

MINUTES
of the
Quonochontaug Central Beach Fire District
Board of Governors Meeting
Saturday, August 10, 2013

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

Other individuals in attendance at the meeting included Don MacDougal, Charlie Freedgood, Nancy Matthews, Julia Mathews and Roy Jacobsen.

- I. Call to Order: Stephen Long called the meeting to order at 9:05 a.m.

- II. Approval of Minutes:
 1. **A MOTION was made to approve the minutes of the Board of Governors Meeting held on July 20, 2013. The motion was seconded and passed unanimously.**

 2. **A MOTION was made to approve the annual Legal Resolutions (attached hereto as Exhibit X) to be voted on by residents at the QCBFD Annual Meeting on September 14, 2013. The motion was seconded and passed unanimously.**

 3. Heather Cady asked that all committee reports (if to be included in the Annual Meeting package mailed to QCBFD residents) be submitted on or before August 14, 2013.

 4. The next Board of Governors Meeting will be held on Sunday, October 13, 2013.

- III. Committee Reports:
 - A. Joe DeMaio – Finance & Budget: Joe DeMaio discussed the QCBFD Financial Statements as of August 6, 2013 and the QCBFD 2014 Budget (attached hereto as **Exhibit A**). Joe DeMaio also discussed the Finance and Budget Committee motions and the Tax motion (attached hereto as **Exhibit B**) to be voted on by residents at the QCBFD Annual Meeting on September 14, 2013. **A MOTION was made to approve the (1) 2014 Budget (Exhibit A) and (2) Finance and Budget Committee and Tax motions (Exhibit B). The motion was seconded and passed unanimously.**

B. Michele Pallai Reppucci – Police Protection: Michele Pallai Reppucci reported no new business.

C. Shari Frost – Beach and Dunes: Shari Frost presented an update on the work of the Beach and Dunes committee, including the repair of the beach bulletin board.

D. Brewster Blackall -- Boating: Brewster Blackall reported no new business.

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

F. Bill Heep – Civic Improvement: Bill Heep presented an update on the work of the Civic Improvement committee, including stair repair work.

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

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

I. Sue Birk – Nominating: Sue Birk presented the Nominating Committee's slate of Board of Governors and Commissioners for 2013-2014, to be voted on by residents at the QCBFD Annual Meeting on September 14, 2013. **A MOTION was made to approve the slate of the Board of Governors (including Administrative Officers) and Commissioners for 2013-2014, attached hereto as Exhibit C. The motion was seconded and passed unanimously**

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

K. Stephen Long – Moderator: Stephen Long reported no new business.

IV. Adjournment: **A MOTION was made to adjourn the meeting at 9:47 a.m. The motion was seconded and passed unanimously.**

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

Exhibit X
August 10, 2013

**Legal Resolutions
to be voted on at the
Quonochontaug Central Beach Fire District
Annual Meeting
Saturday, September 14, 2013**

Legal Resolutions

1. Ratification and Approval of Acts of Officers – Resolved: That each and all of the resolutions, acts and proceedings of the District Officers, as shown by the records of the respective officers in carrying out and promoting the purposes, objectives and interests of the Quonochontaug Central Beach Fire District, be and the same are approved, ratified and hereby made the acts and deeds of the Quonochontaug Central Beach Fire District.
2. Authorization for the Moderator to appear at hearings – Resolved: That the Moderator, or such person or persons as he shall designate, be and hereby are fully authorized and empowered to enter objections or legal actions on behalf of the Quonochontaug Central Beach Fire District in reference to any zoning matters, or any subject affecting the properties in the Quonochontaug Central Beach Fire District.

