

MINUTES
of the
Quonochontaug Central Beach Fire District
Board of Governors Meeting
Saturday, August 21, 2010

Members in attendance: Stephen Long, Pat Wildman, Heather Cady, Joe DeMaio, Cecelia McCullough, Bill Meyer, Tom Frost, Peter Rettig, Dick Stabnick, Ron Ruel, Barb Ruel, Carrie Gilpin, Ted Gilpin and Diane McEnroe.

- I. Stephen Long called the meeting to order at 9:05 a.m.
- II. Approval of Minutes: Minutes of the July 17, 2010 Board of Governors Meeting were presented for approval. **A MOTION was made to approve the minutes of the July 17, 2010 Board of Governors Meeting. The motion was seconded and passed unanimously.**
- III. Committee Reports were delivered:
 - A. Joe DeMaio – Finance & Budget:
 1. A discussion took place on the 2011 Budget, attached hereto as Exhibit A. **A MOTION was made to approve the following budget-related resolutions for presentation at the 2010 Annual Meeting in September:**
 1. **That the 2011 Budget and Reserve Disbursements and Transfers, as approved by the Board of Governors, be approved. Specifically, you are approving the 2011 Budget, including a 0% tax increase, Reserve Disbursements and Transfers, and a total tax that will not be less than \$225,000 nor higher than \$232,500.**
 2. **That the 2010 Budget be amended to re-allocate \$16,000.00 of the approved budgeted expenditures of \$260,131.00 to fund a portion of the purchase and installation of the previously approved Water Purification System. Further, \$9,000.00 of the Water Conservation Fund shall be used to fund the remaining anticipated cost of \$25,000.00 for the Water Purification System.**
 3. **That the 2010 Budget be amended to authorize the use of approximately \$12,500 of the Dunn’s Corner Smoothing Fund to bridge the gap between the previously approved budget and the forecasted expenditures, which include the second and**

third installments of the new agreement plus an underpayment from 2009.

4. That the Board of Governors be granted the authority to annually allocate any surplus to (1) reduce the then current balance on any outstanding debt obligation of the QCBFD or (2) roll such surplus into the following year's budget as miscellaneous income or (3) allocate a portion of such surplus to either (1) or (2), as it deems appropriate.

The motion was seconded and passed unanimously.

2. A discussion took place concerning the refinancing of the water project upgrade.

B. Ron Ruel – Police Protection:

1. Ron Ruel reported that there have been many complaints involving the reckless use of golf carts in QCBFD. A discussion took place regarding applicable golf cart law.

2. It was agreed that signage was needed for the playground stating that the playground is closed from “Dusk to Dawn.”

C. Tom Frost – Real Estate: Tom Frost reported on a zoning issue on Bay View Avenue. The issue involves an illegal subdivision of a non-conforming lot. An existing house was sold in one transaction and an empty lot sold in another transaction.

D. Peter Rettig – Civic Improvement: Peter Rettig reported that: 1. the QCBFD garbage collection is running smoothly; 2. the bulletin board is almost complete; 3. the Garden Club had a proposal for tree and grass planting.

A MOTION was made to approve the Garden Club's proposal to plant two trees and grass. The motion was seconded and passed unanimously.

E. Bill Meyer – Public Works:

1. A discussion took place regarding the QCBFD water system and the water usage by the community over the course of the summer months.

2. A discussion took place regarding a UV system for QCBFD's water system.

F. Richard Stabnick – Long Range Planning:

1. A discussion took place regarding the film “Hometown Flood,” which documents the historic flooding in Rhode Island. The DVD can be purchased at McQuade’s grocery store. A general discussion took place regarding the Town of Charlestown’s flood response program.

2. The Rhode Island legislative process was discussed.

3. A general discussion took place concerning the proposed changes to the QCBFD charter.

4. A general discussion took place regarding the invasive vegetation and phragmites in QCBFD’s Fresh Pond. Two major types of vegetation are currently invading Fresh Pond: lilies and phragmites.

G. Barb Ruel – Special Events: Barb Ruel reported that she plans to read a report at the QCBFD Annual Meeting that will detail the funds donated by the Special Events Committee to pay for civic improvements in the QCBFD community.

H. Diane McEnroe – Nominating Committee: Diane McEnroe updated the Board on the work of the Nominating Committee.

I. Ted Gilpin – Boating: Ted reported that the QCBFD boat launch continues to be used by non-Central Beach residents. The Boating Committee is attempting to resolve this issue.

J. Carrie Gilpin – Beach and Dunes: Carrie Gilpin reported that a beach cleanup was planned, but the Charlestown police officer scheduled to speak never showed up.

