

## Final Version

### **MINUTES of the Quonochontaug Central Beach Fire District Board of Governors Meeting Sunday, May 27, 2012**

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

I. Stephen Long called the meeting to order at 10:11 a.m.

II. Approval of Minutes:

1. **A MOTION was made to approve the minutes of the Board of Governors Meeting held on April 22, 2012. The motion was seconded and passed unanimously.**

2. The next Board of Governors Meeting will be held on Sunday, July 1, 2012.

III. Committee Reports were delivered:

A. Joe DeMaio – Finance & Budget:

Joe DeMaio discussed the 2012 Budget and the Central Beach Fire District Final Balance Sheet as of December 31, 2011 ([see attached Exhibit A](#)). Joe DeMaio requested all Board members and Commissioners to review their respective budgets for 2012 to see if their actual cost expenditures are in line with the budgeted amounts.

B. Pat Wildman – Treasurer:

Pat Wildman reported no new business.

C. George Prior – Public Works:

1. A discussion took place regarding the recent water main break on the Kent property. The water main was located several feet onto the homeowner's property. The homeowner will pay for the cost of repairing the water main, but has expressed concern over the quoted price.

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 three 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. 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 cap on QCBFD's first well was cracked and rusted, but has been repaired by Asa

Hoxie. The first well will be further refurbished during the fall of 2012.

4. George Prior reported on a mutual easement request by East Beach to cover the area around East Beach and Central Beach's respective wells. If QCBFD agrees to grant the easement, East Beach can proceed with building a third well. The Board agreed that any easement request would need the legal review of QCBFD's attorney.

5. George Prior reported that the Department of Health requires certain water tests to be conducted when new homes are being built. All new construction homes need a backflow preventer as the water enters the house. This requirement also applies to any home with a water pressure booster pump. Public Works would like to draw up a set of rules regarding this issue.

D. As Reported for Cecelia McCulloch – Tennis and Golf:

1. It was reported that the nets are up at the tennis courts.

2. A request was made for the speed bumps to be repainted prior to the 4<sup>th</sup> of July Fun Run.

E. Marilyn Rettig–Special Events:

**A MOTION was made for the Special Events Committee to reprint hard copies of the QCBFD Directory for sale to the QCBFD community (this is in addition to the Directory being made available online). The motion was seconded and passed unanimously.**

F. Michele Pallai Reppucci– Police Protection:

1. 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. The security guards are scheduled to begin on June 23<sup>rd</sup>.

2. Michele Pallai Reppucci reported that a new lock for the beach parking lot gate has been purchased.

3. Seaweed cleanup on the beach will be monitored on a weekly basis during the summer months.

G. Shari Frost – Beach and Dunes:

1. Shari Frost discussed the ongoing work on the eradication of the beach weeds on Central Beach.

2. Shari Frost reported that 300 plugs of new beach grass have been planted in the dunes area of Central Beach.

H. Brewster Blackall--Boating:

Brewster Blackall reported that there would be no fee for boat stickers this year for the first time. Brewster explained that the 2012 boat stickers are now available from either Brewster or John Rooney. QCBFD will also issue a neon yellow cardboard pass for parking at the boat launch and will conduct occasional checks as to compliance.

I. Bill Heep—Civic Improvement:

1. Bill Heep reported that the lawn mowing that is done by Peter Whitman throughout the QCBFD community over the summer months has begun. Bill Heep reported that the current budget for lawn mowing is \$6,500.

2. Bill Heep reported that new signs stating that parking is prohibited at the tennis courts without a QCBFD sticker are expected to be installed before the 4<sup>th</sup> of July weekend. The signs will read, "Parking for Central Beach Residents and Guests Only. All Others will be Towed. QCBFD"

3. Bill Heep reported on the issue of trees and shrubs impeding the sight lines along QCBFD roadways. Bill explained that he has spoken to several homeowners about cutting back their trees and shrubs.

4. Bill Heep reported that the swivel on the flagpole at the ball field has been repaired.

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 was filed by QCBFD at the end of April. A response is expected in 4-6 weeks. Once QCBFD has received approval, it will schedule an information session for all QCBFD residents (such meeting will include a biologist and a chemist). Dick Stabnick reported that all abutting landowners have been notified of the cleanup and that none have opposed the pond cleanup to date, although five landowners have not responded to QCBFD's notice.

K. Michael Flynn—Ball Field:

Michael Flynn reported no new activity.

L. Tom Battista—Real Estate:

1. Tom Battista reported that seven new homes are being built in QCBFD and five homes are being remodeled.

2. Tom Battista explained that the QCBFD survey is virtually complete. Tom Battista discussed the width of the

QCBFD right of way along the border to the Peets' property and whether it should be marked at five or six feet.

