

Minutes of the Meeting of
Quonochontaug Central Beach Fire District
Board of Governors
September 13, 2025
Quonochontaug Grange
Meeting Room
5662 Post Rd, Charlestown, RI 02813

Members in attendance: Mark Alperin, Al Bartosic, Renee Cohen, Bob Frazier, Ray Martino, Barry Okun, Ron Ruel, Bill Wilson, and Debbie Dupre.

Members Absent: Julie Low.

Also in attendance was Chris Harris, Assistant Clerk; Liz Pomeroy, Webmaster; and June Cairns, Beaches and Dunes Manager.

1. Call to Order/Moderator's Opening Remarks

Moderator, Al Bartosic

Al called the meeting to order at 11:34 am. He thanked everyone for welcoming him and expressed his commitment to building on the sense of community in the District. Stating that we all depend on each other and the work is lighter when we work together.

2. Approval of the Minutes

Clerk, Debbie Dupre

There were no edits or comments to the August 23, 2025 minutes. A **motion** was made to approve the minutes as drafted. The **motion** was **seconded and passed** with all in attendance voting in favor (except the Moderator, who under the District's By-Laws only votes in the case of a tie).

Debbie raised the issue that several of the Governors can not attend the BoG meeting scheduled for October 18th. The group agreed to move the meeting to October 10th, time and location will depend on availability.

Then the group discussed the proposed 2026 BoG meeting calendar and agreed to review it and request any necessary changes before the October BoG meeting. Renee raised whether we are required to have two meetings in the off-season. Debbie clarified that no such requirement exists but that there may be business to discuss. The group decided to schedule both a January and March meeting with the understanding that the March meeting may be cancelled if there is insufficient business to address at that time.

Next item discussed was whether to approve the recommendations of the Nominating Committee for appointment of Committee chairs, Committee members and Managers. A couple of additions and modifications were suggested to the committee rosters by each chair. A **motion** was made to approve the recommendations with the suggested modifications memorialized in Attachment 1. The **motion** was **seconded and passed** with all in attendance voting in favor (except the Moderator, who under the District's By-Laws only votes in the case of a tie).

Next after reviewing there were no edits or comments raised to the below Bank Accounts; Safety Deposit Boxes resolution:

Resolved, (1) that each of Ray Martino (Treasurer), Albert J. Bartosic (Moderator), and Barry Okun (Chair of the Finance and Budget Committee) be authorized to establish bank accounts and to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds from or into any bank account of the Quonochontaug Central Beach Fire District, (2) that each of the Moderator and the Treasurer be authorized to borrow money on behalf and in the name of Quonochontaug Central Beach Fire District, sign, execute and deliver promissory notes or other evidence of indebtedness. (3) that Kathy Alperin (Assistant Treasurer) be authorized to establish bank accounts and to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds from or into any bank account of the Quonochontaug Central Beach Fire District provided that such account is used solely or primarily for merchandise sales or special events funds, (4) that

each of the Treasurer, the Moderator, and the Chair of the Finance and Budget Committee be authorized to draw on the District's line of credit with Washington Trust Company, (5) that Deborah Dupre (Clerk) and the Treasurer be authorized to establish and maintain such safe deposit boxes as they shall deem appropriate for the protection of the deeds, contracts, and other documents and financial instruments and securities of the District, and (6) that the Treasurer, the Moderator and the Clerk are hereby authorized to take such actions as may be necessary or appropriate for effecting such authorizations, including without limitation signing such account agreements and certifying the adoption of such typical-form resolutions as any bank with which any such account or safe deposit box or such line of credit may be established shall require, which agreements and resolutions are hereby authorized, approved and adopted.

A **motion** was made to approve the resolution as written. The **motion** was **seconded and passed** with all in attendance voting in favor (except the Moderator, who under the District's By-Laws only votes in the case of a tie).

Debbie clarified that the next resolution proposed below is to grant enumerated authority to the bookkeeper:

Resolved, (1) that Elise von Housen, Partner from Hoyt, Fillipetti & Malaghan, LLC (Bookkeeper), has the authority as appointed QCBCFD Bookkeeper, working under the supervision of QCBCFD 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 QCBCFD Operating Account held at Washington Trust.

A **motion** was made to approve the resolution as written. The **motion** was **seconded and passed** with all in attendance voting in favor (except the Moderator, who under the District's By-Laws only votes in the case of a tie).

The final proposed resolution grants authority to the Moderator, Treasurer, or their designees to obtain or renew a public official surety bond for the District:

Resolved, that the Moderator, Treasurer or their designees are authorized to obtain and or renew a Public Official Bond on behalf of official(s) of the District and to review, execute and take any and all actions necessary to facilitate the securing of such bond.

A **motion** was made to approve the resolution as written. The **motion** was **seconded and passed** with all in attendance voting in favor (except the Moderator, who under the District's By-Laws only votes in the case of a tie).

3. Moderator's Report

Moderator, Al Bartosic

No report.

4. Treasurer's Report

Treasurer, Ray Martino

Ray gave an update on tax collection, stating that about 15% of the tax statements remain outstanding though he believes some of those payments may have been received but not yet deposited and/or posted. He will continue to work with our bookkeeper to collect the outstanding funds.

5. Committee Chairs' Reports

Long-Range Planning

Chair, Renee Cohen

No report.

Community Property

Chair, Mark Alperin

No report.

Finance and Budget

Chair, Barry Okun

Barry reported he will need to hire an auditor to do the single audit required by the EPA in connection with the grant for the water upgrade project. Our bookkeeper will help us prepare for the audit, but we must find an independent firm to conduct it. Discussion ensued. Al added that Charlie Freedgood has agreed to serve as a second set of eyes in connection with the EPA grant.

