

Final Version

MINUTES of the Quonochontaug Central Beach Fire District Board of Governors Meeting Sunday, April 22, 2012

Members in attendance: Stephen Long, Pat Wildman, Heather Cady, Joe DeMaio, Cecelia McCulloch, George Prior, Shari Frost, Michele Pallai Reppucci, Bill Heep, Brewster Blackall, Dick Stabnick and Peter Rettig. Roy Jacobsen from the Beach and Dunes Committee also attended the meeting.

I. Stephen Long called the meeting to order at 10:05 a.m.

II. Approval of Minutes:

1. A MOTION was made to approve the draft minutes of the Board of Governors Meeting held on January 15, 2012, subject to each Board member having the opportunity to review the draft minutes in a new format and to make corrections and revisions, if necessary. The motion was seconded and passed unanimously.

2. The next Board of Governors Meeting will be held on Sunday, May 27, 2012.

III. Committee Reports were delivered:

A. Joe DeMaio – Finance & Budget:

Joe DeMaio discussed the 2012 Budget and the Central Beach Fire District Balance Sheet as of April 18, 2012 ([see attached Exhibit A](#)). Joe DeMaio reported that the QCBFD budget numbers are running consistently year-to-year.

B. Pat Wildman – Treasurer:

Pat Wildman reported no new business.

C. George Prior – Public Works:

1. A discussion took place regarding the ongoing concern over elevated copper levels in certain homeowners' water. George Prior reported that the copper levels are now below normal levels for all homes previously affected. It is believed that a change in the ph chemistry administered to the QCBFD water system over the 2011 Labor Day weekend had the side benefit of easing the copper problem. The copper levels are now within acceptable limits. George Prior reported that a follow up test would be conducted in a few months.

2. George Prior reported on the clean up of QCBFD's second well. On March 14, 2012, the existing casing and screen in the second well was pulled out and completely replaced down to 26 feet. The second well's 3 horsepower pump is now pumping out

60-65 gallons per minute. Prior to the clean-up, the second well was pumping out only 25 gallons per minute. The iron levels in the water are temporarily worse because of the disruption to the area. QCBFD's second well can now operate as a strong back-up well. The final cost came in at \$9,650.

3. George Prior reported that the ph meter at the pump house is failing and that the cost to replace said ph meter is approximately \$2,700.

A MOTION was made for Public Works to spend \$2,700 to replace the ph meter in the pump house. The motion was seconded and passed unanimously.

4. George Prior reported that Public Works would have all the speed bumps in QCBFD repainted before Memorial Day weekend.

5. George Prior reported that the electrical poles are coming down on Surfside and that the electrical lines will be buried underground. All cuts in the road in order to do so will be paid for by the homeowners. George Prior also reported that the QCBFD roads have been damaged near the Millette house.

D. Cecelia McCulloch – Tennis and Golf:

Cecelia McCulloch reported no new business.

E. Peter Rettig (for Marilyn Rettig) –Special Events:

Peter Rettig reported that Pam Furey is helping Peter with merchandise sales this summer. Peter also explained that the community sales group would like to conduct a pre-season sale of prior years' merchandise over the Memorial Day weekend.

Peter Rettig also reported that he has met with Patti Rueff in order to establish a more formal system of requesting funds from the community sales account.

F. Michele Pallai Reppucci– Police Protection:

Michele Pallai Reppucci reported that the police protection committee has hired two attendants for the summer weekends, including Friday afternoons, to act as security guards at the entrance to the beach parking lot.

G. Shari Frost – Beach and Dunes:

1. A discussion took place regarding the abundance of beach weeds growing in the beach parking lot, dunes area and boardwalk. These beach weeds are called "Asiatic Sand Sedge" and are a real concern to the viability of the beach.

The Beach and Dunes Committee has received three bids for dune restoration/invasive weed management. Shari Frost explained in detail the three bids. [See attached Exhibit B](#). It is

the recommendation of the Beach and Dunes Committee to hire Natural Resource Services, Inc. The company that would actually do the spraying is called Aquatic Control. Eradication of the beach weeds will take approximately three years.