QCBFD
Reserve Analysis
2013 Forecast
2014 Budget
2013 Annual Meeting

Exhibit A
August 10, 2013
(continued...)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1						Water		Boat		Asset	Dunn's			Total
2					Contingency	Conservation	Road	Launch	Tennis	Replace	Corner	Compliance		Restricted
3														
4	Fund balance at 12/31/2012				-	8,071.85	16,300.00	21,994.86	4,395.00	62,845.81	18,414.99	-		132,022.51
5														
6	Funding				20,000.00	5,000.00	5,000.00	-	1,295.00	15,000.00	74,300.00	7,000.00		127,595.00
7	Disbursements													
8	Well repair/rehab				-	(10,955.00)	-	-	-	-	-	-		(10,955.00)
9	Water line analysis/improvs				-	(5,000.00)	-	-	-	-	-	-		(5,000.00)
10	Pump house equip				-	(4,000.00)	-	-	-	-	-	-		(4,000.00)
11	Pond restoration				-	-	-	-	-	(5,000.00)	-	-		(5,000.00)
12	Dune improvement				-	-	-	-	-	(3,000.00)	-	-		(3,000.00)
13	2nd half fiscal 2013				-	-	-	-	-	-	(36,165.35)	-		(36,165.35)
14	1st half fiscal 2014				-	-	-	-	-	-	(38,000.00)	-		(38,000.00)
15	Total disbursements				-	(19,955.00)	-	-	-	(8,000.00)	(74,165.35)	-		(102,120.35)
16	Transfer in (out)				-	10,000.00	-	-	-	(10,000.00)	-	-		-
17														
18	Fund balance at 12/31/2013				20,000.00	3,116.85	21,300.00	21,994.86	5,690.00	59,845.81	18,549.64	7,000.00		157,497.16
19														
20	Funding				-	7,500.00	5,000.00	-	800.00	15,000.00	72,600.00	7,000.00		107,900.00
21	Disbursements													
22	Water line analysis/improvs				-	(5,000.00)	-	-	-	-	-	-		(5,000.00)
23	Pump house equip				-	(5,000.00)	-	-	-	-	-	-		(5,000.00)
24	Kayak racks				-	-	-	(3,000.00)	-	-	-	-		(3,000.00)
25	Court repainting				-	-	-	-	(3,500.00)	-	-	-		(3,500.00)
26	Pond restoration				-	-	-	-	-	(5,000.00)	-	-		(5,000.00)
27	Dune improvement				-	-	-	-	-	(3,000.00)	-	-		(3,000.00)
28	2nd half fiscal 2014				-	-	-	-	-	-	(38,000.00)	-		(38,000.00)
29	1st half fiscal 2015				-	-	-	-	-	-	(39,500.00)	-		(39,500.00)
30	Legal				-	-	-	-	-	-	-	(5,000.00)		(5,000.00)
31	OMA/APRA support				-	-	-	-	-	-	-	(6,000.00)		(6,000.00)
32	Accounting/professional				-	-	-	-	-	-	-	(3,000.00)		(3,000.00)
33	Total disbursements				-	(10,000.00)	-	(3,000.00)	(3,500.00)	(8,000.00)	(77,500.00)	(14,000.00)		(116,000.00)
34	Transfer in (out)				-	10,000.00	-	-	-	(10,000.00)	-	-		-
35														
36	Fund balance at 12/31/2014				20,000.00	10,616.85	26,300.00	18,994.86	2,990.00	56,845.81	13,649.64	-		149,397.16

QCBFD
Budget Notes
December 31, 2014

Exhibit A
August 10, 2013
(continued...)

Highlights of the proposed 2014 Budget:

1. Tax Revenue is budgeted to increase by approximately \$9,600 which is a 4.0% increase from 2013.
2. Expenditures detailed in the 2014 Budget are generally at 2013 levels, with the following exceptions:
 - a. Charter, legal negotiation fees – limited to traditional attendance by FD Counsel at the Annual Meeting. Expenditures over and above such tasks will be paid from the Compliance Fund (see note i).
 - b. Communication – reduced, as discussed in the Communication Task Force report, to historical levels as the new website is online. Budget includes ongoing support and limited upgrades to functionality to continue to enhance the site.
 - c. Real estate/property – to fund, as discussed in the Real Estate report, the survey of Fresh Pond to further document ownership of the pond by the FD.
 - d. Water Conservation Fund – the use of a portion of the Water Conservation Fund, as discussed in the Public Works report, to continue to analyze, formulate, and implement a long term plan to maintain and improve the underground system which distributes water throughout the FD, including new water hookups as necessary, and to fund, as failures occur, the repair and/or replacement of the electronics and other equipment necessary for producing, monitoring, and distributing our water. To fund these projects, \$10,000 will be transferred from the Asset Replacement Fund, if necessary, and the transfer to the Water Conservation Fund will be increased from \$5,000 to \$7,500.
 - e. Boat Launch Fund – the use of a portion of the Boat Launch Fund, as discussed in the Boating report, for the construction of additional kayak racks and other improvements to the Boat Launch right of way.
 - f. Tennis Fund – the use of a portion of the Tennis Fund, as discussed in the Tennis report, for the repainting of the courts.
 - g. Asset Replacement Fund – the use of a portion of the Asset Replacement Fund, as discussed in the Long Range Planning report, for the costs to continue our efforts to restore Fresh Pond and, as discussed in the Beaches and Dunes report, for the potential for additional efforts to restore the dunes.
 - h. Dunn's Corner Smoothing Fund – to be used in 2013-14 for the purpose of covering the potential cost increase in fire protection services provided by Dunn's Corner above the fiscal 2013 obligation. The anticipated increases will reduce the balance of the fund at December 31, 2014.
 - i. Compliance Fund – to be used to cover extraordinary professional fees necessary to insure compliance with Rhode Island statutes regarding public bodies.

