

**MINUTES
of the
Quonochontaug Central Beach Fire District
Board of Governors Meeting
Sunday, May 26, 2013**

Members in Attendance: Stephen Long, Pat Wildman, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Tom Battista, George Prior, Dick Stabnick, Bill Heep, Marilyn Rettig, Peter Rettig, Heather Cady, Brewster Blackall, Michael Flynn and Sue Birk.

Two other individuals also attended the meeting: John Birk and Don MacDougal.

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

II. Approval of Minutes:

1. **A MOTION was made to approve the minutes of the Board of Governors Meeting held on March 30, 2013. The motion was seconded and passed unanimously.**

2. **Pursuant to R.I. Gen. Laws §§ 42-46-7(c) and 42-46-4, a MOTION was made to reconfirm the sealing of the minutes of the executive session of the Board of Governors held on March 30, 2013 (the “March 30, 2013 Executive Session Minutes”). The motion was seconded and passed by unanimous vote of the members in attendance (“Members in Attendance”) listed above.**

Pursuant to R.I. Gen. Laws §§ 42-46-4 and 42-46-7(b), the following individuals voted in favor of sealing the March 30, 2013 Executive Session Minutes:

Stephen Long, Pat Wildman, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Tom Battista, George Prior, Dick Stabnick, Bill Heep, Marilyn Rettig, Peter Rettig, Heather Cady, Brewster Blackall, Michael Flynn and Sue Birk.

The following individuals represent the voting members of the Board of Governors in attendance at this meeting:

Pat Wildman, Bill Heep, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Dick Stabnick, Tom Battista, George Prior and Heather Cady.

The sealing of the March 30, 2013 Executive Session Minutes is disclosed in accordance with R.I. Gen. Laws § 42-46-7(c). The March 30, 2013 Executive Session Minutes were previously sealed at the executive session meeting held on March 30, 2013, but the sealing of such minutes was reconfirmed at the open meeting of the Board of Governors on May 26, 2013. It was announced at the May 26, 2013 open meeting of the Board of Governors that the March 30, 2013 Executive Session Minutes had been sealed in the closed executive session.

3. The next Board of Governors Meeting will be held on Sunday, June 30, 2013.

III. Committee Reports:

A. Joe DeMaio – Finance & Budget: Joe DeMaio discussed the QCBFD Financial Statements as of May 23, 2013 (see attached **Exhibit A**). Joe DeMaio reported on QCBFD's insurance policies.

B. Michele Pallai Reppucci – Police Protection: Michele Pallai Reppucci updated the Board on a document retention system for QCBFD.

C. Shari Frost – Beach and Dunes: Shari Frost presented an update on the work of the Beach and Dunes committee, including the boardwalk restoration and the new boardwalk handrail.

D. Brewster Blackall – Boating: Brewster Blackall updated the Board on the work of the Boating committee, including the possible need for a new kayak rack.

E. Michael Flynn – Ballfield: Michael Flynn reported no new business.

F. Pat Wildman – Treasurer: Pat Wildman reported no new business.

G. Bill Heep – Civic Improvement: Bill Heep presented an update on the work of the Civic Improvement committee, including QCBFD's FEMA application and the playground inspection.

A MOTION was made for the Civic Improvement committee to research and undertake a mosquito and tick-spraying program at the QCBFD playground, including an estimated four applications of spray at a cost of approximately \$50 each. The motion was seconded and passed unanimously.

H. Tom Battista – Real Estate: Tom Battista reported no new business.

I. Marilyn Rettig – Special Events: Marilyn Rettig reported no new business.

J. Peter Rettig – Merchandise: Peter Rettig reported no new business.

K. Dick Stabnick – Long-Range Planning: Dick Stabnick reported no new business.

L. Sue Birk – Nominating: Sue Birk reported no new business.

M. Heather Cady – Clerk: Heather Cady confirmed the remaining meeting dates for the Board of Governors in 2013:

Sunday, June 30, 2013

Saturday, July 20, 2013

Saturday, August 10, 2013

Sunday, October 13, 2013 (Columbus Day Weekend)

***Beginning on June 30th, meetings will begin at 9:00 a.m. The meeting in October will begin at 10:00 a.m. [These Board of Governors meetings will all take place at the Charlestown Police Station, Community Room, 4901 Old Post Road, Charlestown, Rhode Island 02813.]