A MOTION was made to authorize the Beach and Dunes Committee to retain the services of Natural Resource Services, Inc. for phase I permitting at an approximate cost of \$1,885, with an option for phase II application, administration and monitoring in an additional amount of approximately \$3,030 as per the Natural Resource Service, Inc.'s proposal, and for QCBFD to proceed with the licensed spraying by Aquatic Control Technology in an additional amount of approximately \$850-\$1,000 per year, subject to budget approval by the QCBFD community. The motion was seconded and passed unanimously.

H. Brewster Blackall--Boating:

1. Brewster Blackall reported that there would be no fee for boat stickers this year for the first time. Brewster Blackall will issue boat stickers to residents by request. QCBFD will also issue a neon yellow cardboard pass for parking at the boat launch. QCBFD will conduct occasional checks as to compliance.
2. Brewster Blackall reported that one piling at the boat launch was hit by lightning this fall and three white plastic caps were destroyed. The three damaged plastic caps have been replaced.
3. Brewster Blackall requested the addition of one more bike rack at the boat launch area.
4. Brewster Blackall reported that the sign at the boat launch area is in need of repainting.

I. Bill Heep—Civic Improvement:

1. Bill Heep reported that he met with Peter Whitman to discuss the lawn mowing that is done by Peter Whitman throughout the QCBFD community over the summer months. It was agreed that QCBFD should establish a plan for a more formalized mowing schedule and mowing budget with Peter Whitman. Bill Heep reported that the current budget for lawn mowing is \$6,500 and that he is putting together a detailed list of all the lawn mowing that is done on QCBFD property, including the boat launch, tennis courts, rights of way, etc.
2. Bill Heep requested that signs be posted at the tennis

courts to clearly state that parking is prohibited at the courts without a QCBFD sticker. The signs would read, "Parking for residents and guests only. All others will be towed."

A MOTION was made to purchase and install two such signs for the tennis court area to prohibit illegal parking. The motion was seconded and passed unanimously.

3. Bill Heep reported on the issue of trees and shrubs impeding the sight lines along QCBFD roadways. These trees and shrubs must be cut back for traffic safety reasons and also to facilitate access by the Dunn's Corners Fire Department. [See attached Exhibit C.](#)

A MOTION was made for QCBFD to require all homeowners to cut back all trees, shrubs, etc. along property lines to improve traffic safety and to facilitate access to streets and homes by the Dunn's Corners Fire Department. Such motion is to be formally implemented by a motion presented to the entire QCBFD community at the 2012 Annual Meeting. The motion was seconded and passed unanimously.

4. Bill Heep reported that the swivel on the flagpole at the ball field is in need of repair and will cost approximately \$600-650 to repair. The Narragansett Flag Company will do the repair work.

J. Dick Stabnick—Long Term Planning:

Dick Stabnick updated the Board of Governors on the application process with respect to the cleanup of Fresh Pond. Dick reported that the application process is moving along and that the application is ready to be filed by QCBFD. A response is expected in 4-6 weeks. Once QCBFD has received a response, it will schedule an information session for all QCBFD residents. Dick Stabnick reported that all abutting landowners have been notified of the cleanup and that none have opposed the pond cleanup to date, although two landowners have not replied.

K. Heather Cady—Clerk:

Heather Cady confirmed the remaining meeting dates for the Board of Governors in 2012:

2012 Board of Governors Meetings:

Sunday, May 27, at 10 a.m. (Memorial Day weekend)

Sunday, July 1, at 9 a.m. (Opening weekend)

Saturday, July 21, at 9 a.m.

Saturday, August 11, at 9 a.m.

Saturday, September 15, at 10 a.m. (QCBFD Annual Meeting at the Grange)

L. Stephen Long – Moderator:

1. The next Board of Governors meeting will be held on Sunday, May 27, 2012.
2. Steve Long updated the Board on the communications committee. The communications committee is in discussions to set up a new website for QCBFD that will be more interactive. [See Exhibit D.](#)

A MOTION was made to adopt Option #3 of the recommendations of the communications committee, attached hereto as Exhibit D. Option #3 entails QCBFD spending \$2,500 on updating the website and then asking for volunteers from within the QCBFD community to help with the website project. The motion was seconded and passed unanimously.