Central Beach Fire District Balance Sheet

As of August 6, 2013

Exhibit A
August 10, 2013
(continued...)

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	15,889.16
4020 Savings	3,534.56
4040 Municipal Money Market	26,278.58
4050 30 Day CD	0.00
4060 60 Day CD	0.00
Total 4000 Cash	45,702.30
Total Bank Accounts	\$45,702.30
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	\$45,702.30
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	\$996,404.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7010 Accounts Payable	850.00

Exhibit A
 August 10, 2013
 (continued...)

	Total
Total Accounts Payable	\$850.00
Other Current Liabilities	
7050 Deferred Revenue	0.00
Total Other Current Liabilities	<u>\$0.00</u>
Total Current Liabilities	<u>\$850.00</u>
Long-Term Liabilities	
7110 Water System Loan	136,325.41
7120 Real Estate Loan	0.00
7130 Capital Loan	0.00
Total Long-Term Liabilities	<u>\$136,325.41</u>
Total Liabilities	<u>\$137,175.41</u>
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	5,690.00
1084 Asset Replacement Fund	77,845.81
1085 Dunn's Corners Fire Smoothing Fund	18,549.64
Total 1000 Restricted Funds	<u>145,072.16</u>
9500 Fund Balance	808,912.05
9600 Opening Balance	0.00
Net Income	-94,755.22
Total Equity	<u>\$859,228.99</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$996,404.40</u></u>

Tuesday, Aug 06, 2013 02:37:10 PM PDT GMT-4 - Accrual Basis

**Central Beach Fire District
Profit & Loss**

January 1 - August 6, 2013

Exhibit A
August 10, 2013
...beachfire.com
(continued...)

	Total
Income	
1500 Revenues	
1510 Lease of Tennis Courts	0.00
1524 Road Impact Fees	2,000.00
1528 Fun Run Donations	495.00
1540 Interest Income	24.93
1550 Miscellaneous Income	34,045.65
Total 1500 Revenues	36,565.58
Total Income	\$36,565.58
Gross Profit	\$36,565.58
Expenses	
2000 Expenses	
2022 Charter, legal, negotiation fees	6,155.55
2023 Contingency Expense	7,617.80
2025 Communications	488.84
2030 Administration	570.91
2040 Donations/Memberships	100.00
2060 Beach/Dunes	476.25
2070 Boating/Docking	1,414.86
2080 Civic Improvement	5,085.00
2081 Civic Improvement.- Garbage	9,166.67
2082 Civic Improvement - Fire	36,300.00
2100 Police/Security	3,693.07
Total 2000 Expenses	71,068.95
2200 Public Works	
2210 Water System Operator	
2212 Northeast Water Supervision	7,512.00
Total 2210 Water System Operator	7,512.00
2220 Water System	
2222 Generator	677.55
2224 Pump House Electricity	1,054.98
2227 System Repairs & Maintenance	3,363.58
2228 Water Testing	1,712.55
2228A Dues and Licenses	351.43
2229B Cox Telephone-Monitoring	1,136.97
2230 Water Conservation Fund Accrual	5,000.00
Total 2220 Water System	13,297.06
2240 Roads/Parking Lots	
2246 Snow Removal	1,750.00
2248 Streetlight Electricity	1,216.16
2249 Sump Pump Electricity	83.42
2250 Road Fund Accrual	2,000.00

Exhibit A
 August 10, 2013
 (continued...)
 ...