Saturday, September 14, 2013, at 10:00 a.m. (QCBFD Annual Meeting at the Grange)

N. Stephen Long – Moderator:

1. Stephen Long discussed tax cap legislation as it relates to fire districts in the State of Rhode Island.

2. Stephen Long discussed APRA guidelines.

3. Stephen Long discussed QCBFD's letter to the Attorney General seeking guidance with respect to the OMA and committees and stated that QCBFD is awaiting a response from the Attorney General.

4. Stephen Long made A MOTION to move to executive session pursuant to R.I. Gen. Laws § 42-46-5 (a)(2), stating the nature of the business to be discussed, potential litigation, specifically the three complaints filed by resident Don MacDougal with the Attorney General's office. The motion was seconded and passed unanimously by all Members in Attendance.

The following members represent the voting members of the Board of Governors in attendance at this meeting:

Pat Wildman, Bill Heep, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Dick Stabnick, Tom Battista, George Prior and Heather Cady.

Steve Long announced that the open meeting would reconvene once the executive session was adjourned. [The Executive Session took place at this time.]

IV. Vote to Seal Executive Session Minutes: The open meeting was reconvened.

A MOTION was made to seal the minutes of the executive session held on May 26, 2013 pursuant to R.I. Gen. Laws §§ 42-46-7(c) and 42-46-4. The motion was seconded and passed by unanimous vote of the members listed below.

Pursuant to R.I. Gen. Laws §§ 42-46-4 and 42-46-7(b), the following individuals voted in favor of sealing the executive session minutes:

Stephen Long, Pat Wildman, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Tom Battista, George Prior, Dick Stabnick, Bill Heep, Heather Cady, Brewster Blackall, Sue Birk and Michael Flynn.

The following individuals represent the voting members of the Board of Governors in attendance at this meeting:

Pat Wildman, Shari Frost, Joe DeMaio, Michele Pallai Reppucci, Tom Battista, George Prior, Dick Stabnick, Bill Heep and Heather Cady.

V. Adjournment: **A MOTION was made to adjourn the meeting at 11:45 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 May 23, 2013

Exhibit A
May 26, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	2,572.22
4020 Savings	3,534.56
4040 Municipal Money Market	52,673.21
4050 30 Day CD	0.00
4060 60 Day CD	0.00
Total 4000 Cash	<u>58,779.99</u>
Total Bank Accounts	<u>\$58,779.99</u>
Accounts Receivable	
4100 Accounts Receivable	1,000.00
Total Accounts Receivable	<u>\$1,000.00</u>
Other current assets	
1499 Undeposited Funds	0.00
Total Other current assets	<u>\$0.00</u>
Total Current Assets	<u>\$59,779.99</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	266,138.72
5094 Water Purification System	24,407.00
5110 Tennis Courts 1	2,200.00
5120 Tennis Courts 2	2,200.00
5130 Mapping	15,256.38
Total Fixed Assets	<u>\$950,702.10</u>
TOTAL ASSETS	<u><u>\$1,010,482.09</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7010 Accounts Payable	850.00
Total Accounts Payable	<u>\$850.00</u>

	Total
Other Current Liabilities	
7050 Deferred Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$850.00
Long-Term Liabilities	
7110 Water System Loan	137,719.90
7120 Real Estate Loan	0.00
7130 Capital Loan	0.00
Total Long-Term Liabilities	\$137,719.90
Total Liabilities	\$138,569.90
Equity	
1000 Restricted Funds	
1005 Surplus Prior Year	0.00
1010 Contingency Fund	0.00
1020 Water Conservation Fund	2,116.85
1030 Water Connection Fund (deleted)	0.00
1040 Road Fund	20,300.00
1050 Boat Sticker Fund	21,994.86
1060 Golf Open Fund	0.00
1070 Capital Fund	0.00
1080 Mapping Project Fund	0.00
1081 Land Trust Fund	0.00
1082 Test Bore Fund	0.00
1083 Tennis Fund	5,195.00
1084 Asset Replacement Fund	77,845.81
1085 Dunn's Corners Fire Smoothing Fund	18,549.64
Total 1000 Restricted Funds	146,002.16
9500 Fund Balance	807,517.56
9600 Opening Balance	0.00
Net Income	-81,607.53
Total Equity	\$871,912.19
TOTAL LIABILITIES AND EQUITY	\$1,010,482.09