IV. A MOTION was made to adjourn the meeting at 11:43 a.m. The motion was seconded and passed unanimously.

Respectfully submitted,
Heather Dodge Cady, Clerk
Quonochontaug Central Beach
Fire District

Central Beach Fire District
Balance Sheet
 As of April 18, 2012

Exhibit A
 4/22/12

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	30,825.89
4020 Savings	3,532.61
4040 Municipal Money Market	64,965.11
4050 30 Day CD	0.00
4060 60 Day CD	0.00
Total 4000 Cash	<u>99,323.61</u>
Total Bank Accounts	<u>\$99,323.61</u>
Accounts Receivable	
4100 Accounts Receivable	999.61
Total Accounts Receivable	<u>\$999.61</u>
Other Current Assets	
1499 Undeposited Funds	<u>0.00</u>
Total Other Current Assets	<u>\$0.00</u>
Total Current Assets	<u>\$100,323.22</u>
Fixed Assets	
5010 Boat Landing	74,200.00
5020 Beach Lot	6,600.00
5030 Parking lot end	2,400.00
5040 Beach Lots	154,200.00
5050 Beach Lot right of way	69,600.00
5060 Beach lot rightofway other side	69,600.00
5070 Ball Field	206,100.00
5080 Land near wells	26,800.00
5090 Land near wells 2	20,200.00
5091 Tennis Club Land	8,900.00
5092 Pump House Land	1,900.00
5093 Water System	255,183.72
5094 Water Purification System	24,407.00
5110 Tennis Courts 1	2,200.00
5120 Tennis Courts 2	2,200.00
Total Fixed Assets	<u>\$924,490.72</u>
TOTAL ASSETS	<u><u>\$1,024,813.94</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7010 Accounts Payable	2,360.00
Total Accounts Payable	<u>\$2,360.00</u>
Other Current Liabilities	

	Total
7050 Deferred Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$2,360.00
Long-Term Liabilities	
7110 Water System Loan	145,113.42
7120 Real Estate Loan	0.00
7130 Capital Loan	0.00
Total Long-Term Liabilities	\$145,113.42
Total Liabilities	\$147,473.42
Equity	
1000 Restricted Funds	
1005 Surplus Prior Year	0.00
1010 Contingency Fund	20,000.00
1020 Water Conservation Fund	4,468.50
1030 Water Connection Fund (deleted)	0.00
1040 Road Fund	14,300.00
1050 Boat Sticker Fund	21,994.86
1060 Golf Open Fund	0.00
1070 Capital Fund	0.00
1080 Mapping Project Fund	1,096.60
1081 Land Trust Fund	0.00
1082 Test Bore Fund	0.00
1083 Tennis Fund	3,730.00
1084 Asset Replacement Fund	79,460.39
1085 Dunn's Corners Fire Smoothing Fund	18,380.99
Total 1000 Restricted Funds	163,431.34
9500 Fund Balance	782,668.20
9600 Opening Balance	0.00
Net Income	-68,759.02
Total Equity	\$877,340.52
TOTAL LIABILITIES AND EQUITY	\$1,024,813.94

Wednesday, Apr 18, 2012 10:39:06 AM GMT-4 - Accrual Basis

Central Beach Fire District
Budget vs. Actuals: 2012 Budget - FY12 P&L
 January - April, 2012

