

**MINUTES
of the
Quonochontaug Central Beach Fire District
Board of Governors Meeting
Saturday, July 20, 2013**

Members in Attendance: Stephen Long, Pat Wildman, Cecelia McCulloch, Shari Frost, Joe DeMaio, Peter Rettig, Michele Pallai Reppucci, Tom Battista, Dick Stabnick, Bill Heep and Heather Cady.

Other individuals in attendance at the meeting included Don McDougall and Vinny Reppucci.

- I. Call to Order: Stephen Long called the meeting to order at 9:07 a.m.
- II. Approval of Minutes:
 1. **A MOTION was made to approve the minutes of the Board of Governors Meeting held on June 30, 2013. The motion was seconded and passed unanimously.**
 2. 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.
 3. The next Board of Governors Meeting will be held on Saturday, August 10, 2013.
- III. Committee Reports:
 - A. Joe DeMaio – Finance & Budget: Joe DeMaio discussed the QCBFD Financial Statements as of July 17, 2013 (see attached **Exhibit A**). Joe DeMaio also reported on QCBFD's tax assessments and the ongoing work on the 2014 budget.
 - B. Michele Pallai Reppucci – Police Protection: Michele Pallai Reppucci updated the Board on several acts of vandalism within QCBFD during the first few weeks of July, including those involving damage to mailboxes and the beach bulletin board and fireworks activity. Michele Pallai Reppucci also updated the Board on the records retention software program.
 - C. Shari Frost – Beach and Dunes: Shari Frost presented an update on the work of the Beach and Dunes committee.
 - D. Peter Rettig—Merchandise Sales: Peter Rettig reported that merchandise sales are proceeding smoothly and are in line with expectations.

E. Pat Wildman for George Prior – Public Works: Pat Wildman, in George Prior's absence, read aloud the Public Works' report, attached hereto as **Exhibit B**.

F. Pat Wildman – Treasurer: Pat Wildman discussed tax assessments in QCBFD.

G. Bill Heep – Civic Improvement: Bill Heep presented an update on the work of the Civic Improvement committee, including QCBFD's 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 on the planned resurfacing of Courts 3 and 4 at the Quonochontaug Tennis Club courts.

J. Dick Stabnick – Long-Range Planning: Dick Stabnick reported he had spoken to a spraying contractor.

K. Stephen Long for Sue Birk – Nominating: Stephen Long, in Sue Birk's absence, reported that Sue Birk will present the Nominating Committee's slate of Board of Governors and Commissioners in August.

L. Heather Cady – Clerk: Heather Cady confirmed the remaining meeting dates for the Board of Governors in 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: Stephen Long discussed the possibility of Peter Ruggiero serving as special counsel to QCBFD with respect to issues involving the OMA and APRA.

IV. Adjournment: **A MOTION was made to adjourn the meeting at 9:51 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

Exhibit A
July 20, 2013

As of July 17, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	24,761.64
4020 Savings	3,534.56
4040 Municipal Money Market	24,661.93
4050 30 Day CD	0.00
4060 60 Day CD	0.00
Total 4000 Cash	52,958.13
Total Bank Accounts	\$52,958.13
Accounts Receivable	
4100 Accounts Receivable	255.75
Total Accounts Receivable	\$255.75
Other current assets	
1499 Undeposited Funds	0.00
Total Other current assets	\$0.00
Total Current Assets	\$53,213.88
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	\$1,003,915.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7010 Accounts Payable	850.00

Exhibit A, continued
July 20, 2013

	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	136,790.24
7120 Real Estate Loan	0.00
7130 Capital Loan	0.00
Total Long-Term Liabilities	<u>\$136,790.24</u>
Total Liabilities	<u>\$137,640.24</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	808,447.22
9600 Opening Balance	0.00
Net Income	-87,243.64
Total Equity	<u>\$866,275.74</u>
TOTAL LIABILITIES AND EQUITY	<u>\$1,003,915.98</u>

