested one more notice for the delinquents and then a fine of \$50 as is noted in the Ordinance. J. McClanaghan will follow up.

Period of Public Comment :

- *Providence Journal* article: H. Patience thought the article was inaccurate about our status as a Fire District. M. Vendetti thought that it was a positive article overall. M. McGinn added that as Treasurer, she has to fill out a RI Fiscal Responsibility Form annually and Bonnet is categorized as a Tier 3 Fire District (no fire safety responsibilities, etc.)

Adjournment: There being neither further comment nor District business, the Chair called for adjournment. **Motion.** J. McClanaghan; 2nd B. DelGizzo. **Discussion:** none. All were in favor and the meeting ended at 8:35.

Council meeting's minutes are available on the District's website after the ratification meeting.

Respectfully submitted,  Carole Duffy, Clerk Minutes ratified by
Council on Nov. 18, 2015

subcommittee has contacted Narragansett Town engineer, Town planner, Town Fire Chief about the causeway structural instability. One official said that there should be a concern for the roadway if it is opened for a sewer pipe. Fire Dept. official stated that the causeway is not the official emergency route. An invited attorney knowledgeable about paper roads attended the LT meeting and discussed the legal ramifications about the process of deeding paper roads to the LT. Questions were raised from B.DelGizzo about contact with DEM and the answer was yes. Continuing, B. DelGizzo asked how other Land Trusts were obtaining money. There was no direct answer. At some point T. Duffy explained that paper roads would be pursued as recreational opportunities, i.e. walking trails.

District Manager's Report : see attached report; short discussion ensued about the Marathon which used Bonnet's roads and the consensus was that the Town, the organizers, and BS District Manager were not on the same page to plan.

Old Business:

- **Sewer Sub Committee:** T. Fracassa stated that a letter was sent to BSBC and committee is waiting for a response
- **Pond Committee:** T. Fracassa followed T. Duffy's remarks about the causeway in that the causeway is an unstable road. "How do we fix that road? Maybe it can be tied into the sewer project". In reference to emergency evacuation... 5,000-6,000 people at any given time are at BSBC in the summer using the causeway as an evacuation route which could be flooded. Need to look for Town, State, Federal monies for assistance to rectify the causeway road conditions. T. Duffy and David Stenmark have spearheaded a group to talk with local officials about finding remedies to the causeway structural problems. Examples cited include: failed causeway due to ice and water in winter; local Fire Dept.s' avoid causeway in bad weather; Narragansett Schools' busses avoid causeway if there is flooding.
- **Storage closet:** L. DiBello explained the process for installing a storage closet in the office.
- **Speed Tables** : B. DelGizzo suggested revisiting speed tables. Ongoing discussions with NPD and Fire Chief about radar unit according to L.DiBello

New Business:

- **Motion:** M. Vendetti moved that there should be a fee return for use of CC for a cancer fundraiser on Oct. 3rd due to inclement weather; 2nd B.DelGizzo. **Passed 6-0**
- **Software** : B. DelGizzo **moved** to task the BSFD manager to develop a proposal to increase the capacity of the BSFD software to house all BSFD financial and public documents; 2nd J.McClanaghan. **Discussion:** M.Vendetti asked if there has been an analysis to determine cost and added this topic should be discussed during budget hearings; research is the key and it may take L.DiBello awhile to accomplish this stated P.Farley; Steve Ryder, webmaster, added that we might need a new computer and an upgrade to Windows 10; B.DelGizzo suggested our own hardware & software in a closed network; M.McGinn said the proposal sounds like an RFP needs to be prepared at some point. **Motion passed 6-0.**

***Inspection of retention ponds in Rt.1A arca:** B. DelGizzo **moved** proposing biannual inspection of all retention ponds along 1A; 2nd P.Farley.

BONNET SHORES FIRE DISTRICT

BSFD Community Center
130 Bonnet Shores Rd
Narragansett, RI 02882

Meeting Minutes

October 21, 2015

Call to Order: Chair Lenny Mercier called the meeting to order at 7:30 PM. Council Members in attendance included: Janice McClanaghan, Mike Vendetti, Terry Fracassa, Bill DelGizzo, and Paul Farley. District Manager Lisa DiBello, Tax Collector Helen Patience, Treasurer Mary McGinn, 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.

Urgent Business: none

Ratification of Minutes: P.Farley **moved** to accept the Sept. 16, 2015 minutes 2nd J.McClanaghan. **Motion** passed 4-0.

Committee Reports:

- a) **Sanitation:** P. Farley reported that the waste removal contract expires in March 2016. For a 3 yr. renewal, there will be an anticipated 3% increase in fees. A RFP will be created within the next 90 days which will include a recycling component. Patriot was the only company in the financial ballpark last time around.
- b) **Traffic:** no report
- c) **Social, Beautification & Harbor:** Chair Mercier reported that the Holiday Party would be, again, at the Quonset O Club on 12/5/15; an informal get together will occur on 10/28/15 @ the CC. BYOB and an appetizer. There will be a Harbor Committee Meeting in 2 weeks.
- d) **Beach & Security:** see J.McClanaghan's attached report and she added that she received a positive assent from CRMC to dredge 300 ft. annually into the pond adjacent to the breach way.
- e) **By Laws:** no report
- f) **Pond :** see Old Business
- g) **Historical:** M. Vendetti reported that the Committee had met several times to review BS historical documents; an intern from Salve Regina University will be on board in the spring for collaboration as to preserving the docxs.

Treasurer's Report: see the attached report and M.McGinn added that \$8,500 may go back to the residents who are suing the Town for incorrect property tax assessments.

Tax Collector's Report: see H. Patience report and she stated that 94% have been received and delinquent notices will be sent by end of October.

Land Trust: Chair T. Duffy reported on these items: 1) files about the sewer project have been distributed to each Council member 2) he reviewed 2009 Legislative testimony 3) 18 docx in chronological order w/ exec summary 4) sewer committee