	Total	
	Actual	Budget
Income		
1500 Revenues		
1510 Lease of Tennis Courts		
1520 Miscellaneous Fees		0.00
1521 Boat Sticker Revenue		0.00
1523 Lost Beach Pass Fees		0.00
1524 Road Impact Fees		0.00
1528 Fun Run Donations	2,000.00	0.00
1530 Tax Receipts		0.00
1540 Interest Income		0.00
1550 Miscellaneous Income	27.48	132.00
Total 1500 Revenues	11,428.43	0.00
	13,455.91	132.00
Total Income		
	\$13,455.91	\$132.00
Gross Profit		
	\$13,455.91	\$132.00
Expenses		
2000 Expenses		
2020 Professional Fees (Legal)	1,221.03	500.00
2022 Charter, legal, negotiation fees	4,800.00	4,000.00
2025 Record digitization		0.00
2030 Administration	513.08	350.00
2040 Donations/Memberships		0.00
2050 Ballfield/Playground		0.00
2060 Beach/Dunes		0.00
2070 Boating/Docking		0.00
2071 Boating/Docking - Regular		0.00
Total 2070 Boating/Docking		0.00
	0.00	0.00
2080 Civic Improvement		0.00
2081 Civic Improvement - Garbage		0.00
2082 Civic Improvement - Fire		0.00
2100 Police/Security	34,650.00	34,650.00
Total 2000 Expenses	347.81	0.00
	41,531.92	39,500.00
2200 Public Works		
2210 Water System Operator		
2211 Water Supervisor	1,961.25	1,962.00
2212 Northeast Water Supervision		0.00
Total 2210 Water System Operator		0.00
	1,961.25	1,962.00
2220 Water System		
2222 Generator		
2224 Pump House Electricity	453.43	500.00
2227 System Repairs & Maintenance	192.31	900.00
2227A Water Tank Maintenance	924.00	2,000.00
2228 Water Testing		0.00
	1,250.90	500.00

	Total	
	Actual	Budget
2228A Dues and Licenses	130.00	225.00
2229 Well Maintenance		1,000.00
2229B Cox Telephone-Monitoring		450.00
2230 Water Conservation Fund Accrual	3,000.00	3,000.00
Total 2220 Water System	5,950.64	8,575.00
2240 Roads/Parking Lots		
2241 Brush Removal		0.00
2243 Mowing		0.00
2244 Parking Lot Maintenance		365.00
2245 Road Patching		0.00
2246 Snow Removal	275.00	1,650.00
2248 Streetlight Electricity	597.20	600.00
2249 Sump Pump Electricity	315.21	40.00
2249A Miscellaneous Roads		0.00
2250 Road Fund Accrual	2,000.00	2,000.00
Total 2240 Roads/Parking Lots	3,187.41	4,655.00
Total 2200 Public Works	11,099.30	15,192.00
2310 Real Estate/Property	5,000.00	5,000.00
2311 Mapping Project		500.00
2330 Tennis/Golf		0.00
2340 Loans - Interest		
2341 Water Loan Interest	4,800.00	4,800.00
2342 Real Estate Loan Interest		0.00
Total 2340 Loans - Interest	4,800.00	4,800.00
2343 Loan Principal Payment		0.00
2410 Taxes (Charlestown)	1,132.71	2,600.00
2420 Insurance	851.00	1,500.00
2425 Transfer Asset Replacement Funds to Fund	15,000.00	15,000.00
2426 Transfer Impact Fee to Road Fund	2,000.00	0.00
2427 Transfer Boat Sticker Fee to Sticker Fund		0.00
2428 Transfer Net Income surplus to Following Year (Miscellaneous Income)		0.00
2429 Transfer Fun Run Donations to Tennis Fund	800.00	800.00
2430 Miscellaneous Expense		88.00
2434 Transfer to Mapping Fund		0.00
Total Expenses	\$82,214.93	\$84,980.00
Net Operating Income	\$ -68,759.02	\$ -84,848.00
Net Income	\$ -68,759.02	\$ -84,848.00