3. Tom Battista discussed the recent water main break and informed the Board that QCBFD plans to map out QCBFD's water mains over the summer of 2012.

4. Tom Battista reported no current variance problems.

M. Sue Birk—Nominating Committee:

Sue Birk reported that the Nominating Committee is currently working on filling two positions for the 2012-2013 year, those of Moderator and Tax Assessor. Sue also reported that all Board members and Commissioners should finalize their committee member lists by mid-August.

N. Peter Rettig—Merchandise Sales:

Peter Rettig explained that there will be no Memorial Day merchandise sales this year, but that sales will begin over the 4<sup>th</sup> of July holiday. Peter's committee members plan to sell merchandise every Sunday.

O. Heather Cady—Clerk:

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

**2012 Board of Governors Meetings:**

**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)**

P. Stephen Long – Moderator:

1. The next Board of Governors meeting will be held on Sunday, July 1, 2012.

2. Steve Long called an executive committee meeting to immediately follow the full Board meeting.

IV. **A MOTION was made to adjourn the meeting at 12:01 p.m. The motion was seconded and passed unanimously.**

Respectfully submitted,  
Heather Dodge Cady, Clerk

Quonochontaug Central Beach  
Fire District

Exhibit A  
5/27/12

|    | A                                   | B  | C | D | E | F          | G          | H          | I          |
|----|-------------------------------------|--|---|---|---|------------|------------|------------|------------|
| 1  |                                     |  |   |   |   | 5.06%      | 0.00%      |            | 3.50%      |
| 2  |                                     |  |   |   |   | Actual     | Budget     | Actual     | Budget     |
| 3  |                                     |  |   |   |   | 12/31/2010 | 12/31/2011 | 12/31/2011 | 12/31/2012 |
| 4  | Sources of funds - operating        |  |   |   |   |            |            |            |            |
| 5  |                                     | Taxes                                    |   |   |   | 227,311.00 | 227,311.00 | 227,248.71 | 235,266.89 |
| 6  |                                     | Lease to tennis club                     |   |   |   | 1,384.25   | 1,350.00   | 1,384.25   | 1,350.00   |
| 7  |                                     | Road impact fees                         |   |   |   | 4,600.00   | 3,000.00   | 6,000.00   | 3,000.00   |
| 8  |                                     | Boat sticker fees                        |   |   |   | 2,830.00   | 3,150.00   | 2,760.00   | -          |
| 9  |                                     | Miscellaneous income                     |   |   |   | 50.00      | -          | 10,714.13  | -          |
| 10 |                                     | Interest income                          |   |   |   | 525.22     | 500.00     | 379.93     | 400.00     |
| 11 |                                     | Cumulative surplus                       |   |   |   | 55,363.19  | 39,494.19  | 40,797.90  | -          |
| 12 |                                     |  |   |   |   | 292,063.66 | 274,805.19 | 289,284.92 | 240,016.89 |
| 13 | Uses of funds - operating           |  |   |   |   |            |            |            |            |
| 14 |                                     | Manager                                  |   |   |   | -          | 250.00     | -          | -          |
| 15 |                                     | Professional fees                        |   |   |   | 2,962.75   | 1,500.00   | -          | 2,500.00   |
| 16 |                                     | Charter, legal, negotiation fees         |   |   |   | 15,378.00  | 12,500.00  | 4,286.55   | 10,000.00  |
| 17 |                                     | Record digitization                      |   |   |   | -          | 2,500.00   | 2,000.00   | 2,500.00   |
| 18 |                                     | Administration                           |   |   |   | 3,303.34   | 2,600.00   | 3,077.43   | 3,300.00   |
| 19 |                                     | Memberships (Salt Ponds/RISC/Hist Soc)   |   |   |   | 650.00     | 400.00     | 400.00     | 400.00     |
| 20 |                                     | Ballfield/playground                     |   |   |   | 314.99     | 450.00     | 363.99     | 500.00     |
