

MINUTES of the Quonochontaug Central Beach Fire District

Board of Governors Meeting

Saturday, August 6, 2011

Members in attendance: Stephen Long, Pat Wildman, Heather Cady, Joe DeMaio, Cecelia McCulloch, George Prior, Shari Frost, Ron Ruel, Peter Rettig, Tom Battista, Dick Stabnick, Elaine Battista, Ted Gilpin and Sue Birk. Roy Jacobsen also attended.

I. Stephen Long called the meeting to order at 9:10 a.m.

II. Approval of Minutes:

1. A MOTION was made to approve the minutes of the Board of Governors Meeting held on July 23, 2011. The motion was seconded and passed unanimously.

2. The next Board of Governors Meeting will be held on Sunday, October 9, 2011.

III. Committee Reports were delivered:

A. Joe DeMaio – Finance & Budget:

Joe DeMaio discussed the 2012 Budget, which will be presented at the Annual Meeting on September 17, 2011 ([see attached Exhibit A](#)). Joe DeMaio reported that the QCBFD budget numbers are running consistently year-to-year.

A MOTION was made to approve the acceptance of \$5,200 (raised for the digital mapping project) to be used for additional survey work in QCBFD and for the installation of permanent survey monuments. The motion was seconded and passed unanimously.

A MOTION was made for the 2012

Budget, including an approximate \$8,000 increase in total tax revenues (3.5% above 2011), to be approved. Specifically, this motion is to approve the 2012 Budget (attached hereto as Exhibit A), including a 3.5% tax increase, and a total tax that will not be less than \$235,00 nor higher than \$239,000. The motion was seconded and passed unanimously.

A MOTION was made for the Asset Replacement Fund, established and effective as of January 1, 2007, to be permanently extended as a prudent means of setting aside the funds necessary to meet the inevitable capital improvement needs of QCBFD. The amount of the annual contributions and withdrawals to such fund shall be presented to and voted upon by the QCBFD as part of the Annual Budget. The motion was seconded and passed unanimously.

A MOTION was made for the QCBFD Board of Governors to be authorized to spend up to \$20,000 of the Contingency Fund if and when necessary to meet financial obligations of QCBFD that exceed those approved in the Annual Budget. Any such use shall require the approval of a majority of the QCBFD Board of Governors. The motion was seconded and passed unanimously.

A MOTION was made for the \$500,000 Line of Credit with Washington Trust, approved for a five-year period by QCBFD at the Annual Meeting in September of 2006, to be renewed

for an additional five years. This \$500,000 Line of Credit may be used by QCBFD for both normal operating cash flow needs and emergencies, in either case as approved by a majority of the QCBFD Board of Governors. The motion was seconded and passed unanimously.

B. Pat Wildman – Treasurer:

Pat Wildman reported that tax invoices will be sent out at the end of the summer and that she will be in charge of collecting the taxes.

C. George Prior – Public Works:

1. A discussion took place regarding the ongoing copper passivation issue. Public Works has repeated the copper level testing in the QCBFD water. George Prior reported that 16 new homes have now been tested for copper, with four testing positive. East Beach has been passivating its water for seven years. George Prior explained that it will take one to two years for QCBFD to balance out the copper level in the community water and that the cost of such passivation will be approximately \$4,800.

A MOTION was made to have Northeast install a chemical copper passivation system in QCBFD's water delivery system in order to correct the copper levels in QCBFD's water. The motion was seconded and passed unanimously.

2. George Prior reported that the water system is running as it should be. The QCBFD community is using approximately 60,000 gallons of water every

day, even on weekdays. QCBFD's electrical costs associated with the water system are down this year.

3. George Prior reported on the ongoing analysis of QCBFD's potential third well. Public Works is considering whether it should clean up our second well rather than replace it with a third well. The question for Public Works is whether QCBFD should rebuild/clean up the existing second well or replace it with a new third well. The cost of cleaning up the existing well would be approximately \$5,000, whereas replacing the existing well with a new one would cost approximately \$15,000 to \$20,000. The consensus seems to be that it would be better to fix the second well rather than build a new third well.