Wednesday, Apr 18, 2012 10:38:38 AM GMT-4 - Accrual Basis

QCBFD
2012 BOG

	A	B	C	D	E	I	J	K	L
2						Actual	Actual	Budget	YTD
3						12/31/2010	12/31/2011	12/31/2012	4/18/2012
4	Sources of funds - operating								
5	Taxes					227,311.00	227,248.71	235,266.89	-
6	Lease to tennis club					1,384.25	1,384.25	1,350.00	-
7	Road impact fees					4,600.00	6,000.00	3,000.00	2,000.00
8	Boat sticker fees					2,830.00	2,760.00	-	-
9	Lost beach pass fees					50.00	50.00	-	-
10	Water connection fees/other income					-	10,664.13	-	-
11	Interest income					525.22	379.93	400.00	27.48
12	Cumulative surplus					55,363.19	40,797.90	-	11,428.43
13						292,063.66	289,284.92	240,016.89	13,455.91
14	Uses of funds - operating								
15	Manager					-	-	-	-
16	Professional fees					2,962.75	-	2,500.00	1,221.03
17	Charter, legal, negotiation fees					15,378.00	4,286.55	10,000.00	4,800.00
18	Record digitization					-	2,000.00	2,500.00	-
19	Administration					3,303.34	3,077.43	3,300.00	513.08
20	Memberships (Salt Ponds/RISC/Hist Soc)					650.00	400.00	400.00	-
21	Ballfield/playground					314.99	363.99	500.00	-
22	Beach/dunes					1,339.91	1,725.42	1,850.00	-
23	Boating/docking					260.21	321.06	1,500.00	-
24	CI - Other					-	3,000.60	9,000.00	-
25	CI - Garbage					25,000.00	25,001.00	27,500.00	-
26	Police/security					6,557.85	5,884.73	9,250.00	347.81
27	PW - Water operator (includes NE)					7,845.00	9,345.00	7,850.00	1,961.25
28	PW - Water system					30,504.86	19,828.27	17,500.00	2,950.64
29	PW - Water purification system					16,000.00	-	-	-
30	PW - Roads					11,972.64	10,638.32	6,500.00	1,187.41
31	Real Estate/property					-	11,260.00	5,000.00	-
32	Mapping project					-	-	500.00	5,000.00
33	Tennis					1,213.85	1,095.75	1,800.00	-
34	Water project loan - principal/interest					6,314.17	14,400.00	14,400.00	4,800.00
35	Water project loan - prepayment					-	20,915.00	-	-
36	Other loan - principal/interest					13,263.75	10,850.49	-	-
37	Taxes (Charlestown)					4,944.92	4,907.32	5,750.00	1,132.71
38	Insurance					14,816.52	15,562.51	17,500.00	851.00
39	Transfer to water conservation fund					3,000.00	3,000.00	3,000.00	3,000.00
40	Transfer to road fund					6,600.00	16,000.00	5,000.00	4,000.00
41	Transfer to boat launch fund					2,830.00	2,760.00	-	-
42	Transfer to tennis fund					1,193.00	1,445.00	800.00	800.00
43	Transfer to asset replacement fund					15,000.00	15,000.00	15,000.00	15,000.00
44	Transfer to Dunn's Corner smoothing fund					60,000.00	69,500.00	70,850.00	34,650.00
45	Transfer to mapping fund					-	5,288.05	-	-
46	Transfer to miscellaneous income					40,797.90	11,428.43	-	-
47	Miscellaneous expense					-	-	266.88	-
48						292,063.66	289,284.92	240,016.88	82,214.93
49						-	-	0.00	(68,759.02)
50	Net increase (decrease) - operating					-	-	0.00	(68,759.02)