| 21 |                                     | Beach/dunes                              |   |   |   | 1,339.91   | 1,600.00   | 1,725.42   | 1,850.00   |
| 22 |                                     | Boating/docking                          |   |   |   | 260.21     | 3,800.00   | 321.06     | 1,500.00   |
| 23 |                                     | CI - Other                               |   |   |   | -          | 3,000.00   | 3,000.60   | 9,000.00   |
| 24 |                                     | CI - Garbage                             |   |   |   | 25,000.00  | 25,000.00  | 25,001.00  | 27,500.00  |
| 25 |                                     | Police/security                          |   |   |   | 6,557.85   | 9,250.00   | 5,884.73   | 9,250.00   |
| 26 |                                     | PW - Water operator (includes NE)        |   |   |   | 7,845.00   | 15,000.00  | 9,345.00   | 7,850.00   |
| 27 |                                     | PW - Water system                        |   |   |   | 30,504.86  | 14,800.00  | 19,828.27  | 17,500.00  |
| 28 |                                     | PW - Water purification system           |   |   |   | 16,000.00  | -          | -          | -          |
| 29 |                                     | PW - Roads                               |   |   |   | 11,972.64  | 11,200.00  | 10,638.32  | 6,500.00   |
| 30 |                                     | Real Estate/property                     |   |   |   | -          | 11,875.00  | 11,260.00  | 5,000.00   |
| 31 |                                     | Mapping project                          |   |   |   | -          | 1,875.00   | -          | 500.00     |
| 32 |                                     | Tennis                                   |   |   |   | 1,213.85   | 1,600.00   | 1,095.75   | 1,800.00   |
| 33 |                                     | Water project loan - principal/interest  |   |   |   | 6,314.17   | 14,400.00  | 14,400.00  | 14,400.00  |
| 34 |                                     | Water project loan - prepayment          |   |   |   | -          | -          | 20,915.00  | -          |
| 35 |                                     | Other loan - principal/interest          |   |   |   | 13,263.75  | 11,700.00  | 10,850.49  | -          |
| 36 |                                     | Taxes (Charlestown)                      |   |   |   | 4,944.92   | 6,000.00   | 4,907.32   | 5,750.00   |
| 37 |                                     | Insurance                                |   |   |   | 14,816.52  | 18,500.00  | 15,562.51  | 17,500.00  |
| 38 |                                     | Transfer to water conservation fund      |   |   |   | 3,000.00   | 3,000.00   | 3,000.00   | 3,000.00   |
| 39 |                                     | Transfer to road fund                    |   |   |   | 6,600.00   | 13,000.00  | 16,000.00  | 5,000.00   |
| 40 |                                     | Transfer to boat launch fund             |   |   |   | 2,830.00   | 3,150.00   | 2,760.00   | -          |
| 41 |                                     | Transfer to tennis fund                  |   |   |   | 1,193.00   | 800.00     | 1,445.00   | 800.00     |
| 42 |                                     | Transfer to asset replacement fund       |   |   |   | 15,000.00  | 15,000.00  | 15,000.00  | 15,000.00  |
| 43 |                                     | Transfer to Dunn's Corner smoothing fund |   |   |   | 60,000.00  | 69,500.00  | 69,500.00  | 70,850.00  |
| 44 |                                     | Transfer to mapping fund                 |   |   |   | -          | -          | 5,288.05   | -          |
| 45 |                                     | Transfer to miscellaneous income         |   |   |   | 40,797.90  | -          | 11,428.43  | -          |
| 46 |                                     | Miscellaneous expense                    |   |   |   | -          | 555.19     | -          | 266.88     |
| 47 |                                     |  |   |   |   | 292,063.66 | 274,805.19 | 289,284.92 | 240,016.88 |
| 48 |                                     |  |   |   |   |            |            |            |            |
| 49 | Net increase (decrease) - operating |  |   |   |   | -          | -          | -          | 0.00       |

