

# **SHELTER HARBOR FIRE DISTRICT**

## **BOARD OF GOVERNORS MEETING MINUTES**

**December 14, 2013**

**Shelter Harbor Inn**

**10 Wagner Road**

**Westerly, RI 02891**

### **I. Call to Order and Roll Call**

**Moderator, Tom Lloyd, called the meeting to order at 8:34 a.m. BoG members present were Bob Hatfield, Michael McEntee, Jack Waters, Vivian Duff, John Bruno, and Mary Harrop. Also present were Tom Lloyd, Moderator; Glen Berwick, Treasurer; Harry Gregory, Tax Assessor and Collector; Nonie Price, Clerk; and Peter Ruggiero, Legal Counsel. Also present, joining Peter Ruggiero, was David Petrarca.**

### **II. Public Comment/ SHFD BOG Response**

**There was one member of the community present, Bob Duff, who had no public comment.**

### **III. Approval of Minutes of July 20, 2013**

**A motion was duly made by Bob Hatfield and seconded by Vivian Duff to approve the SHFD BoG Minutes of July 20, 2013. There was no discussion. All members voted in favor and the motion carried.**

### **IV. Approval of Executive Session Minutes July 20, 2013**

**The Executive Session Minutes were read by BoG members present at the July 20 Executive Session. A motion was duly made by Jack Waters and seconded by Michael McEntee to approve the Executive Session Minutes of July 20, 2013. No amendments were suggested. Michael McEntee, Jack Waters, Tom Lloyd, and Bob Hatfield, members present at the Executive Session in July voted to approve these Minutes.**

## **V. Correspondence**

### **A. Linda West – Directory Phone and Cell Numbers**

**Linda West emailed Tom Lloyd in August requesting an additional phone number be listed in the directory. This item will be discussed under Directory in Item X.**

### **B. Nopes Island Conservation Association**

**The U.S. Fish and Wildlife lease agreement and management plan. The Nopes Island Conservation Association (NICA) applied to the USF&W to have the NICA property on the barrier beach managed by USF&W. USF&W has indicated that they would gladly approve such a lease arrangement with NICA, if additional barrier beach property owners also join in. NICA is in the process of contacting all barrier beach property owners to ask for their consideration to join in a lease with USF&W. The main benefit of the lease is that it would give USF&W enforcement powers on the barrier beach properties. This would assist with stopping illegal driving on the beach, overnight camping, and other banned activities. NICA will officially approach**

**the Shelter Harbor Fire District soon.**

### **C. Renee Gallagher – Tupperware Beach Boxes**

**On August 20, the Clerk forwarded to Tom Lloyd, an email received from Renee Gallagher. The email requested the BoG consider looking into the pros and cons of having beach boxes at the SHFD beach. Bob Hatfield shared his research on the request. He stated CRMC would not allow SHFD to put boxes on the barrier beach or in the parking lot without a CRMC permit. The boxes, if placed in the current parking area, would take up parking spaces. The Beach Committee recommends not using parking space for beach boxes. Peter Ruggiero stated it would be possible to get permits to put boxes on the beach, though it would take time and considerable expense to pursue the permit process. Tom Lloyd will respond to Renee Gallagher.**

### **D. Allison Landry – Wedding Request**

**A request for a beach wedding was made by Allison Landry. A reply by Tom Lloyd was sent indicating the timeframe for off-season weddings along with the Weekapaug Fire District Office phone number for further information.**

### **E. DCFD Chief Frink – House Numbers, Road Signage, Tree Trimming**

**This correspondence was sent to SHFD BoG and an email blast with the letter from DCFD Chief Frink was sent to residents.**

## **VI. Treasurer's Report**

**Glen Berwick asked for a resolution to pay stipends to the SHFD Officers. A motion was duly made by Tom Lloyd and seconded by John Bruno to pay the budgeted stipends. There was no discussion. All members voted in favor and the motion was approved.**

**Due to the administrative nuisance and time required to collect and/or refund small over/under payments of real estate taxes, Glen requested the SHFD BoG consider a resolution to adopt an unpaid tax policy to allow the Tax Collector to write off small over/under tax payments of less than \$20.00. (Example: \$120.00 is due and a payment of \$119.50 is made.) Peter Ruggiero recommended the Tax Collector bring to the BoG as a consent agenda item, a list of residents with the amounts of tax money to be considered as abatements. The resolution was not taken up.**

**A contract will be generated for tennis court repair. Glen has been in contact with Neal Feeley of the Coffey Co. regarding the contract for this work. Peter Ruggiero will review the contract.**