QCBFD
2012 BOG

A	B	C	D	E	F	G	H	J	K	L	M	N	O
				Contingency	Water Conservation	Road	Boat Launch	Mapping	Tennis	Asset Replace	Dunn's Corner		Total Restricted
2	Fund balance at 12/31/2009			20,000.00	13,525.50	24,700.00	17,904.86	-	292.00	34,460.39	28,384.07		139,266.82
3													
4	Funding			-	3,000.00	6,600.00	2,830.00	-	1,193.00	15,000.00	60,000.00		88,623.00
5	Disbursements												
6	Water purification			-	(8,407.00)	-	-	-	-	-	-		(8,407.00)
7	Catch-up 2009			-	-	-	-	-	-	-	(5,875.00)		(5,875.00)
8	2nd half fiscal 2010			-	-	-	-	-	-	-	(32,500.00)		(32,500.00)
9	1st half fiscal 2011			-	-	-	-	-	-	-	(33,172.20)		(33,172.20)
0	Total disbursements			-	(8,407.00)	-	-	-	-	-	(71,547.20)		(79,954.20)
1	Transfer in (out)			-	-	-	-	-	-	-	-		-
2													
3	Fund balance at 12/31/2010			20,000.00	8,118.50	31,300.00	20,734.86	-	1,485.00	49,460.39	16,836.87		147,935.62
4													
5	Funding			-	3,000.00	16,000.00	2,760.00	5,288.05	1,445.00	15,000.00	69,500.00		112,993.05
6	Disbursements												
7	Third well			-	-	-	-	-	-	-	-		-
8	Road re-surfacing			-	-	(37,000.00)	-	-	-	-	-		(37,000.00)
9	Kayak rack			-	-	-	-	-	-	-	-		-
0	Pond enhancement			-	-	-	(1,500.00)	-	-	-	-		(1,500.00)
1	2nd half fiscal 2011			-	-	-	-	-	-	-	(33,150.00)		(33,150.00)
2	1st half fiscal 2012			-	-	-	-	-	-	-	(34,727.94)		(34,727.94)
3	Total disbursements			-	-	(37,000.00)	(1,500.00)	-	-	-	(67,877.94)		(106,377.94)
4	Transfer in (out)			-	-	-	-	-	-	-	-		-
5													
6	Fund balance at 12/31/2011			20,000.00	11,118.50	10,300.00	21,994.86	5,288.05	2,930.00	64,460.39	18,458.93		154,550.73
7													
8	Funding			-	3,000.00	4,000.00	-	-	800.00	15,000.00	34,650.00		57,450.00
9	Disbursements												
0	Well repair/rehab			-	(9,650.00)	-	-	(4,191.45)	-	-	-		(13,841.45)
1	Water line anal/improvs			-	-	-	-	-	-	-	-		-
2	Pond enhancement			-	-	-	-	-	-	-	-		-
3	2nd half fiscal 2012			-	-	-	-	-	-	-	(34,727.94)		(34,727.94)
4	1st half fiscal 2013			-	-	-	-	-	-	-	-		-
5	Total disbursements			-	(9,650.00)	-	-	(4,191.45)	-	-	(34,727.94)		(48,569.39)
6	Transfer in (out)			-	-	-	-	-	-	-	-		-
7													
8	Fund balance at 12/31/2012			20,000.00	4,468.50	14,300.00	21,994.86	1,096.60	3,730.00	79,460.39	18,380.99		163,431.34

Quonochontaug Central Beach Fire District
 Asiatic Sedge Grass/Restoraion Project
 2012-2014

Exhibit B
 4/22/12

<u>Vendor</u>	<u>Contact</u>	<u>Total</u>	<u>Through Permitting only</u>
1. ESS Group	Jeffrey Nield 434-5560	\$8,520	\$2,700
2. Applied Bio-Systems	Linda Steere 783-6740	\$5,280	\$2,400
3. Natural Resource Services	Leland Mello 568-7390	\$4,865	\$1,835

Notes:

Costs not included:

1. Licensed spray and application \$850-\$1,000 per year
2. Permit costs: \$50-\$100

All bids include:

1. Assess, identify, map stands of Asiatic Sedge
2. Prepare necessary documentation for CRMC application and Assent
3. Coordinate, supervise and oversee licensed sprayer and spraying
4. Establish/monitor plots in treatment areas to determine densities for baseline comparisons to determine efficacy of treatment
5. Provide for post treatment monitoring
6. Prepare annual report to CRMC/QCBFD agent including written documentation
7. Be available to meet with CRMC/QCBFD agent as requested

Proposed Addition to Rules & Regulations Publication

Homeowners are responsible for trimming trees, shrubs and ornamentals on their property to the edge of QCBFD and Charlestown roadways for access and visibility. The Dunn's Corners Fire Department also requires that homeowners provide overhead clearance on roads adjacent their property to a height of 13'6" for access by Fire Dept. equipment.

Exhibit D
4/22/12

Communications Committee Update

3/21/2012

Last fall we formed an ad hoc committee to investigate improving Communications within our community. Sue Birk, Maria Bloom, Joe DeMaio Jr., and Kate Thornton made up the committee. Rusty Rueff was an advisor for the committee.

We sent a survey to the community and received a response from 43%. We were pleased that 95% of the respondents prefer electronic communication from the Board of Governors. 85% want a link to Facebook. 50% of the respondents were 60 years or older.