QCBFD  
Final Reserve Analysis  
12/31/2011

|    | A                          | B                       | C | D | E           | F            | G           | H          | I        | J        | K           | L           | M | N            |
|----|----------------------------|-------------------------|---|---|-------------|--------------|-------------|------------|----------|----------|-------------|-------------|---|--------------|
| 1  |                            |                         |   |   |             | Water        |             | Boat       | Mapping  |          | Asset       | Dunn's      |   | Total        |
| 2  |                            |                         |   |   | Contingency | Conservation | Road        | Launch     | Project  | Tennis   | Replace     | Corner      |   | Restricted   |
| 3  |                            |                         |   |   |             |              |             |            |          |          |             |             |   |              |
| 4  | 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   |
| 5  |                            |                         |   |   |             |              |             |            |          |          |             |             |   |              |
| 6  |                            | 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   |
| 7  |                            | Disbursements           |   |   |             |              |             |            |          |          |             |             |   |              |
| 8  |                            | Road re-surfacing       |   |   | -           | -            | (37,000.00) | -          | -        | -        | -           | -           |   | (37,000.00)  |
| 9  |                            | Pond enhancement        |   |   | -           | -            | -           | (1,500.00) | -        | -        | -           | -           |   | (1,500.00)   |
| 10 |                            | 2nd half fiscal 2011    |   |   | -           | -            | -           | -          | -        | -        | -           | -           |   | (33,150.00)  |
| 11 |                            | 1st half fiscal 2012    |   |   | -           | -            | -           | -          | -        | -        | -           | -           |   | (34,727.94)  |
| 12 |                            | Total disbursements     |   |   | -           | -            | (37,000.00) | (1,500.00) | -        | -        | -           | -           |   | (67,877.94)  |
| 13 |                            | Transfer in (out)       |   |   | -           | -            | -           | -          | -        | -        | -           | -           |   | (106,377.94) |
| 14 |                            |                         |   |   |             |              |             |            |          |          |             |             |   | -            |
| 15 | 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   |
| 16 |                            |                         |   |   |             |              |             |            |          |          |             |             |   |              |
| 17 |                            | Funding                 |   |   | -           | 3,000.00     | 5,000.00    | -          | -        | 800.00   | 15,000.00   | 70,850.00   |   | 94,650.00    |
| 18 |                            | Disbursements           |   |   |             |              |             |            |          |          |             |             |   |              |
| 19 |                            | Well repair/rehab       |   |   | -           | (15,000.00)  | -           | -          | -        | -        | -           | -           |   | (15,000.00)  |
| 20 |                            | Water line anal/improvs |   |   | -           | (5,000.00)   | -           | -          | -        | -        | -           | -           |   | (5,000.00)   |
| 21 |                            | Pond enhancement        |   |   | -           | -            | -           | -          | -        | -        | (5,000.00)  | -           |   | (5,000.00)   |
| 22 |                            | 2nd half fiscal 2012    |   |   | -           | -            | -           | -          | -        | -        | -           | -           |   | (34,650.00)  |
| 23 |                            | 1st half fiscal 2013    |   |   | -           | -            | -           | -          | -        | -        | -           | -           |   | (36,200.00)  |
| 24 |                            | Total disbursements     |   |   | -           | (20,000.00)  | -           | -          | -        | -        | (5,000.00)  | (70,850.00) |   | (95,850.00)  |
| 25 |                            | Transfer in (out)       |   |   | -           | 10,000.00    | -           | -          | -        | -        | (10,000.00) | -           |   | -            |
| 26 |                            |                         |   |   |             |              |             |            |          |          |             |             |   |              |
| 27 | Fund balance at 12/31/2012 |                         |   |   | 20,000.00   | 4,118.50     | 15,300.00   | 21,994.86  | 5,288.05 | 3,730.00 | 64,460.39   | 18,458.93   |   | 153,350.73   |

QCBFD  
Budget Notes  
December 31, 2012

Highlights of the proposed 2012 Budget:

1. Approximately \$8,000 increase in total tax revenues (3.5% above 2011).
2. Expenditures detailed in the 2012 Budget are generally at 2011 levels, with the following exceptions:
  - a. Civic Improvement – other – to fund, as discussed by Civic Improvement, necessary repairs and improvements as required around the FD. In addition, CI has assumed from PW the responsibility for landscape maintenance throughout the FD. The 2012 Budget for CI includes \$6,000 of expense previously included in the PW Budget.
  - b. Civic Improvement – garbage – to fund, as discussed by Civic Improvement, the higher anticipated cost of garbage next year as the previous three year contract with the vendor expires at the end of 2011. An increase of 10% is budgeted.
  - c. Real estate/property – to fund, as discussed by Real Estate, additional survey work of parcels which are owned by the FD, but are outside the originally designated area in the Charter plus the installation of granite markers in several areas around the FD.
  - d. Other loan – no expense budgeted for 2012 as the final principal payment was made as scheduled in 2011.
  - e. Water Conservation Fund – the use of a portion of the Water Conversation Fund, as discussed by Public Works, to complete and implement the repair /rehabilitation of the backup well to decrease the amount of iron in the water and to analyze, formulate, and implement a long term plan to maintain and improve the underground system which distributes water throughout the FD. To fund these projects, \$10,000 will be transferred from the Asset Replacement Fund.
  - f. Asset Replacement Fund – the use of a portion of the Asset Replacement Fund, as discussed by Long Range Planning, for the costs to further research the means to improve the natural water flow in Fresh Pond including the retention of a biologist and outreach efforts to the FD.
  - g. Dunn's Corner Smoothing Fund – to be used in 2011-12 for the purpose of covering any cost increase under the terms of the contract with Dunn's Corner which may exceed the 4.5% increase budgeted.