

**MINUTES
of the
Quonochontaug Central Beach Fire District
Board of Governors Meeting
Sunday, June 30, 2013**

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

Other individuals in attendance at the meeting included Walter Kelly, Donna Kelly, Tom Frost, Nancy Matthews, Don MacDugall, Ron Jarvis, Mary Jarvis and Julie Matthews.

I. Call to Order: Stephen Long called the meeting to order at 9:09 a.m.

II. Approval of Minutes:

1. **A MOTION was made to approve the minutes of the Board of Governors Meeting held on May 26, 2013. The motion was seconded and passed unanimously.**

2. **A MOTION was made to approve an APRA Policy Statement (see attached Exhibit A) for the QCBFD website pursuant to Rhode Island law. The motion was seconded and passed unanimously.**

3. The next Board of Governors Meeting will be held on Saturday, July 20, 2013.

III. Committee Reports:

A. Joe DeMaio – Finance & Budget: Joe DeMaio discussed the QCBFD Financial Statements as of June 28, 2013 (see attached **Exhibit B**). Joe DeMaio also reported on QCBFD's insurance policies and the upcoming renewal thereof.

B. Michele Pallai Reppucci – Police Protection: Michele Pallai Reppucci updated the Board on the QCBFD parking lot security guards.

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

D. Brewster Blackall – Boating: Brewster Blackall updated the Board on the work of the Boating committee, including the new kayak rack and the pruning of a tree.

E. George Prior – Public Works: George Prior updated the Board on Public Works issues, including the copper sampling of residents' water.

F. Pat Wildman – Treasurer: Pat Wildman discussed the mailing of QCBFD tax invoices.

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 commencement of an organic mosquito and tick spraying program at the QCBFD playground.

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

I. Cecelia McCulloch – Tennis and Golf: Cecelia McCulloch reported that registration is open and ongoing for the QCBFD 4th of July Fun Run.

J. Dick Stabnick – Long-Range Planning: Dick Stabnick reported he had received a phone call from a spraying company representative.

K. Sue Birk – Nominating: Sue Birk requested the 2014 committee lists.

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

M. Stephen Long – Moderator:

1. Stephen Long discussed the status of QCBFD's charter revisions.

2. Stephen Long reminded the Board of the upcoming OMA/APRA workshop by Peter Ruggiero, to be held on July 2, 2013, at the Charlestown Police Station, at 9:30 a.m. Steve Long stated that all are welcome to attend.

IV. Adjournment: **A MOTION was made to adjourn the meeting at 9:55 a.m. The motion was seconded and passed unanimously.**

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

Exhibit A
June 30,
2013

**QUONOCHONTAUG CENTRAL BEACH FIRE DISTRICT
CHARLESTOWN, RHODE ISLAND 02813**

**POLICIES AND PROCEDURES WITH RESPECT TO THE
ACCESS TO PUBLIC RECORDS ACT
UNDER THE RHODE ISLAND GENERAL LAWS**

Quonochontaug Central Beach Fire District ("QCBFD") adheres to the Access to Public Records Act, R.I. Gen. Laws § 32-2-1, et. seq. ("APRA"), and has instituted the following procedures for the public to obtain public records.

1. A request to inspect and/or copy public records of QCBFD shall be presented in writing (or email) to the QCBFD Clerk. The Clerk's email and address can be found on the QCBFD website. The Clerk will coordinate the APRA request with the appropriate board member or commissioner in order to prepare a response.
2. QCBFD will exert reasonable efforts to honor a written request within ten (10) business days of receipt of the request. Please be advised that the APRA allows QCBFD ten (10) business days to respond, which can be extended an additional twenty (20) business days (for a total of thirty (30) business days). We appreciate your understanding and patience.
3. QCBFD shall deny access to records requested only in accordance with the provisions of the APRA. If, after review of a request, QCBFD determines that the requested records are exempt from disclosure pursuant to the APRA, QCBFD reserves the right to claim such exemption.
4. QCBFD is not required to reorganize, consolidate or compile data that is not maintained by QCBFD in the form requested at the time the request was made. Also, the APRA does not require QCBFD to respond to inquiries with questions or to provide oral/verbal information. Instead, the APRA requires that QCBFD respond to inquiries for public documents. QCBFD shall not be obligated to produce for inspection or copying records that are not in the possession of QCBFD.
5. The APRA permits QCBFD to assess charges for inspecting and/or copying public records. QCBFD may charge a fee, not to exceed fifteen cents (\$0.15) per page, for copies made on common business or legal size paper. In addition, QCBFD may impose a reasonable charge for the search or retrieval of documents. Hourly costs for a search and retrieval will not exceed fifteen dollars (\$15.00) per hour (with the first hour free). Please be advised that for purposes of calculating search and retrieval time, multiple requests from any person or entity made within a thirty (30) day time period shall be considered one (1) request.
6. QCBFD is committed to providing you with public records in an expeditious and courteous manner.

