

**BONNET SHORES FIRE DISTRICT
130 BONNET SHORES RD
NARRAGANSETT, RI 02882**

**BY LAW COMMITTEE MEETING MINUTES
APRIL 18, 2023**

CALL TO ORDER: Chair Carolyn DiLeo called the meeting together at 6 PM. Members in attendance included: Faith LaSalle, Nancy Cordy, and Carole Duffy. Resident Dave Kaufman was the zoom master. There were 5 residents in the audience, but none on zoom.

Chair Dileo explained that audience participation is welcome after the committee comments on a topic.

RATIFICATION OF MINUTES: Faith moved to accept the minutes from February 13, 2023; 2nd by Carole. Minutes passed.

ARTICLE III OFFICERS AND COMMITTEES *Note; when new wording is lengthy additions only will appear in these minutes not the whole paragraph*

Faith mentioned that Quonacataug Fire District has a Tax Assessor and she explained the role. Carolyn asked her to mention this later in Sect. 6.

Sect. 1. Enumeration of officers. In addition to the members of the district council, the officers of the district shall be a moderator, clerk, treasurer, **tax assessor**, **tax collector**, and a fire warden, whose officers shall be elected annually. All officers shall be qualified voters of the district.

Sect. 2. Election and Term of Office. Qualified voters of the district present **including absentee ballots** at such meeting... to serve until **their** successor... the respective **chairperson**... shall be a... council, **will**... *omit from time to time.*

Sect. 2a. Ties . results in a tie vote, **a special election will be held within 30 days of the annual or special meeting** to resolve the tie. The clerk of the district shall oversee **the special election**. The clerk of the district shall provide the result **of the special election**.....

Anita Langer had a question which Carolyn answered. Paula Childs queried about proxy ballots and was told that it had been addressed. Bill DelGizzo asked about the process for absentee ballots, tbd later. Dave Kaufman remarked about annual meeting election language. Faith expressed interest in giving Bonnet taxpayers same tax discounts as Narragansett does and Carolyn explained that the Council has discussed this but has not acted upon it at this point in time.

Sect. 2 b. Recounts. Annual or Special Meeting **within 24 hours of the adjournment of the meeting.** (the rest of the original sentence was deleted to) The recount process shall take place in the following manner:

- (i) No change
- (ii) Shall recount the ballots **at the prescribed place and time**
- (iii) No change
- (iv) No change

Section continues with no change.

Sec. 3 Moderator It shall be the duty of the moderator to preside at **the annual meeting** of the district. *the next sentence deleted.* In the event of **their** absence....

B. Delgizzo suggested that all council meetings should have an independent parliamentarian conducting the proceedings. Faith added that she was going to introduce Robert's Rules of Order to the council to which Nancy Cordy replied that she had personally given the council copies in the recent past. Carolyn added that she believes all officers of the district should take the OMA course provided by the SOS.

Sec. 4 Clerk.to attend all **monthly** meetings of the district council.....**meetings**.....council of which notice is required **by the Open Meetings Act** . *next sentence is deleted.* Any meeting of the **district council**....

B. Delgizzo expressed concern that Executive Session minutes are not made available. Carolyn responded by saying that she felt this should be SOP.

Sec. 5. Treasurer *the entire section was reworded.* **It shall be the duty of the Treasurer to receive and account for all money arising from the collection of taxes, sale of bonds, and otherwise, and to deposit or invest the same in accordance with the direction of the district council. The Treasurer shall have custody of the corporate seal and books of account of the district. The Treasurer shall prepare and present for approval an annual budget for new or ongoing expenses. The Treasurer shall maintain and enforce a procedure for committing and approving expenditures that are included in the annual budget in addition to commitments that are not included in the annual budget. The Treasurer shall keep or cause to be kept accurate books of account and shall present at each annual meeting of the district a statement showing the financial condition of the district consistent with generally accepted accounting principles and shall upon request produce from time to time to the district council a full account of the year-to-date actual and forecasted expenses. The Treasurer shall give a bond for the faithful performance of their duties in such amount and with such surety or sureties as may be approved by the district council. The premium for said bond shall be paid by the district.**

Sec. 6 .Tax Assessor The Assessors*paragraph remains unchanged until next to the last sentence...*The **Tax Assessor** shall..... *Last sentence is omitted.*

D. Kaufman would like to see a matrix of who can spend and who can approve monies spent in the district. A.Langer mentioned the need for regular audits as according to regulations from the Auditor General. Carolyn stated that the council receives a detailed financial report in the 3rd quarter of the year.

Sec. 7 . Tax Collector. The collector of taxes shall collect and pay over to the Treasurer of the district **This individual**....*last 2 sentences are omitted.*

Sec. 8. Fire Wardens. The fire wardens shall have such powers and duties as are generally exercised in fire districts within the state of Rhode Island. *last sentence to be omitted.*

Sec. 9. Compensation.receive any compensation for **their** services.....

Sec. 10. Absences. Any elected official of the district with **four (4)** absences within a 12 month period may be removed from office **after a public discussion at the next regular or special district council meeting** and the position.....

ARTICLE IV VACANCIES

SEC.1. Filling of. Any vacancy in any office of the district due to death, resignation, or inability to serve **for any cause, shall** be filled by the Council **within 60 days of resignation** at any regular **or special meeting** of the council.meeting of the district **is** called to fill the vacancy.

ARTICLE V SIGNING OF CORPORATE INSTRUMENTS remains the same

ARTICLE VI FISCAL YEAR remains the same

Council will be asked to move it from April to May

ARTICLE VII ROADS remains the same

ARTICLE VII SEAL remains the same

ARTICLE IX AMENDMENT OF THE BY LAWS

Sec.1 Method of Amendment The wording remains the same until....qualified voters of the district present **including absentee ballots** at such meeting; provided.....

Public Comment

Joan Fandetti asked that the following be entered into the minutes as a suggestion for a requirement to run for office: "In order to serve on the BSFD council, a person must be a full-time resident of Narragansett residing in Bonnet Shores." Carolyn explained to her that will be dictated by the charter and the revisions that are pending.

Chair DiLeo asked that Committee members make a list of suggested new By Laws for the next meeting.

Next meeting will be on May 16th at 6PM.

Nancy Cordy moved to adjourn the meeting; 2nd Carole Duffy. Motion passed at 7:40 PM

Respectfully submitted,
Carole Duffy