

**Minutes of the Meeting of Quonochontaug Central  
Beach Fire District Board of Governors held on  
Saturday, January 23, 2021  
Via Zoom Videoconference (COVID RELATED)**

**Members in Attendance:** Maud Bailey, Al Bartosic, DeDe Consoli, Ellen Frost, Julia Mathews, Fred (Fig) Newton, Roberta Peet, Vinny Reppucci and Susan Wilson-Perez.

Members Absent: Julie Low

Also in attendance were Chris Harris, Assistant Clerk, Elaine Heilemann, Co-Manager of Special Events, Peter Rettig, Manager of Beach and Dunes, Bob Frazier, Manager of Boating, Mark McEnroe, Manager of Tennis Courts and members of the public.

**1. Call to Order**

**Susan Wilson-Perez**

The Moderator, Susan Wilson-Perez, called the meeting to order at approximately 9:00am.

**2. Approval of Minutes:**

**Clerk, Maud Bailey**

No edits were made to the October 24, 2020 BoG Meeting Minutes as distributed prior to the meeting. A **motion** was made to approve the minutes of the BoG Meeting dated October 24, 2020 as previously sent. The motion was **seconded** and **passed**, with all members of the Board of Governors in attendance voting in favor of the motion (other than the Moderator, who under the District's By-Laws only votes in the case of a tie).

**3. Agenda, minutes and yearly meetings calendars**

**Chris Harris**

Chris asked the BoG to remember to send her all Agenda and minutes so she can upload them to the Secretary of State's Open Meetings website for compliance. She asked that everyone add date of posting and "draft" or "approved" on minutes. She also reminded the Chairs the time schedule posting minutes. She also reminded the chairs that for Open Meetings Act ("OMA") compliance we need a list of proposed meeting dates for the various committees for the 2021 calendar year. The meeting dates are to be uploaded onto the OMA website as per compliance.

**4. Treasurer's Report:**

**Treasurer, Roberta Peet**

Roberta led a brief discussion concerning the report she sent out previously to the meeting. Roberta then announced the District's new bookkeeper, Elise vonHousen, Partner from Hoyt, Fillipetti & Malaghan, LLC and led a brief discussion on an administrative resolution concerning the bookkeeper's duties. After a small edit the resolution below was voted on and passed.

*Resolved*, (1) that Elise vonHousen, Partner from Hoyt, Fillipetti & Malaghan, LLC (Bookkeeper), has the authority as appointed QCBFD Bookkeeper, working under the supervision of QCBFD Treasurer, to endorse and deposit checks into any District bank account at the direction of the Treasurer and make orders for payment of duly approved invoices from the QCBFD Operating Account held at Washington Trust.

The resolution was **seconded** and **passed**, with all members of the Board of Governors in attendance voting in favor of the motion (other than the Moderator, who under the District's By-Laws only votes in the case of a tie).

Roberta informed the Board that the procedures for approving invoices will be changing going forward and she will be sending an email on those changes soon. She also announced that the District now has a PO Box in Westerly.

**5. Moderator's Report:**

**Moderator, Susan Wilson-Perez**

Sue had two items to discuss. The first was a discussion concerning the draft letter informing the community of our QCBFD community approved construction guidelines that Chris Harris has been working on this fall. The Board discussed the letter and decided that letter should be send in the welcome packet to new residents, to homeowners when construction bond is requested and yearly in the summer mailing, in a Qblast email and posted on the website.

Secondly, Sue led a discussion on the lock on the Beach Parking Lot. The combination lock had been vandalized and was currently not functioning. The BoG decided, as per the vote taken at the last meeting, the combination lock would be replaced and the combination disseminated to the community. An email to the community explaining this and stating that if the lock is vandalized again the lot will remain locked was the way to move forward.

**6. Managers' Reports:**

**a. Merchandise Sales**

**Dede Consoli**

She updated the Board on the Ad Hoc committee and led a discussion on a proposed new procedure concerning the distribution of MS grants.

**b. Beach and Dunes**

**Peter Rettig**

Peter is doing some preliminary research on replacing the boardwalk which is over 20 years old.

**c. Tennis:**

**Mark McEnroe**

Mark updated the Board on the work being done on the courts.

**d. Special Events**

**Elaine Heilemann**

Elaine reported that Special Events has started on the work on confirming and gathering information for new community directory for 2021. Elaine has started planning 2021 events including whether to plan the 90<sup>th</sup> Anniversary Dance if events allow it.

**e. Boating**

**Bob Frazier**

Bob updated the BoG on the work at the dock area, including the racks and parking lot. Bob agreed to discuss the sticker disbursement and fee collection procedure with Al and Roberta.

**6. Committee Chairs' Reports:**

**a. Public Works:**

**Vinnie Reppucci**

Vinny updated the BoG on the District water project, steps with the RI DOH concerning the Water Project implementation plan and the corrective action plan to upgrade the system. He also updated the Board on currant water operation developments.

Fig led a discussion on streetlights. He gave a brief history on the street light replacement process including a future "smart" control interface software. Prism has our service contract. Public Works has determined that it is easier to replace all 15 bulbs at once vs, piecemeal plus the smart system software. Fig informed the BoG on this plan that was previously approved twice in the past by the BoG. As per the procedures adopted at the Annual Meeting Al made the following motion:

A **motion** was made to approve that \$6,000 be transferred from the QCBFD contingency fund into Public Work's road improvement fund so this can be paid out of our reserve account.

The motion was **seconded** and **passed**, with all members of the Board of Governors in attendance voting in favor of the motion (other than the Moderator, who under the District's By-Laws only votes in the case of a tie).

**b. Finance and Budget:**

**Al Bartosic**

Al asked Maud to report on discussions with the state auditor about the tier status and she reported that discussions are ongoing. Al then reported to the Board a change in tier status may occur in 2022 or 2023 regardless of Merchandise Sales budget impact. Al thanked Dede for her presentation to the Finance Committee. Her report was comprehensive and very helpful in understanding the Merchandise Sales process. Discussion on the Dunn's Corner Fire Protection contract that is expiring May 31, 2021.

**d. Community Property:**

**Julia Mathews**

Julia gave her report updating the BoG on community property contracts and budget.

**e. Long Range Planning**

**Ellen Frost**

Ellen updated the BoG on the Long Range Planning's work on creating a Comprehensive Plan for the community. The committee is meeting monthly and gathering information and creating a timeline and process for the Plan.

**6. Adjournment:**

A **Motion** was made to adjourn the meeting at approximately 10:45 a.m. The motion was seconded and **passed** unanimously.

Respectfully submitted,

Maud A. Bailey, Clerk  
Quonochontaug Central Beach Fire District