Wednesday, Jul 17, 2013 10:15:03 AM PDT GMT-4 - Accrual Basis

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

*Exhibit A,
continued
July 20,
2013*

January - December 2013

	Total	
	Actual	Budget
Income		
1500 Revenues		
1510 Lease of Tennis Courts	255.75	1,350.00
1523 Lost Beach Pass Fees		0.00
1524 Road Impact Fees	2,000.00	3,000.00
1528 Fun Run Donations	495.00	0.00
1530 Tax Receipts		239,900.00
1540 Interest Income	24.93	125.00
1550 Miscellaneous Income	33,864.00	0.00
1560 Released From Restriction		0.00
Total 1500 Revenues	36,639.68	244,375.00
Total Income	\$36,639.68	\$244,375.00
Gross Profit	\$36,639.68	\$244,375.00
Expenses		
2000 Expenses		
2022 Charter, legal, negotiation fees	6,155.55	10,500.00
2023 Contingency Expense	4,812.80	0.00
2025 Communications	376.40	3,500.00
2030 Administration	570.91	3,500.00
2040 Donations/Memberships	100.00	500.00
2050 Ballfield/Playground		500.00
2060 Beach/Dunes	476.25	2,850.00
2070 Boating/Docking		1,500.00
2071 Boating/Docking - Regular	960.00	
2072 Boat Sticker Expense	254.86	
Total 2070 Boating/Docking	1,214.86	1,500.00
2080 Civic Improvement	5,646.00	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	2,633.07	8,750.00
Total 2000 Expenses	67,452.51	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	1,054.98	2,700.00
2227 System Repairs & Maintenance	3,277.83	2,800.00
2227A Water Tank Maintenance		400.00

Exhibit A, continued
July 20, 2013

	Actual	Budget
2228 Water Testing	1,712.55	6,500.00
2228A Dues and Licenses	351.43	600.00
2229 Well Maintenance		1,500.00
2229B Cox Telephone-Monitoring	1,136.97	1,800.00
2230 Water Conservation Fund Accrual	5,000.00	5,000.00
Total 2220 Water System	13,211.31	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	1,216.16	2,000.00
2249 Sump Pump Electricity	83.42	150.00
2250 Road Fund Accrual	2,000.00	2,000.00
Total 2240 Roads/Parking Lots	5,049.58	8,350.00
Total 2200 Public Works	25,772.89	38,850.00
2310 Real Estate/Property		2,000.00
2311 Mapping Project	146.25	2,000.00
2330 Tennis/Golf	640.23	1,400.00
2340 Loans - Interest		
2341 Water Loan Interest	8,400.00	14,400.00
Total 2340 Loans - Interest	8,400.00	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	1,295.00	800.00
2430 Miscellaneous Expense		275.00
Total Expenses	\$123,883.32	\$244,375.00
Net Operating Income	\$ -87,243.64	\$0.00
Net Income	\$ -87,243.64	\$0.00