We identified the functions the community wants to be able to access electronically and would like to build a website to meet those needs. Those functions are detailed in the attachment. We then looked at several different options for developing a new site. The three best options, which all provide the same functionality, are as follows:

1. We can hire a talented photographer/graphic designer, Phil Nelson, to develop a site that looks like Weekapaug.org for around \$5,000. Any future changes would be billed at an hourly rate. His sites are the most attractive we looked at and some of his fee is for photography which really enhances his sites.
2. A second option is to use a service like Wild Apricot and develop our own site. This is what East Beach did for qeba.org. We felt this option was too dependent on volunteers now and in the future. The cost would be minimal, but we do not recommend this option.
3. A third option is to use our current provider, Brightworks, and have them create a new look and add all of the functionality we need for less than \$2500. Most of the functionality we want is already available from them but we have not taken advantage of it. We think future enhancements would be more easily accomplished with Brightworks than with option one.

The graphic design of a site is very important. It needs to look crisp and current and navigation needs to be obvious. In our opinion this is Brightworks (who developed our current site and hosts it) weakness. They can provide all the functionality we want, but in our opinion, we need to provide artistic input. The third option, using Brightworks, is our recommendation provided we can find the following resources in our community. We need some great photography of Central Beach life, we need graphic design help, and we need someone to write copy. With all three options we need someone to lead the project and be responsible for the content the first few years. In the future the various Commissioners will be responsible for their content. This will take training and a change of the way we have done it in the past. As part of the project we will have to train the community to use the site as well. It is the committee's recommendation that we use Brightworks, recruit the necessary resources from within QCB spend the coming season developing the site, test it over next winter and launch it Spring 2013.

Attached is the document we created from the survey results. It defines our requirements and was given to the various vendors we considered. If anyone would like to see a summary of the survey we have that document available also.

Sue Birk, Maria Bloom, Joe DeMaio, Jr, Kate Thornton

Last Fall Central Beach Fire District sent a survey to 241 email addresses and 30 postal addresses. We only sent a survey to a postal address if we had no email address associated with a Quonnie property. Thus all Quonnie properties were able to participate.

We received 118 responses, a 43% rate. The results are summarized below.

- Over 70% want an up to date directory online and 96% are willing to update their information electronically.
- Over 76% want an electronic bulletin board that they can post to and access from any computer
- 90% want a printable master calendar that is updated during the summer.
- 63% want Commissioners updates during the summer posted online.
- 70% want an area where they can post and read positive reviews of local service and trades people.
- 97% prefer to receive communications from the Board electronically.

We will be working to develop a new web site that meets these requests. Our goal is to have a web site that stays up to date easily, has relevant content and is easy to use. We are looking for people to help with this project. In particular we need

- Graphic design talent
- Photography of life in Central Beach that we can use on the website.
- Someone to write copy

If you can provide any of the above or would just like to help with the project, please contact Sue Birk at susanabirk@gmail.com or 904-571-3680.

Quonochontaug Central Beach Fire District Communications Committee Survey Findings and Website Requirements

Background

In the Fall of 2011 the Quonochontaug Central Beach Fire District (QCBFD) convened a communications committee. The purpose of the committee was to determine what type of electronic communication and website upgrades would be desired. The committee decided to develop a survey to distribute to its members. The results of the survey would drive the website enhancements and other electronic communication requirements and decisions.

Prior to designing the survey, the committee solicited informal feedback from approximately 20 QCBFD residents. The feedback from these informal discussions resulted in a 10 question survey, which was distributed via Survey Monkey and U.S. Mail in October 2011.

The survey response rate was encouraging. The survey was sent to 241 email addresses and was sent to 20 non-email users through paper mail. The committee received 111 electronic responses and 6 paper responses, which represents a return rate of approximately 42%.

General Findings

The survey results were clear. The community wants more electronic communication and is open to new uses of the website.