Public Works

Chair, Bob Frazier

Bob updated the group on the water upgrade project and reported that the EPA came out to the site, together with the contractor and engineer, and reviewed the project. The meeting was positive. The waiver of the BABA requirement (beyond the 5% de minimus exception) remains outstanding and is of particular concern in connection with the cedar shingles. Discussion ensued. Debbie asked Bob to quantify the risk should the waiver not be obtained and the community is responsible to pay for the non-compliant components. Bob believes the cost to be less than \$20k.

Bob continued that he did not expect much impact on the water system during the changeover of equipment, but should the pressure fall too low, the community would be sent a boil-water notification.

Ray asked what the sign-off process for completion is because the District will lose its temporary insurance coverage when construction is completed. Discussion ensued and Bob and Ray agreed to coordinate to ensure appropriate insurance coverage of the upgraded water system.

6. Managers' Report

Beaches and Dunes

June Cairns

June reported that the beach fence although in generally good repair is missing some slats. She plans to meet with Carrie Gilpin, the former manager to discuss repair options. Debbie agreed to send June the contact detail for the contractor who installed the fence in 2024.

Police Liaison/Manager of Beach Gate Monitors

Ron Ruel

Ron reported that all required paperwork for the block monitors is complete and has been sent to Elise, who stores the paperwork in case it is needed for an audit. Ron asked whether any of the Block Monitors paperwork, especially in connection with workers' compensation audit, is relevant to the requirements under the EPA grant. Discussion ensued. Barry and Ron agreed to work together to ensure the District is in compliance.

7. District Website

Liz Pomeroy, Webmaster

Liz updated the Board on the status of the search for a new website platform. She indicated that the RFP has been circulated, giving prospective vendors 14 days to respond. She has received a better response than expected. Many of the respondents have been off-shore vendors. She anticipates submissions from around 10 vendors and hopes to have a recommendation of possibly three finalists to be presented at the next BoG meeting. Ray has agreed to help review the proposals. Liz is hopeful that the BoG can select a vendor in October and authorize a designee to make decisions between meetings. It was suggested that the designee be the Webmaster plus the Moderator.

Discussion ensued. Questions were raised around the cost of the work and the budget. Liz indicated that she does not have any insight to cost yet as she cannot open the bids until the date for submission has passed but she believes sufficient funds have been allocated in the 2025 budget. Ray stated that he hopes we can build in the possibility of tax invoicing and payment through the website using third party vendors. Al reminded the group that there is no legal requirement that the District maintain a website so we can take the time necessary to find the best service provider. Liz agreed to verify that should the website go dark temporarily, we would not lose any of the information housed on the website.

In addition, Liz stated that she has received some pre-bid questions from several vendors and would like clarity around how best to respond before the bidding process closes. Debbie agreed to connect Liz to our District counsel to discuss the requirements and best practices under Rhode Island law.

8. Adjournment

A **motion** was made to adjourn at approximately 12:20pm. The **motion** was **seconded and passed** with all members of the Board of Governors in attendance voting in favor (other than the Moderator, who under the District's By-Laws only votes in the case of a tie).

Respectfully submitted,

Debbie Dupre, Clerk
Quonochontaug Central Beach Fire District

ATTACHMENT 1

QCBFD NOMINATING COMMITTEE REPORT

The Nominating Committee respectfully recommends the following to serve as Chair and Committee Members of Standing Committees: (*denotes new Member)

Finance and Budget

Barry Okun (Chair) (2024), Thomas McConnell, Jim Furnivall, Neil Siegel, Susan Wales, (Ray Martino ex-officio as Treasurer), vacancy to be filled

Public Works

Bob Frazier (Chair) (2022), George Prior, Steve Peet, Tom Frost, Vin Bailey, Bill Meyer, Bob Roseman, Fred Newton

Community Property

Mark Alperin (Chair) (2023), Anthony Flint, George Grey, Neal Simon, Meg Deshpande, Mary Duffy, Cheri Stabnick, Cindy Rice Kirtland

Long Range Planning

Renee Cohen (Chair) (2024), Roy Jacobsen, Diane McEnroe, Paul Mathews, Anthony Flint, Alex Schultheis, vacancy to be filled

The Committee respectfully recommends to the Board the following individuals to manage the various events and activities of the QCBFD:

Merchandise Sales: Julie Low (2025 BOG)

Police Liaison: Ron Ruel (2022 BOG)

Beach Gate Managers: Heather Cotter (2022), Nancy Picard (2022)

At Large: Bill Wilson (2025 BOG)

Manager of the QCBFD Marina: Will Carpenter (2022)

Ballfield and Playground: Matt DeFusco (2015)

Beaches and Dunes: *June Cairns , *Cindy Rice Kirtland, co-chairs (2026)

Tennis: Mark McEnroe (2019)

Webmaster: Liz Pommeroy (2022)

Eblast Coordinator: Meg Deshpande (2022)

Special Events: Amy Murphy (2024)

The Committee would also like to advise the Board of Governors that it recommended to the Voters at the Sept 2025 Annual Meeting that they elect the following individuals to the Board of Governors:

*Al Bartosic (Moderator), Debbie Dupre (Clerk), Ray Martino (Treasurer), Barry Okun, Julie Low, Renee Cohen, Ron Ruel, Mark Alperin, Bob Frazier, Bill Wilson.

The Committee recommended to the voters that they elect the following individuals to important but non-Board positions:

Ben Marlor and Eric Schultheis to serve as Tax Assessors.

Christine Harris to serve as Assistant Clerk.

Kathy Alperin to serve as Assistant Treasurer for Special Events/Merchandise Sales.

The Committee is grateful to and thanks all who have agreed to serve.