Wednesday, Jul 17, 2013 10:15:40 AM PDT GMT-4 - Accrual Basis

QCBFD
Recurring Expenditure
2014 Budget

Exhibit A, cont'd.
July 20, 2013

A	B	C	D	E	I	J	K	L	M	N	O
1											
2					Actual	Actual	Actual	Budget	YTD	Forecast	Budget
3					12/31/2010	12/31/2011	12/1/2012	12/31/2013	7/17/2013	12/31/2013	12/31/2014
4	Uses of funds - operating										
5	Charter, legal, negotiation fees				18,340.75	4,286.55	24,826.56	10,500.00	6,155.55	13,000.00	15,500.00
6	Record digitization/communication				-	2,000.00	1,274.40	3,500.00	376.40	3,500.00	2,000.00
7	Administration				3,303.34	3,077.43	2,683.04	3,500.00	570.91	3,500.00	4,000.00
8	Memberships (Salt Ponds/RISC/Hist Soc)				650.00	400.00	200.00	500.00	100.00	500.00	500.00
9	Ballfield/playground				314.99	363.99	-	500.00	-	500.00	500.00
10	Beach/dunes				1,339.91	1,725.42	401.88	2,850.00	476.25	2,850.00	3,000.00
11	Boating/docking				260.21	321.06	(46.26)	1,500.00	1,214.86	1,500.00	1,750.00
12	CI - Other				-	3,000.60	9,739.72	10,500.00	5,646.00	10,500.00	13,250.00
13	CI - Garbage				25,000.00	25,001.00	27,500.00	27,500.00	9,166.67	27,500.00	27,500.00
14	Police/security				6,557.85	5,884.73	7,092.01	8,750.00	2,633.07	8,750.00	9,250.00
15	PW - Water operator (includes NE)				7,845.00	7,845.00	7,845.00	8,200.00	4,119.00	8,238.00	8,250.00
16	PW - Water system				30,504.86	21,328.27	24,229.62	17,300.00	11,604.31	20,000.00	20,360.00
17	PW - Roads				11,972.64	10,638.32	2,961.17	6,350.00	3,049.58	6,350.00	6,800.00
18	Real Estate/property/mapping				-	-	-	4,000.00	146.25	4,000.00	6,000.00
19	Tennis				1,213.85	1,095.75	404.24	1,400.00	145.23	905.00	1,400.00
20	Water project loan - principal/interest				6,314.17	14,400.00	14,400.00	14,400.00	8,400.00	14,400.00	14,400.00
21	Taxes (Charlestown)				4,944.92	4,907.32	4,684.63	5,000.00	2,325.44	5,000.00	5,500.00
22	Insurance				14,816.52	15,562.51	16,331.59	17,750.00	851.00	14,000.00	17,500.00
23	Transfer to water conservation fund				3,000.00	3,000.00	3,000.00	5,000.00	5,000.00	5,000.00	7,500.00
24	Transfer to road fund				6,600.00	8,000.00	6,000.00	5,000.00	4,000.00	5,000.00	5,000.00
25	Transfer to boat launch fund				2,830.00	2,760.00	-	-	-	-	-
26	Transfer to tennis fund				1,193.00	1,445.00	1,465.00	800.00	1,295.00	1,295.00	800.00
27	Transfer to asset replacement fund				15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
28	Transfer to Dunn's Corner smoothing fund				60,000.00	69,500.00	70,850.00	74,300.00	36,300.00	74,300.00	77,500.00
29	Transfer to mapping fund				-	5,288.05	-	-	-	-	-
30	Miscellaneous expense				-	-	-	275.00	-	-	-
31					222,002.01	226,831.00	240,842.60	244,375.00	118,575.52	245,588.00	263,260.00