Website enhancements desired:

- An up-to-date directory of members
- Electronic Bulletin Board with services, items for sale and community news
- Printable and up to date Master Calendar
- An area where residents can post and review Community experience with workmen, trades people, and other service providers (babysitters, window washers, cleaning services, carpenters, plumbers, etc.)
- Periodic updates from Commissioners on the activities of their committees.
- Current weather forecast and tide chart

In addition, the following feedback was received

- Residents would be willing to update their own personal profile/directory information electronically
- Residents would like to continue to receive any important announcements via email blast. Most would prefer the information as soon as it becomes available.
- About half the respondents would be open to using Facebook as a means for social networking

Website Requirements

Current QCBFD Website

The current QCBFD Website contains a wealth of information. Most of it is static. The newly designed website should contain all the main menu and sub-menu pages with the current content on the website. This includes the following sections:

Management – Describes the structure of the Management of the QCBFD. Includes sections for Operating Committees, Charter, Bylaws, Contacts, Budget, and last three years of Annual Meeting Minutes

Events - Calendar (we would replace this with interactive calendar described below)

Services – Describes services provided to community members, i.e. Beach and Boat Passes, Trash and Recycling, Water Conservation and most recent Water Quality Report

Rules - Homeowner Rules, Beach Rules, Summer Construction Rules, and Rules Governing the use of Golf Carts

Directory - would be replaced by the Member Directory function described below

History - History of Central Beach, Historic Summary of Rules

Announcements

Emergencies - Police, Fire, and Coast Guard contact phone numbers, Evacuation Procedures

BOG Meeting Minutes - This should be maintained by the Clerk and requires two calendar years of minutes.

Bulletin Board – currently there are no posts on the bulletin board

Website Enhancements - Functional Specifications

Member Directory

The Member Directory should be as current as possible. The following enhancements are desired:

- Allow each member to update his/her own personal information (email, phone, winter address, etc.)
- Provide the search and sort capabilities, i.e. by last name, address, etc.

Events Calendar

As with the Member Directory, the Events Calendar should be as current as possible. The following enhancements are desired:

- Calendar events can be easily added as need be, throughout the year
- Calendar can be printed
- Clicking on an event brings user to more information about event, including time, location, contact name, and possibly registration form

Commissioner Updates

This section would include an area for each Operating Committee. The Commissioner of each committee would be responsible for updating this area with the most current information, including any committee activities, announcements of decisions, etc.

Community Referrals

This area would contain member referrals for tradespeople and service providers (carpenters, plumbers, babysitters, etc.). Because the nature of 'reviews' could be positive or negative, the communications committee decided that only 'positive' referrals should be posted on this page.

Current Weather Forecast and Tide Chart

Website should display the current weather forecast for Charlestown, RI, and the tide chart for our area.

Website Enhancements - Technical Specifications

Distributed Content Management System

Different areas of the website should be able to be updated by different users, provided they are granted the appropriate permissions.

Permission Levels

Permissions levels can be set and revoked by administrator. Levels will allow users to access update, and/or remove content in specified web pages, i.e. calendar etc. Suggest four levels: Administrator, Commissioner, Member, Clerk.

Privacy and Security

Website should provide information which can be viewed by the general public, and also contain areas which can be viewed only by members. The member-only areas should be accessible by a userid and password.

Personal Profiling

Each member should have the ability to update his/her profile information (see Member Directory requirement, above), and password.

Application Programming Interfaces (APIs)

The website should have the ability to pull in APIs. One use for this would be an application to display the current weather and current tide chart.

Email Routing and Email Blasts

The website should contain the capability to route general email addresses to personal email addresses (for example, beachesanddunes@qcbfd emails would be routed to the Beaches and Dunes Commissioner's personal email address). In addition, an administrator-level user should be able to send an email blast to all email addresses in the Directory.

Smartphone Compatibility

The website should be compatible with smartphones.

Main Page Banner Crawl

Provide the ability to have important announcements 'crawl' across the main webpage, i.e. water ban.

Document Upload

Provide the ability to upload pdf, word, excel, jpeg, etc. files.

Menu Items

Provide the ability to add, edit and remove all menu and submenu items.

Communications Committee

Susan Birk

Maria Bloom

Joe DeMaio, Jr.

Rusty Rueff

Kate Thornton