K. Stephen Long – Moderator: The next Board of Governors meeting will be held on Saturday, October 17, 2010.

IV. A MOTION was made to adjourn at 11:39 a.m. The motion was seconded and passed unanimously.

Respectfully submitted,

Heather Dodge Cady, Clerk
Quonochontaug Central Beach Fire District

QCBFD
Budget Presentation
2010 Annual Meeting

Exhibit A
August 21, 2010

	A	B	C	D	E	F	G	H	I
1						5.06%	2.49%		0.00%
2						Actual	Budget	Forecast	Budget
3						12/31/2009	12/31/2010	12/31/2010	12/31/2011
4	Sources of funds - operating								
5		Taxes				221,562.61	227,089.00	227,311.00	227,311.00
6		Lease to tennis club				1,491.73	1,350.00	1,350.00	1,350.00
7		Road impact fees				6,100.00	4,000.00	2,000.00	3,000.00
8		Boat sticker fees				3,220.00	3,000.00	3,000.00	3,150.00
9		Interest income				841.10	1,250.00	250.00	500.00
10		Cumulative surplus				24,087.08	23,442.00	55,363.19	39,494.19
11						257,302.52	260,131.00	289,274.19	274,805.19
12	Uses of funds - operating								
13		Manager				-	500.00	500.00	500.00
14		Professional fees				3,195.00	3,000.00	2,400.00	2,000.00
15		Charter, legal, negotiation fees				-	30,000.00	25,500.00	15,000.00
16		Record digitization				-	-	-	2,500.00
17		Administration				2,650.01	2,400.00	2,400.00	2,600.00
18		Memberships (Salt Ponds/RISC/Hist Soc)				50.00	400.00	400.00	400.00
19		Ballfield/playground				173.69	400.00	400.00	450.00
20		Beach/dunes				1,438.12	1,600.00	1,250.00	1,600.00
21		Boating/docking				800.00	-	-	800.00
22		CI - Other				-	-	-	3,000.00
23		CI - Garbage				25,000.00	25,000.00	25,000.00	25,000.00
24		CI - Fire protection				61,875.00	60,000.00	60,000.00	69,500.00
25		Police/security				6,372.94	8,500.00	8,500.00	9,250.00
26		PW - Water operator (includes NE)				7,820.25	15,000.00	15,000.00	15,000.00
27		PW - Water system				14,055.22	12,100.00	12,100.00	14,800.00
28		PW - Roads				13,394.53	14,150.00	12,150.00	11,200.00
29		Real Estate/property				603.00	2,000.00	-	12,000.00
30		Mapping project				-	2,000.00	-	2,000.00
31		Tennis				949.79	1,380.00	1,380.00	1,600.00
32		Water project loan - principal/interest				758.34	13,860.00	6,000.00	14,400.00
33		Other loan - principal/interest				13,751.50	13,500.00	13,500.00	11,700.00
34		Taxes (Charlestown)				4,737.25	5,500.00	5,100.00	5,200.00
35		Insurance				15,173.69	20,000.00	15,900.00	18,800.00
36		Transfer to Water Conservation Fund				3,000.00	3,000.00	19,000.00	3,000.00
37		Transfer to Road Fund				8,000.00	6,000.00	4,000.00	13,000.00
38		Transfer to Boat Sticker Fund				2,940.00	3,000.00	3,000.00	3,150.00
39		Transfer to Tennis Fund				292.00	800.00	1,193.00	800.00
40		Transfer to Asset Replacement Fund				15,000.00	15,000.00	15,000.00	15,000.00
41		Transfer of cumulative surplus				55,363.19	-	39,494.19	-
42		Miscellaneous expense				-	1,041.00	107.00	555.19
43						257,393.52	260,131.00	289,274.19	274,805.19
44									
45	Net increase (decrease) - operating						(91.00)	-	-