Exhibit A, continued
July 20, 2013

	A	B	C	D	E	F	G	H	J	K	L	M	N	O
1						Water		Boat	Mapping		Asset	Dunn's		Total
2					Contingency	Conservation	Road	Launch	Project	Tennis	Replace	Corner		Restricted
3														
46					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
47														
48		Funding			-	3,000.00	6,000.00	-	-	1,465.00	15,000.00	70,850.00		96,315.00
49		Disbursements												
50		Storm restoration			(20,000.00)	-	-	-	-	-	-	-	-	(20,000.00)
51		Well repair/rehab			-	(9,650.00)	-	-	-	-	-	-	-	(9,650.00)
52		Water line analysis/improvs			-	(6,396.65)	-	-	-	-	-	-	-	(6,396.65)
53		Survey/monuments			-	-	-	-	(5,288.05)	-	-	-	-	(5,288.05)
54		Pond restoration			-	-	-	-	-	-	(6,614.58)	-	-	(6,614.58)
55		2nd half fiscal 2012			-	-	-	-	-	-	-	(34,727.94)	-	(34,727.94)
56		1st half fiscal 2013			-	-	-	-	-	-	-	(36,166.00)	-	(36,166.00)
57		Total disbursements			(20,000.00)	(16,046.65)	-	-	(5,288.05)	-	(6,614.58)	(70,893.94)	-	(118,843.22)
58		Transfer in (out)			-	10,000.00	-	-	-	-	(10,000.00)	-	-	-
59														
60					Fund balance at 12/31/2012	-	8,071.85	16,300.00	21,994.86	0.00	4,395.00	62,845.81	18,414.99	132,022.51
61														
62		Funding			20,000.00	5,000.00	5,000.00	-	-	1,295.00	15,000.00	74,300.00		120,595.00
63		Disbursements												
64		Well repair/rehab			-	(10,965.00)	-	-	-	-	-	-	-	(10,965.00)
65		Water line analysis/improvs			-	(5,000.00)	-	-	-	-	-	-	-	(5,000.00)
66		Pump house equip			-	(4,000.00)	-	-	-	-	-	-	-	(4,000.00)
67		Pond restoration			-	-	-	-	-	-	(5,000.00)	-	-	(5,000.00)
68		Dune improvement			-	-	-	-	-	-	(3,000.00)	-	-	(3,000.00)
69		2nd half fiscal 2013			-	-	-	-	-	-	-	(36,165.35)	-	(36,165.35)
70		1st half fiscal 2014			-	-	-	-	-	-	-	(38,000.00)	-	(38,000.00)
71		Total disbursements			-	(19,965.00)	-	-	-	-	(8,000.00)	(74,165.35)	-	(102,130.35)
72		Transfer in (out)			-	10,000.00	-	-	-	-	(10,000.00)	-	-	-
73														
74					Fund balance at 12/31/2013	20,000.00	3,106.85	21,300.00	21,994.86	0.00	5,690.00	59,845.81	18,549.64	150,487.16
75														
76		Funding			-	7,500.00	5,000.00	-	-	800.00	15,000.00	77,500.00		105,800.00
77		Disbursements												
78		Water line analysis/improvs			-	(5,000.00)	-	-	-	-	-	-	-	(5,000.00)
79		Pump house equip			-	(4,000.00)	-	-	-	-	-	-	-	(4,000.00)
80		Kayak racks			-	-	-	(3,000.00)	-	-	-	-	-	(3,000.00)
81		Pond restoration			-	-	-	-	-	-	-	-	-	-
82		Dune improvement			-	-	-	-	-	-	-	-	-	-
83		2nd half fiscal 2013			-	-	-	-	-	-	-	(38,000.00)	-	(38,000.00)
84		1st half fiscal 2014			-	-	-	-	-	-	-	(39,500.00)	-	(39,500.00)
85		Total disbursements			-	(9,000.00)	-	(3,000.00)	-	-	-	(77,500.00)	-	(89,500.00)
86		Transfer in (out)			-	10,000.00	-	-	-	-	(10,000.00)	-	-	-
87														
88					Fund balance at 12/31/2014	20,000.00	11,606.85	26,300.00	18,994.86	0.00	6,490.00	64,845.81	18,549.64	166,787.16

PUBLIC WORKS REPORT JULY 20, 2013

Exhibit B
July 20, 2013

The water system continues to perform very well. Over the fourth of July weekend, we hit periods where demand actually reached 120 gallons per minute. While that is the most that can be pumped to the tank with both wells pumping, our storage capacity and the fact that those maximum demands don't last very long, give us plenty of cushion. Highest usage is between 4 and 6 pm. Daily use was at 65,000 gallons at its peak. We're 100,000 gallons of consumption higher than last year at this time and total for the year will probably be similar to last year. That is between 5.5 and 6 million gallons.

The generator has been inspected and tested in anticipation of any Summer or Fall power outages.

Respectfully submitted,
George Prior