Central Beach Fire District Balance Sheet

As of June 28, 2013

Exhibit B

June 30, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	30,495.42
4020 Savings	3,534.56
4040 Municipal Money Market	3,677.68
4050 30 Day CD	0.00
4060 60 Day CD	0.00
Total 4000 Cash	37,707.66
Total Bank Accounts	\$37,707.66
Accounts Receivable	
4100 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other current assets	
1499 Undeposited Funds	0.00
Total Other current assets	\$0.00
Total Current Assets	\$37,707.66
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	\$950,702.10
TOTAL ASSETS	\$988,409.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7010 Accounts Payable	850.00

Exhibit B
June 30, 2013

	Total
Total Accounts Payable	\$850.00
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	137,255.07
7120 Real Estate Loan	0.00
7130 Capital Loan	0.00
Total Long-Term Liabilities	\$137,255.07
Total Liabilities	\$138,105.07
Equity	
1000 Restricted Funds	
1005 Surplus Prior Year	0.00
1010 Contingency Fund	0.00
1020 Water Conservation Fund	691.85
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	144,577.16
9500 Fund Balance	807,982.39
9600 Opening Balance	0.00
Net Income	-102,254.86
Total Equity	\$850,304.69
TOTAL LIABILITIES AND EQUITY	\$988,409.76

Friday, Jun 28, 2013 11:04:16 AM PDT GMT-4 - Accrual Basis

Central Beach Fire District **Budget vs. Actuals: 2013 Budget - FY13 P&L**

January - December 2013

	Total	
	Actual	Budget
Income		
1500 Revenues		
1510 Lease of Tennis Courts		1,350.00
1523 Lost Beach Pass Fees		0.00
1524 Road Impact Fees	2,000.00	3,000.00
1528 Fun Run Donations		0.00
1530 Tax Receipts		239,900.00
1540 Interest Income	24.93	125.00
1550 Miscellaneous Income	12,879.75	0.00
1560 Released From Restriction		0.00
Total 1500 Revenues	14,904.68	244,375.00
Total Income	\$14,904.68	\$244,375.00
Gross Profit	\$14,904.68	\$244,375.00
Expenses		
2000 Expenses		
2022 Charter, legal, negotiation fees	6,155.55	10,500.00
2023 Contingency Expense	4,768.00	0.00
2025 Communications	224.70	3,500.00
2030 Adminstration	543.56	3,500.00
2040 Donations/Memberships	100.00	500.00
2050 Ballfield/Playground		500.00
2060 Beach/Dunes	175.00	2,850.00
2070 Boating/Docking		1,500.00
2080 Civic Improvement	5,246.00	10,500.00
2081 Civic Improvement.- Garbage	9,166.67	27,500.00
2082 Civic Improvement - Fire	36,300.00	74,300.00
2100 Police/Security	837.07	8,750.00
Total 2000 Expenses	63,516.55	143,900.00
2200 Public Works		
2210 Water System Operator		
2211 Water Supervisor	3,393.00	
2212 Northeast Water Supervision	4,119.00	8,200.00
Total 2210 Water System Operator	7,512.00	8,200.00
2220 Water System		
2222 Generator	677.55	1,000.00
2224 Pump House Electricity	828.58	2,700.00
2227 System Repairs & Maintenance	3,277.83	2,800.00
2227A Water Tank Maintenance		400.00
2228 Water Testing	1,712.55	6,500.00
2228A Dues and Licenses	330.00	600.00
2229 Well Maintenance		1,500.00
2229B Cox Telephone-Monitoring	1,136.97	1,800.00

	Total	
	Actual	Budget
2230 Water Conservation Fund Accrual	5,000.00	5,000.00
Total 2220 Water System	12,963.48	22,300.00
2235 Water Purification System		0.00
2240 Roads/Parking Lots		
2244 Parking Lot Maintenance		500.00
2245 Road Patching		2,000.00
2246 Snow Removal	1,750.00	1,700.00
2248 Streetlight Electricity	1,030.31	2,000.00
2249 Sump Pump Electricity	64.51	150.00
2250 Road Fund Accrual	2,000.00	2,000.00
Total 2240 Roads/Parking Lots	4,844.82	8,350.00
Total 2200 Public Works	25,320.30	38,850.00
2310 Real Estate/Property		2,000.00
2311 Mapping Project	146.25	2,000.00
2330 Tennis/Golf		1,400.00
2340 Loans - Interest		
2341 Water Loan Interest	7,200.00	14,400.00
Total 2340 Loans - Interest	7,200.00	14,400.00
2410 Taxes (Charlestown)	2,325.44	5,000.00
2420 Insurance	851.00	17,750.00
2425 Transfer Asset Replacement Funds to Fund	15,000.00	15,000.00
2426 Transfer Impact Fee to Road Fund	2,000.00	3,000.00
2429 Transfer Fun Run Donations to Tennis Fund	800.00	800.00
2430 Miscellaneous Expense		275.00
Total Expenses	\$117,159.54	\$244,375.00
Net Operating Income	\$ -102,254.86	\$0.00
Net Income	\$ -102,254.86	\$0.00

Friday, Jun 28, 2013 11:05:11 AM PDT GMT-4 - Accrual Basis