	Total
Total 2240 Roads/Parking Lots	5,049.58
Total 2200 Public Works	25,858.64
2311 Mapping Project	146.25
2330 Tennis/Golf	722.73
2340 Loans - Interest	
2341 Water Loan Interest	9,600.00
Total 2340 Loans - Interest	9,600.00
2410 Taxes (Charlestown)	3,508.23
2420 Insurance	2,121.00
2425 Transfer Asset Replacement Funds to Fund	15,000.00
2426 Transfer Impact Fee to Road Fund	2,000.00
2429 Transfer Fun Run Donations to Tennis Fund	1,295.00
Total Expenses	<u>\$131,320.80</u>
Net Operating Income	<u>\$ -94,755.22</u>
Net Income	<u><u>\$ -94,755.22</u></u>

Tuesday, Aug 06, 2013 02:44:52 PM PDT GMT-4 - Accrual Basis

Finance and Budget Committee Motions – QCBFD 2013 Annual Meeting

September 14, 2013

Exhibit B
August 10, 2013

1. That the 2014 Budget (attached hereto), including an approximate \$9,600 increase in Tax Revenue (4.0% above 2013), as approved by the Board of Governors, be voted upon and approved. Specifically you are being asked to approve the 2014 Budget including a total tax that will not be less than \$249,000 and not higher than \$251,000.
2. That the Motion made and adopted at the 2012 Annual Meeting regarding the expenditure from the Asset Replacement Fund for the first phase of the work necessary to restore Fresh Pond be amended to authorize such expenditure in the fiscal year most practical after the issuance of all applicable permits by CRMC and other regulatory agencies having jurisdiction over the project.
3. That the Motion made and adopted at the 2010 Annual Meeting regarding the authority granted the Board of Governors to allocate any surplus be modified to allow for additional uses of a surplus. Specifically, the Board of Governors will be granted the authority to annually allocate any surplus to –
 - a. Replenish the balance in the Contingency Fund to a level deemed appropriate and necessary; or
 - b. Establish and fund a new Reserve Fund deemed appropriate and necessary; or
 - c. Reduce the then current balance on any outstanding debt obligation of the QCBFD; or
 - d. Roll such surplus into the following year's budget as miscellaneous income; or
 - e. Allocate a portion of such surplus to one or more of the above options as it deems appropriate.

OVER →

Exhibit B,
continued
August 10, 2013

Tax Resolution

Resolved: That the electors of the Quonochontaug Central Beach Fire District qualified to vote in the District Meeting legally assembled on September 14, 2013, hereby order the assessment and collection of a tax on ratable property of said District in the sum of no less than \$249,000 nor higher than \$251,000. Said tax is for ordinary expenses and charges for the interest and indebtedness in whole or part of said District, and for the purposes authorized by law. The Assessor of Taxes shall assess and apportion said tax on the inhabitants and ratable property of said District as of the 30th day of June 2014 at 12:00 noon, according to the law, and shall on the completion of the said assessment date, certify and sign the same and deliver the same to the Collector of Taxes, on or before the 1st day of August 2014. The Collector of Taxes, on receipt of said assessment, is hereby commanded to proceed and collect said tax on the person and estates liable therefore. Said tax shall be due and payable on or before the 30th day after the date of certification by the Assessor of Taxes, shall carry interest until collected, at a penalty at the rate of 12% per annum upon such unpaid taxes.

Exhibit C
August 10, 2013

SLATE OF QUONOCHONTAUG CENTRAL BEACH FIRE DISTRICT
OFFICERS AND GOVERNORS 2013-2014

ADMINISTRATIVE OFFICERS:

NANCY MATTHEWS.....MODERATOR
HEATHER CADY.....CLERK
JULIA MATHEWS.....TREASURER

BOARD OF GOVERNORS AND RECOMMENDED COMMISSIONER APPOINTMENTS:

CHARLES FREEDGOOD.....FINANCE & BUDGET
GEORGE PRIOR.....PUBLIC WORKS
TOM BATTISTA.....REAL ESTATE & PROPERTY
SHARI FROST.....BEACH & DUNES
BILL HEEP.....CIVIC IMPROVEMENT/FIRE PROTECTION
DICK STABNICK.....LONG-RANGE PLANNING
MICHELE PALLAI REPPUCCI....POLICE PROTECTION

Exhibit C
August 10, 2013

(continued...)

The Nominating Committee recommends to the Board of Governors the following appointments:

COMMISSIONERS NOT MEMBERS OF BOARD OF GOVERNORS

MICHAEL FLYNN.....BALLFIELD & PLAYGROUND
BREWSTER BLACKALL..... BOATING
MARILYN RETTIG.....SPECIAL EVENTS
MARIANNE MCNEE.....COMMUNITY SALES
CEIL DEMAIO..... TENNIS & GOLF

KEVIN YOUNG.....TAX ASSESSOR
TOM FARRELL, JR.....TAX ASSESSOR