4. A discussion took place regarding the resurfacing of QCBFD's roads. The resurfacing is now complete and is considered a success. The excess gravel has been swept from the roads.

D. Cecelia McCulloch – Tennis and Golf:

Cecelia McCulloch reported that the 2012 budget for the Tennis and Golf Committee was adequate.

E. Peter Rettig – Civic Improvement:

]1. Peter Rettig reported that the QCBFD trash collection contract with Ed Palmer expires at Thanksgiving. Ed Palmer is agreeable to executing a new five-year contract with QCBFD. Such contract would include a 10% increase in the cost to QCBFD, for an annual contract of \$27,500. The private, off-season rate to individual residents would increase to

\$27.50 per month (an increase from \$25.00 per month).

A MOTION was made for QCBFD to execute a five-year contract with Ed Palmer for QCBFD trash collection at a cost of \$27,500 per year. Such contract will also provide for off-season trash collection for QCBFD residents at an individual rate of \$27.50 per month. The motion was seconded and passed unanimously.

2. Peter Rettig reported that there had been an electrical fire at 100 Surfside Avenue. The damage was minor, but the Fire Department was called to the scene. The Fire Department requested a key to access the QCBFD parking lot after hours.

3. The ballfield fence is in need of repair and will be fixed. Peter Rettig will contact the Charlestown Fence Company to do the repair work.

4. The vandalized bulletin board at the ballfield continues to remain unfinished. Steve Washburn has been in contact and will finalize repairs. Over one year has passed since the bulletin board was set on fire.

5. Peter Rettig reported that no progress has been made on the new signage reading "Playground Closes At Dusk" and "Children at Play" at the playground.

6. The new water fountain at the playground has not been completed due to equipment availability issues.

F. Ron Ruel – Police Protection:

1. Ron Ruel discussed the implementation of the

test golf cart rules over the summer season. It was agreed that the rules on the safe operation of golf carts in QCBFD should be adopted on a permanent basis.

A MOTION was made to adopt the attached rules (Exhibit B) on the safe operation of golf carts in QCBFD. The motion was seconded and passed unanimously.

2. Ron Ruel reported that a bonfire was discovered on the beach, still burning, on a mid-week morning in early August.

3. Ron Ruel reported that there have been several car break-ins in East Beach over the past several weeks.

4. Ron Ruel reported that parties continue to take place on the beach, although small in size. The Charlestown police have agreed to patrol the beaches by walking onto them around 11:00 p.m. each night and will be looking for underage drinking.s

G. Hari Frost - Beaches and Dunes:

1. Shari Frost reported that the boardwalk was repaired by Roy Jacobsen, a Beach and Dunes committee member.

2. A beach safety lecture will take place on August 13th at 3:00 p.m.

3. A discussion took place regarding the abundance of beach weeds growing in the beach parking lot, dunes area and boardwalk. Shari Frost has budgeted \$200 to clean up the weeds at the beach.

H. Tom Battista – Real Estate:

Tom Battista reported that the QCBFD survey is complete and will be certified and declared by Wes Grant. The survey will be filed this fall. Tom proposed that we survey and mark the remaining pieces of Central Beach property. The cost of doing so will be included in the 2012 Budget.

I. Dick Stabnick – Long-Range Planning:

Dick Stabnick updated the Board on the clean up of Fresh Pond. A discussion took place as to what the cost would be to clean up Fresh Pond. Dick Stabnick explained that the clean up would be done in two phases, the spraying phase and the harvest and burn phase. The process will take three years to complete. The cost to spray approximately six acres with Rodeo is projected to be \$12,000 to \$14,000. The cost to harvest and burn the phragmites is projected to be \$30,000. The cost for the first year would total approximately \$45,000.

J. Sue Birk – Nominating Committee:

1. Sue Birk and Steve Long explained the formation of a new committee to be called the "Community Sales Committee." Steve Long explained that this new group, which will be run by a Commissioner and report to the QCBFD Board of Governors, will handle only merchandise/logo sales and money raising for QCBFD. This new merchandise/fundraising group will dedicate its time to QCBFD logo sales and other fundraising activities in order to support and pay for all the social events

and activities planned by the new Special Events committee. All the money raised by this new committee will continue to support the social events organized by Special Events.

