

**Minutes of the Meeting of Quonochontaug Central
Beach Fire District Board of Governors held on
Tuesday, August 25, 2020 Via Zoom Videoconference
(COVID RELATED)**

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

Also in attendance were Sally Devin, Assistant Clerk, Elaine Heilemann, Co-Manager of Special Events, Peter Rettig, Manager of Beach and Dunes, and members of the public.

1. Call to Order and opening remarks

Susan Wilson-Perez

The Moderator, Susan Wilson-Perez, called the meeting to order at approximately 5:00pm. Sue thanked everyone for making this special meeting. The BoG was meeting in order to finalize resolutions for the Annual Meeting and for Vinny to update the BoG on the water project.

2. Approval of Minutes/ Clerk's Motions:

Maud Bailey

Maud noted that one small edit to the August 15th BoG Minutes was made prior to the meeting by Julia Mathews. No other edits were suggested. A **motion** was made to approve the minutes of the BoG Meeting dated August 15, 2020 as amended. 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).

After reviewing the motion made and passed at the August 15th meeting concerning the proxy procedure for the Annual Meeting, Maud said she realized she had made the deadline too early. She asked that the motion be amended so that the new deadline for receipt of proxies be September 18th for the Annual Meeting to be held on the 19th, not the 13th as written in the original motion.

A **motion** to require Lot Owners to return their proxies by either mail to the Clerk, dropped off at the Clerk's address or by scan and email to QCBFD2020AnnualMeeting@gmail.com to be received no later than September 18th under the emergency situation due to the COVID 19 pandemic.

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).

Maud then introduced the following Legal Motion recommended by the District's Attorney.

A **motion** to adopt the following resolution:

Resolved, that each and all of the resolutions, acts and proceedings of the District Officers, Committee Chairmen and Managers, as shown by their respective records, 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 Fire District.

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).

6. Committee Chairs' Reports:

a. Public Works:

Public Works had a meeting this past weekend (August 21) and developed the following motion to be voted on here by the Bog and ratified at the Annual Meeting:

Resolved that a 4-log disinfection system RIDOH compliant upgrade to the District water system, as mandated by the RIDOH, utilizing project modifications as deemed necessary by the DOH and other technical factors no greater than \$900,000 be approved by the District with the BoG having authority to modify the plans as necessary. Final financing terms and lender(s) shall be subject to the approval of the majority of the Board of Governors. In addition, as part of the financing for the Water Project, the Board of Governors may decide to refinance and consolidate the existing water loan on the balance sheet of the District in an amount of no greater than \$75,000. The Board of Governors may delegate the authority to negotiate and execute such loans to the person or person(s) approved by the majority of the Board of Governors.

Vinny reported he and Sue met with an engineer and he confirmed the Public Works view on the water system upgrade. The engineer recommends instituting a pilot system to ensure that the method chosen will be successful. Still working on budget because we are still unsure of exact process we will choose. The budget is not finalized but has grown, the engineer felt comfortable with a ceiling budget of \$900,000 and a timeline of 18 to 24 months to have project designed, piloted and ultimately installed. Sue added that she supported the engineer's suggestion of building a pilot membrane because it ensures a much better outcome. Board discussion ensued.

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 started his report by thanking Roberta again for agreeing to stay on as Treasurer for one more year. After over a year search to find someone to fill Roberta's position it was decided to hire a part-time bookkeeper to assist the Treasurer in their duties. Roberta will help with the transition to that model. Al and Roberta had spoken with other Fire Districts who are currently using that model.

The addition of a bookkeeper's role with its accompanying costs as well as the budget changes to the water project projected budget, an additional expense with regard to the Tennis Courts occurred after the 8/15/20 Bog Meeting necessitates the BoG to reapprove the budget resolutions for the 2020 Annual Meeting. Given the recent above changes to our budget, The Finance Board voted to implement a modest (2%) tax increase to cover the new expenses.

He presented the new finance resolutions to be voted on by the BoG so that the District could vote on them at the Annual Meeting. A brief discussion ensued.

Motions were made to pass each of the resolutions and present them for vote at the 2020 Annual Meeting as follows:

Resolved, that the 2021 budget as presented at the District Meeting on September 19th, 2020, including an approximate \$375,300 in Tax Revenue (2.0% above 2020), as approved by the Board of Governors, be adopted.

Resolved, that the electors of the Quonochontaug Central Beach Fire District qualified to vote in the District Meeting legally assembled on September 19th, 2020, hereby order the assessment and collection of a tax on ratable property of said District in the sum of no less than \$374,400 nor greater than \$376,300. Said tax is for ordinary expenses and charges for the interest and indebtedness in whole or in part of said District and for purposes authorized by law. The Assessors of Taxes shall assess and apportion said tax on the inhabitants and ratable property of said District as of the 30th day of June 2021 at 12:00 noon based upon December 31st 2020 assessed values as computed by the town of Charlestown, 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 or about the 1st day of August 2021. The Collector of Taxes, on receipt of said assessment, is hereby commanded to proceed and collect said tax on the persons and estates liable therefor. Said tax shall be due and payable on or before the 30th day after the date of certification by the Assessors of Taxes, and all remaining unpaid balances after such due date shall carry interest until collected at a penalty rate of 12% per annum upon such unpaid taxes.

Resolved that the authority to draw on the \$500,000 Line of Credit with Washington Trust, which was approved for a five-year period by the District at its Annual Meeting in 2011, be renewed with effect from September 2016 for an additional ten year period through September 2026. This \$500,000 Line of Credit may be used by the District for both normal operating cash flow needs and emergencies, in either case as approved by a majority of the District's Board of Governors.

Resolved that any surplus from each fiscal year (beginning with the year ending December 31, 2020), may hereby be added to the Contingency reserves of the District and will be available for use during future budget periods. With the permission of the majority of the District's Board of Governors, such funding may be reallocated and used for any existing reserve categories. In addition, during any fiscal year, with the approval of the majority of the Board of Governors, reserve funds may be reallocated amongst existing reserve categories.

Each of the **motions** were **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).

Al also presented a **motion** for the BoG to approve the hiring a part-time bookkeeper to support the Treasurer in the carrying out of their duties. Board discussion ensued.

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).

Sue is going to treat the water project as new business and that is where Vinny will make his presentation.

7. Adjournment:

A **Motion** was made to adjourn the meeting at approximately 10:40 a.m. The motion was seconded

and **passed** unanimously.

Respectfully submitted,

Maud A. Bailey, Clerk
Quonochontaug Central Beach Fire District