QCBFD
Reserve Analysis
2010 Annual Meeting

	A	B	C	D	E	F	G	H	I	J	K	L	M
1						Water		Boat		Asset	Dunn's		Total
2					Contingency	Conservation	Road	Sticker	Tennis	Replace	Corner		Restricted
3													
4	Fund balance at 12/31/2009				20,000.00	13,525.50	24,700.00	17,904.86	292.00	34,460.39	28,384.07		139,266.82
5													
6	Funding				-	19,000.00	4,000.00	3,000.00	1,193.00	15,000.00	60,000.00		102,193.00
7													
8	Disbursements												
9	Water purification				-	(25,000.00)	-	-	-	-	-		(25,000.00)
10	Catch-up 2009				-	-	-	-	-	-	(5,875.00)		(5,875.00)
11	2nd half fiscal 2010				-	-	-	-	-	-	(32,500.00)		(32,500.00)
12	1st half fiscal 2011				-	-	-	-	-	-	(33,962.50)		(33,962.50)
13	Total disbursements				-	(25,000.00)	-	-	-	-	(72,337.50)		(97,337.50)
14													
15	Transfer in (out)				-	-	-	-	-	-	-		-
16													
17	Fund balance at 12/31/2010				20,000.00	7,525.50	28,700.00	20,904.86	1,485.00	49,460.39	16,046.57		144,122.32
18													
19	Funding				-	3,000.00	13,000.00	3,150.00	800.00	15,000.00	69,500.00		104,450.00
20													
21	Disbursements												
22	Third well				-	(5,000.00)	-	-	-	-	-		(5,000.00)
23	Road re-surfacing				-	-	(55,000.00)	-	-	-	-		(55,000.00)
24	Kayak rack				-	-	-	(1,000.00)	-	-	-		(1,000.00)
25	Pond mower				-	-	-	(6,000.00)	-	-	-		(6,000.00)
26	2nd half fiscal 2011				-	-	-	-	-	-	(34,000.00)		(34,000.00)
27	1st half fiscal 2012				-	-	-	-	-	-	(35,500.00)		(35,500.00)
28	Total disbursements				-	(5,000.00)	(55,000.00)	(7,000.00)	-	-	(69,500.00)		(136,500.00)
29													
30	Transfer in (out)				-	-	14,000.00	-	-	(14,000.00)	-		-
31													
32	Fund balance at 12/31/2011				20,000.00	5,525.50	700.00	17,054.86	2,285.00	50,460.39	16,046.57		112,072.32

QCBFD
Budget Notes
December 31, 2011

Highlights of the proposed 2011 Budget:

1. No increase in taxes
2. Expenditures generally at 2010 levels with the following exceptions:
 - a. Charter, legal, negotiation fees – reduced to \$15,000 as the contract for fire protection is in place.
 - b. Record digitization – to explore a new initiative to accumulate, organize, and create a digital copy of the critical FD records.
 - c. Civic Improvement – other – to fund, as discussed by Civic Improvement, necessary repairs and improvements as required around the FD.
 - d. Real estate/property – to fund, as discussed by Real Estate, a boundary survey of the FD, in the amount of \$10,000.
 - e. Transfer to Water Conservation Fund –increased funding of \$16,000 in 2010 to fund, as discussed by PW, the previously approved installation of the water purification system. The total system cost is anticipated to be \$25,000 and will be funded from the Water Conservation Fund.
 - f. Transfer to Road Fund – total funding in 2011 in the amount of \$13,000 (increase of \$8,000) to fund, as discussed by PW, the resurfacing of the roads in the amount of \$55,000. This project will also require the transfer of \$14,000 from the Asset Replacement Fund to the Road Fund.
 - g. Boat sticker Fund – the use of a portion of the Boat Sticker Fund for the construction of a new kayak rack (\$1,000), as discussed by Boating, and the purchase of a pond mower for Fresh Pond, as discussed by Long Range Planning, (\$6,000).
 - h. Asset Replacement Fund – the transfer of \$14,000 of the balance of the Asset Replacement Fund to the Road Fund to cover the cost of the road resurfacing.
 - i. Dunn’s Corner Smoothing Fund – to be used in 2011 for the purpose of covering any cost increase under the terms of the contract with Dunn’s Corner above the 4.5% amount budgeted for Civic Improvement – Fire protection. In 2010, \$12,337.50 of the Dunn’s Corner Smoothing fund was used to bridge the gap between the budget of \$60,000 and the forecasted expenditures of \$72,337.50, which included the second and third installments of the new agreement plus an underpayment from 2009.

Central Beach Fire District
Balance Sheet
As of July 31, 2010

	Total
ASSETS	
Current Assets	
Bank Accounts	
4000 Cash	0.00
4010 Checking	88,893.03
4020 Savings	100,000.00
4040 Municipal Money Market	125,574.40
Total 4000 Cash	314,467.43
Total Bank Accounts	\$314,467.43
Total Current Assets	\$314,467.43
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	245,533.72
5110 Tennis Courts 1	2,200.00
5120 Tennis Courts 2	2,200.00
Total Fixed Assets	\$890,433.72
TOTAL ASSETS	\$1,204,901.15
LIABILITIES AND EQUITY	
Liabilities	
Long Term Liabilities	
7110 Water System Loan	175,000.00
7130 Capital Loan	10,600.00
Total Long Term Liabilities	\$185,600.00
Total Liabilities	\$185,600.00
Equity	
1000 Restricted Funds	
1010 Contingency Fund	20,000.00
1020 Water Conservation Fund	16,525.50
1040 Road Fund	26,700.00
1050 Boat Sticker Fund	19,374.44
1083 Tennis Fund	685.00
1084 Asset Replacement Fund	49,460.39
1085 Dunn's Corners Fire Smoothing Fund	20,009.07