**FEMA owes the SHFD \$1,050 for snow plowing from February 2013. This is the only outstanding storm damage item due to the SHFD.**

**As an accrual item, the Bean Pot group had a budget of \$1,200 to make the gardens pretty for the garden tour last July. Only half the money was spent.**

**A motion was duly made by John Bruno to accept the Treasurer's Report and seconded by Vivian Duff. All present voted in favor and the Treasurer's Report was approved.**

## **VII. Tax Collector's Report**

**Harry Gregory reported a total of \$6,450 remains outstanding from the fire district tax receipts. There is one large amount due by a resident of \$5,200 along with other smaller amounts. Tom asked Harry to write a letter to the outstanding property owner requesting payment and send it officially via FEDEX or USPS certified mail. A motion was duly made and seconded to approve the Tax Collector's report. There was no further discussion. All members present voted in favor and the motion carried.**

**Peter Ruggiero gave a review of the process the fire district has to undertake for residents who do not pay taxes.**

## **VIII. Appointment of Agents and Committees**

**Tom Lloyd has asked people if they'd serve on committees, or as agents. Tom read the following list.**

**Auditor: Jack Hardick; By-Laws: Joe Rucci; Beach: Bob Hatfield, with committee members Mary Hardy, Jim Levins, Rochelle Levins, Marie McEntee, and Betty Waters; Community Functions: Mary Harrop; Docks and Moorings Assistant: Steve Dreska; Finance: Mark Pratt, with committee members Glen Berwick, Jim Brower, Stu Graham,**

**Harry Gregory, and Jack Manning; Harbor Master: John Bruno; Long Range Planning – not appointed; Roads: Jack Waters; Safety and Security: Alex Platt; Small Boat Racks: Bob Hatfield; Tennis: Mary DiCecco; Web Site Manager: Bob Duff; SHFD Ladies Luncheon: Phyllis Visnauskas and Brenda Manning; Bean Pot Gardens: Karen Matheson; Dinner for 8: Karen Matheson.**

**Tom Lloyd appointed Jack Waters as vice moderator and at the next regular meeting of the BoG, the Vice Moderator position will be up for a vote.**

## **IX. Agent and Committee Chair Reports**

**A. Beach – No Report**

**B. Beanpot – No Report**

**C. By Laws – No Report**

**D. Community Events – Report**

**Mary's report with calendar dates was distributed to the BoG previously. The 2012 SHFD dates appear below. In 2014, there will be no book swap.**

**June 26 – Ladies Luncheon and Optional Bridge**

**July 1 through Labor Day on Thursdays – 9:00 a.m. Mah Jonng Harbor Field**

**July 5, Saturday, Independence Day Activities at Staley's Landing**

**July 6 – Tennis Tournament**

**July 11 – Cocktail Party at Harbor Field**

**July 25 – Cocktail Party at Staley's Landing**

**July 30 – Westerly Band Concert at Staley's Landing**

**August 2 – Pond Paddle**

**August 9 – Annual Meeting Social Following**

**August 16 – Tennis Tournament**

**August 16 – Annual Beach Party**

**August 29 – Cocktail Party at Harbor Field**

**August 31 – Kid's Fishing Derby**

**D. Database – No Report**

**E. Directory – Review of contents**

**Tom read Linda West's email earlier in the meeting. A previous BoG approved one phone number and email per resident for the Directory. In the updating the Directory and Database, residents will be allowed more phone numbers and email addresses in their resident entry of the Directory. Michael McEntee was asked to speak with Mark Kane about website updates for the next round of data gathering for the Directory and Database.**

**F. Finance – No Report**

**G. Harbor Master – Report**

**John Bruno's report was distributed to the BoG prior to the meeting.**

**That report shared the docks have been put to bed for the winter, metal ramps at Grove Dock have been removed from the floats and placed on the concrete pad until spring. The water has been turned off by the Westerly Water Dept. at Point Dock, Grove Dock, and the Bean Pot. The broken hose reel at Point Dock has been replaced by the manufacturer at no charge and John will install it next spring. The last boat came off its mooring on November 23, 2013, so all moorings are now empty for the winter. John added there are still several mooring balls on chains that have not been staked and they will break off in the cold weather. He asked that mooring owners address having the winter stakes put in.**

## **G. Long Range Planning Committee – No Report**

### **I. Roads – Report**

**Jack Waters shared that after four years of requests to the Town of Westerly, the Town put a big patch of blacktop on the end of Wagner. The patch on the right side of the road coming into SH is beginning to break apart. Jack has contacted the town to address this.**