Several questions were then raised by Board members as to what had precipitated this change in the structure of the Special Events committee.

A MOTION was made to adopt the attached description (Exhibit C) of the newly created "Community Sales Committee." The motion was seconded and passed unanimously.

2. Sue Birk reported that the Nominating Committee has finalized recommendations to fill Commissioner positions in the following areas: Boating, Civic Improvement, Ballfield, Police Protection and Special Events.

A MOTION was made to approve the attached slate (Exhibit D) of the Board of Governors and Commissioners for the 2011-2012 year, as recommended by the Nominating Committee. The motion was seconded and passed unanimously.

K. Ted Gilpin – Boating:

A discussion took place regarding the elimination of the QCBFD boat sticker fee.

A MOTION was made that the current boat sticker fee for use of the boat launch area be eliminated. Upon request of the Boating Commissioner, two boat stickers will be available (at no charge) per QCBFD lot number. If space allows, up to two additional

boat stickers will be available per QCBFD lot number. Additionally, it is resolved that the current boat sticker fund be retained for future maintenance and repair of the QCBFD boat launch area. The motion was seconded and passed unanimously.

L. Stephen Long – Moderator:

1. The next Board of Governors meeting will be held on Sunday, October 9, 2011.

2. Steve Long discussed the plan to formalize a communications director position for QCBFD, as well as a website manager. The goal in creating these positions would be to make the QCBFD website more interactive.

IV. A MOTION was made to adjourn the meeting at 12:00 p.m. The motion was seconded and passed unanimously.

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

Exhibits to the Minutes of 8/6/11

2011 Annual Meeting
September 17, 2011
Finance and Budget Committee Report

Exhibit A 8/6/11

The forecasted results for the calendar year 2010 anticipate a surplus of approximately \$12,500. In accordance with the motion voted upon and approved at the 2010 Annual Meeting, the BOG has the authority to annually allocate any surplus to (1) reduce the then current balance on any outstanding debt obligation of the FD or to (2) roll such surplus into the following year's budget as miscellaneous income or to (3) allocate a portion of such surplus to either (1) or (2), as it deems appropriate. The allocation will be made by the BOG after the final results of 2011 have been calculated by the Treasurer. The final results for 2010 transferred a cumulative surplus of \$40,797.90 into this year.

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.

QCBFD
Budget Notes
December 31, 2012

(Exhibit A,
continued)

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.
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 - 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.

(Exhibit A,
continued)

QCBFD
Reserve Analysis
2011 Annual Meeting

(Exhibit A,
continued)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1						Water		Boat		Asset	Dunn's		Total
2					Contingency	Conservation	Road	Launch	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	13,000.00	3,150.00	1,445.00	15,000.00	69,500.00		105,095.00
7	Disbursements												
8	Third well				-	-	-	-	-	-	-		-
9	Road re-surfacing				-	-	(42,000.00)	-	-	-	-		(42,000.00)
10	Kayak rack				-	-	-	(1,000.00)	-	-	-		(1,000.00)
11	Pond enhancement				-	-	-	(6,000.00)	-	-	-		(6,000.00)
12	2nd half fiscal 2011				-	-	-	-	-	-	(33,150.00)		(33,150.00)
13	1st half fiscal 2012				-	-	-	-	-	-	(34,641.75)		(34,641.75)
14	Total disbursements				-	-	(42,000.00)	(7,000.00)	-	-	(67,791.75)		(116,791.75)
15	Transfer in (out)				-	-	14,000.00	-	-	(14,000.00)	-		-
16													
17	Fund balance at 12/31/2011				20,000.00	11,118.50	16,300.00	16,884.86	2,930.00	50,460.39	18,545.12		136,238.87
18													
19	Funding				-	3,000.00	5,000.00	-	800.00	15,000.00	70,850.00		94,650.00
20	Disbursements												
21	Well repair/rehab				-	(15,000.00)	-	-	-	-	-		(15,000.00)
22	Water line anal/improvs				-	(5,000.00)	-	-	-	-	-		(5,000.00)
23	Pond enhancement				-	-	-	-	-	(5,000.00)	-		(5,000.00)
24	2nd half fiscal 2012				-	-	-	-	-	-	(34,650.00)		(34,650.00)
25	1st half fiscal 2013				-	-	-	-	-	-	(36,200.00)		(36,200.00)
26	Total disbursements				-	(20,000.00)	-	-	-	(5,000.00)	(70,850.00)		(95,850.00)
27	Transfer in (out)				-	10,000.00	-	-	-	(10,000.00)	-		-
28													
29	Fund balance at 12/31/2012				20,000.00	4,118.50	21,300.00	16,884.86	3,730.00	50,460.39	18,545.12		135,038.87