	<u>Total</u>
Total 1000 Restricted Funds	152,754.40
9500 Fund Balance	708,384.83
Net Income	158,161.92
Total Equity	<u>\$1,019,301.15</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$1,204,901.15</u></u>

Wednesday, Aug 18, 2010 10:31:31 AM GMT-4 - Accrual Basis

Central Beach Fire District
Budget vs. Actuals: 2010 Budget - FY10 P&L
 January - July, 2010

	Total	
	Actual	Budget
Income		
1500 Revenues		
1521 Boat Sticker Revenue	1,990.00	2,500.00
1524 Road Impact Fees	100.00	500.00
1530 Tax Receipts	227,311.00	227,089.00
1540 Interest Income	108.23	728.00
1550 Miscellaneous Income	55,363.19	23,442.00
Total 1500 Revenues	284,872.42	254,259.00
Total Income	\$284,872.42	\$254,259.00
Gross Profit	\$284,872.42	\$254,259.00
Expenses		
2000 Expenses		
2010 Manager's Stipend		250.00
2020 Professional Fees (Legal)	900.00	0.00
2022 Charter, legal, negotiation fees	12,401.50	15,000.00
2030 Administration	<u>1,030.54</u>	1,400.00
2040 Donations/Memberships	200.00	200.00
2050 Ballfield/Playground	144.99	200.00
2060 Beach/Dunes	325.00	850.00
2070 Boating/Docking	260.21	
2080 Civic Improvement	4,000.00	
2081 Civic Improvement - Garbage	8,333.00	15,000.00
2082 Civic Improvement - Fire	30,000.00	30,000.00
2100 Police/Security	2,731.85	4,500.00
Total 2000 Expenses	60,327.09	67,400.00
2200 Public Works		
2210 Water System Operator		
2212 Northeast Water Supervision	3,922.50	8,750.00
Total 2210 Water System Operator	3,922.50	8,750.00
2220 Water System		
2221 Filtering System	510.00	1,500.00
2222 Generator	802.66	500.00
2224 Pump House Electricity	2,002.59	920.00
2225 Pump House Security	57.68	56.00
2227 System Repairs & Maintenance	5,963.18	875.00
2227A Water Tank Maintenance	13.99	581.00
2228 Water Testing	1,813.88	1,100.00
2228A Dues and Licenses		210.00
2229 Well Maintenance		581.00
2229A Miscellaneous Water	245.95	0.00
2229B Cox Telephone-Monitoring	900.00	546.00
2230 Water Conservation Fund Accrual	3,000.00	3,000.00
Total 2220 Water System		

	Total	
	Actual	Budget
	15,309.93	9,869.00
2240 Roads/Parking Lots		
2241 Brush Removal	360.00	1,000.00
2242 Fire Hydrant Repair		375.00
2243 Mowing	1,330.00	500.00
2244 Parking Lot Maintenance		500.00
2245 Road Patching	961.26	500.00
2246 Snow Removal	550.00	1,700.00
2247 Street Signs		200.00
2248 Streetlight Electricity	1,390.72	2,000.00
2249 Sump Pump Electricity	375.65	175.00
2249A Miscellaneous Roads		350.00
2250 Road Fund Accrual	2,000.00	2,000.00
Total 2240 Roads/Parking Lots	6,967.63	9,300.00
Total 2200 Public Works	26,200.06	27,919.00
2310 Real Estate/Property		1,000.00
2311 Mapping Project		1,500.00
2330 Tennis/Golf	855.08	880.00
2340 Loans - Interest		
2341 Water Loan Interest	314.17	6,930.00
2342 Real Estate Loan Interest	836.43	700.00
Total 2340 Loans - Interest	1,150.60	7,630.00
2343 Loan Principal Payment	12,300.00	12,300.00
2410 Taxes (Charlestown)	2,556.88	2,750.00
2420 Insurance	6,591.00	3,000.00
2425 Transfer Asset Replacement Funds to Fund	15,000.00	15,000.00
2427 Transfer Boat Sticker Fee to Sticker Fund	1,729.79	0.00
Total Expenses	\$126,710.50	\$139,379.00
Net Income	\$158,161.92	\$114,880.00

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