Thursday, May 23, 2013 08:06:55 AM PDT GMT-4 - Accrual Basis

Central Beach Fire District
Budget vs. Actuals: 2013 Budget - FY13 P&L
 January - May, 2013

	Total	
	Actual	Budget
Income		
1500 Revenues		
1510 Lease of Tennis Courts		0.00
1523 Lost Beach Pass Fees		0.00
1524 Road Impact Fees	2,000.00	1,000.00
1528 Fun Run Donations		0.00
1530 Tax Receipts		0.00
1540 Interest Income	20.46	51.00
1550 Miscellaneous Income	11,743.50	0.00
1560 Released From Restriction		0.00
Total 1500 Revenues	13,763.96	1,051.00
Total Income	\$13,763.96	\$1,051.00
Gross Profit	\$13,763.96	\$1,051.00
Expenses		
2000 Expenses		
2022 Charter, legal, negotiation fees	4,035.55	3,000.00
2023 Contingency Expense	4,768.00	0.00
2025 Communications	149.80	1,200.00
2030 Administration	543.56	1,125.00
2040 Donations/Memberships	100.00	125.00
2050 Ballfield/Playground		350.00
2060 Beach/Dunes	100.00	550.00
2070 Boating/Docking		1,000.00
2080 Civic Improvement	2,908.00	2,500.00
2081 Civic Improvement - Garbage		0.00
2082 Civic Improvement - Fire	36,300.00	36,300.00
2100 Police/Security	362.03	1,000.00
Total 2000 Expenses	49,266.94	47,150.00
2200 Public Works		
2210 Water System Operator		
2211 Water Supervisor	3,393.00	
2212 Northeast Water Supervision	2,059.50	2,050.00
Total 2210 Water System Operator	5,452.50	2,050.00
2220 Water System		
2222 Generator	677.55	500.00
2224 Pump House Electricity	653.81	1,050.00
2227 System Repairs & Maintenance	869.08	1,400.00
2227A Water Tank Maintenance		400.00
2228 Water Testing	1,377.25	1,750.00
2228A Dues and Licenses		300.00
2229 Well Maintenance		1,500.00
2229B Cox Telephone-Monitoring	450.00	900.00
2230 Water Conservation Fund Accrual	5,000.00	5,000.00

	Total	
	Actual	Budget
Total 2220 Water System	9,027.69	12,800.00
2235 Water Purification System		0.00
2240 Roads/Parking Lots		
2244 Parking Lot Maintenance		0.00
2245 Road Patching		1,250.00
2246 Snow Removal	1,750.00	1,500.00
2248 Streetlight Electricity	846.42	850.00
2249 Sump Pump Electricity	51.50	60.00
2250 Road Fund Accrual	2,000.00	2,000.00
Total 2240 Roads/Parking Lots	4,647.92	5,660.00
Total 2200 Public Works	19,128.11	20,510.00
2310 Real Estate/Property		0.00
2311 Mapping Project		0.00
2330 Tennis/Golf		50.00
2340 Loans - Interest		
2341 Water Loan Interest	6,000.00	6,000.00
Total 2340 Loans - Interest	6,000.00	6,000.00
2410 Taxes (Charlestown)	2,325.44	2,350.00
2420 Insurance	851.00	900.00
2425 Transfer Asset Replacement Funds to Fund	15,000.00	15,000.00
2426 Transfer Impact Fee to Road Fund	2,000.00	1,000.00
2429 Transfer Fun Run Donations to Tennis Fund	800.00	800.00
2430 Miscellaneous Expense		110.00
Total Expenses	\$95,371.49	\$93,870.00
Net Operating Income	\$ -81,607.53	\$ -92,819.00
Net Income	\$ -81,607.53	\$ -92,819.00

Thursday, May 23, 2013 07:57:45 AM PDT GMT-4 - Accrual Basis