2011

QCBFD Rules and Regulations governing the use of low speed vehicles / golf carts.

The rules and regulations listed below regard the use of low speed vehicles / golf carts on Central Beach roads and community property including parking lots and rights of way. They are intended to guide us toward the safe operation of these vehicles.

1. Operation of a low speed vehicle / golf cart is restricted to those persons who possess a valid, state issued, motor vehicle operator's license.
2. Operators must obey the maximum speed limit of 15 MPH on all Central Beach roads.
3. The number of passengers allowed is limited by the number of seats available on the low speed vehicle / golf cart.
 - 3.1 The number of passenger seats is based upon the manufacturer's specifications and not modified by the owner and/or operator.
 - 3.2 All passengers must remain seated at all times during operation.
- 4 No person shall operate a low speed vehicle / golf cart in any careless way as to endanger the person or property of another.
- 5 Head lamps and appropriate rear lighting or reflectors are required for all operation during the hours between sunset and sunrise.

It is the responsibility of each low speed vehicle owner to maintain liability insurance either as separate motor vehicle insurance or as a rider on their home owner's insurance.

Operation of low speed vehicles / golf carts on town roads adjacent to Central Beach is enforced by the Charlestown Police Department. They include; West Beach Road, Sea Breeze Road and Sunset Drive.

Exhibit C

Community Sales Committee

Role: To raise funds to support the Special Events of the Quonochontaug Central Beach Fire District (“QCBFD”) community and other QCBFD improvement projects.

-The Special Events committee has first call on the funds raised and will prepare a budget for the coming year to submit to the Community Sales committee to determine the amount of funding needed.

-After all the needs of the Special Events committee have been met, excess funds raised by the Community Sales committee will be used for QCBFD community improvements.

-The Community Sales committee, along with input from the QCBFD Board of Governors, will determine how the excess funds are spent.

-All Commissioners can request funding for community projects from these funds.

-The Civic Improvement committee will have the responsibility of implementing these community projects, along with other appropriate Commissioners whose committees are benefitted by the projects.

-The Community Sales committee will maintain a bank account, which will hold the funds raised by such committee.

-The Community Sales committee will be self-funded and therefore purchase items for sale with funds currently in their bank account.

Quonochontaug Central Beach Fire District
Board of Governors & Commissioners 2011-2012

BOARD OF GOVERNORS

ADMINISTRATIVE OFFICERS:

MODERATOR - Steve Long 2010

CLERK - Heather Cady 2010

TREASURER - Pat Wildman 2009

COMMISSIONERS:

FINANCE & BUDGET - Joe DeMaio 2009

PUBLIC WORKS - George Prior 2010

REAL ESTATE & PROPERTY - Tom Battista, 2011

BEACH & DUNES - Shari Frost, 2011

CIVIC IMPROVEMENT/FIRE PROTECTION - Bill Heep 2011

LONG-RANGE PLANNING - Dick Stabnick 2010

POLICE PROTECTION - Michele Pallai Reppucci 2011

COMMISSIONERS NOT MEMBERS OF BOARD OF GOVERNORS

BALLFIELD & PLAYGROUND - Michael Flynn 2011

BOATING - Brewster Blackall 2011

SPECIAL EVENTS - Marilyn Rettig 2011

TENNIS & GOLF - Ceil DeMaio 2010

TAX ASSESSORS - Jack Frost 2011, Tom Farrell, Jr. 2008

PROFESSIONAL STAFF - MANAGER - Peter Whitman
COUNSEL - Philip M. Sloan, Jr.