**A tree surgeon was hired to remove trees and branches along the SH roads that presented a dangerous situation. This included several trees at the intersections of Grieg and Rossini and Grieg and Haydn. Also removed were two big dead black cherry trees overhanging Bach Road between Verdi and Rossini. Two large, dead cedar trees**

**were also removed having died from salt spray from Storm Sandy.**

#### **J. Safety and Security – Report**

**A report by Alex Platt was distributed to the BoG prior to the meeting.**

#### **Lost and Found Policy**

**A Lost and Found Policy was drafted. This item will be addressed at a future meeting.**

#### **Hurricane Re-entry Passes**

**The Town of Westerly is going back to using re-entry passes. Tom received the passes after the close of hurricane season. If there is a need to distribute the passes, Tom will mail them to residents.**

#### **K. Tennis – Report**

**Mary Di Cecco's report was distributed to the BoG prior to the meeting. The report shared she is waiting for a detailed report of proposed repairs to the tennis court fencing. The Coffey Co. will be employed to do the work. Glen Berwick has been in contact with Mr. Neal Feeley regarding the wording of the proposal/contract. See "Treasurer's Report" above.**

#### **L. SHFD Website – Report**

**Bob Duff, web site agent, reported that he is making the transition to managing the web site taking it over from Elly Heyder. Bob spoke**

**with Mark Gordon who updated the website and he isn't interested in continuing this work moving forward. Bob is looking for a web designer willing to work at making innovative changes regularly like a SHFD Calendar and blurbs about logo wear. Bob will speak with Mark Gordon about someone he knows who would be interested.**

## **X. Old Business**

**There is no Old Business.**

## **XI. New Business**

### **A. By Laws – Resident definition**

**Tom Lloyd asked Joe Rucci to look at the definition of “resident” in the By Laws in order to address issues about non-property owners (renters) voting at the Annual Meeting. This effort will also determine residents' rights regarding the amenities afforded to SHFD property owners including moorings and beach passes.**

**Bob Hatfield will look into the beach pass process and will send this information to Joe Rucci. Joe will be asked to incorporate this process into the language for the By Laws. Peter Ruggiero will check the SHFD Charter.**

### **B. SHFD Fire Protection Contract**

**Tom Lloyd met with Matt Thompson, the Dunns Corners Moderator, to talk about altering the base rate for fire protection. The base rate is what is used to apply increases. Tom asked to lower the base rate and to lower the cap on annual increases.**

**Shady Harbor and Shelter Harbor fire districts will be asked to meet with Dunns Corners Fire District to iron out rates this coming winter. Mark Pratt has been helpful in the past in dealing with this issue. Tom has asked Mark to stay on this ad hoc group to help with the negotiations.**

### **C. Presentation of Arborist Report**

**Stuart Graham wanted to be at the meeting today, but was unable to attend. Tom Lloyd referenced the report done by the Largess (Co.) previously distributed to the BoG and paid for by Stuart. Matt Largess, from Largess Company went around SH conducting a study of trees, shrubs, and other growth, and generated this report. A copy of the report had been provided to the Town of Westerly when Tom and Jack met with them to discuss tree work. The report was very helpful in getting the work of tree trimming done by the town. Currently, the town has gone down one side of Wagner Road. The next step is to come back up Wagner. Then they'll go around to Rossini Road and continue trimming.**

**The fire district needs to study SH roads to develop a list of needed tree work. If some of the snowplow budget remains at the end of the**

**season, some of this money could be used for tree work.**

**Jack Waters recommended that next year a line item for tree trimming should be put into the budget.**

**The Board thanks Stuart Graham for commissioning the arborist study and for quantifying all of the overgrowth issues in SH.**

#### **D. Salt Ponds Coalition National Fish and Wildlife Foundation Grant Request**

**The Salt Ponds Coalition made an application for a National Fish and Wildlife Foundation grant. The grant request is to repair breach ways, salt marshes, and adjacent facilities in Winnipaug, Quonnie, and Ninigret Ponds. The Salt Ponds organization has come to adjoining property owners to seek support to get a grant. Tom Lloyd recommended SHFD write a letter to support the grant request. This is a separate grant request from dredging. Tom asked Peter Ruggiero to draft a letter supporting the grant request.**

#### **X. Public Comment/ SHFD BOG Response**

**There was no public comment.**

#### **XI. Adjournment**

**A motion to adjourn was duly made and seconded to adjourn the SHFD BoG meeting at 10:49 a.m. The next regular meeting of the SHFD BoG will likely be in March or April of 2014.**

**Recorded by**

**Nonie Price, SHFD Clerk**