

# Buttonwoods Fire District

Minutes of the Supervisors' Meeting  
July 23, 2012

Location: Casino Building 23 8<sup>th</sup> Ave., Warwick, RI 02886

The meeting was called to order at 6 pm.

Present: Joe Jolls, Kathy Baer, Jonathan Pratt, David Curry

## **Discussion:**

### **1. Approval of Meeting Minutes**

BFD Meeting, 6/11/12: Supervisors reviewed and approved the minutes.

BFD Annual Meeting, 6/26/12: Supervisors are awaiting draft of minutes from Patty Green. Joe Jolls will follow up with Patty to obtain the draft copy.

### **2. Old Business**

**Completion of bathroom renovations:** Kathy Baer reported that tile for bathroom floors has been ordered and the contractor is awaiting delivery. The contractor (DRR Renovations, Inc) has received partial payment for this job, and is ready to have his subcontractors begin work at the end of the week, as soon as the tile is in stock. He will check in with Kathy toward the end of the week to arrange a time to obtain a key to the Casino. If Kathy does not hear back by Thursday, she will follow up with him to expedite the work.

**Repairs to Casino Windows:** Kathy reported that the same contractor (who was hired earlier in the spring) to complete the repairs to the Casino windows will begin work on the windows at the same time as the bathroom floor is being done. Again, Kathy will follow up with the contractor later this week.

**Security Coverage:** The supervisors discussed the schedule for security guard coverage this season and agreed upon which supervisors would cover on each of the remaining nights. Kathy will update the security guard instructions and distribute to the other supervisors. Discussion followed regarding options for ensuring expeditious traffic flow during nights when we have security, including the possibility of having two guards on particularly busy nights (e.g., July 3), emailing residents prior to those nights to alert supervisors to any parties they are hosting, or possibly re-routing traffic. We will assess the situation at the end of the summer season and make decisions at that point on any changes in procedures for next year.

Kathy also raised the question of whether security guards are required during private Casino events. She will check with Jeanne Pass and report back.

#### **Tennis Court Renovations**

Kathy reported that Ken Steincamp and other members of the Tennis Committee are pleased with the replacement of the fence and the repair to the gate. Ken submitted the vendor's bill, and the bill has been paid. This job is completed.

### 3. **Budget Review**

Dave Curry presented the latest budget figures and expenditures. Income currently stands at approximately \$4,700, and will increase as residents make their tax payments for the upcoming year.

### 4. **Ground Maintenance and Improvements**

There were no pressing items for discussion this month.

### 5. **New Business**

**a. Punch List of Repairs:** As there are a number of projects that need the supervisors' attention, Joe suggested that we compile an updated list of repairs that we have completed and those that are outstanding and that we want to complete in the next year. At the August meeting, will prioritize the list and make decisions about the next set of repairs.

One issue that we will not defer to next month is concern regarding the condition of the drainage pipe at the end of Cooper Ave. Joe will follow up with Dave Tremblay to discuss the best way to proceed in checking out its condition.

#### **b. Update of the BFD Manual and related information**

Three items need to be updated and added to the manual:

**a. Supervisor access to and procedures for filing electronic copies of meeting agendas/minutes on the Secretary of State (SOS) website.** Kathy will contact the SOS for guidance so that Joe and Jon Pratt may access the secure area of the site, file agenda/minutes and receive electronic confirmations from SOS.

**b. Vendor List:** Dave Curry will send the supervisors a list of vendor contact information for vendors with whom the BFD currently conducts business. That information will serve as a starting point for updating the entire vendor list.

**c. List of Residents with the Casino key:** We will review the most recent list to be sure that only supervisors and committee chairs have keys. Jonathan will make a full set of keys for Joe.

#### **c. Senior Supervisor Updates and Assignments:**

Joe asked Jonathan, and Jonathan agreed, to take over responsibility for preparing the BFD meeting agenda and meeting minutes beginning with the August meeting.

**d. Transfer of key to safe with archives (e.g. legal documents):** This task has been completed. Joe has the key to the archives as well as other archived documents from the previous senior supervisor.

**e. Speed limit signs:** Dave Tremblay delivered speed limit signs to the supervisors, who will arrange for them to be posted as soon as possible.

### 6. **Discussion of issues raised at BFD annual meeting**

**a. Casino Preservation Committee:** Buttonwoods residents expressed the re-establishment of this committee in order to provide ongoing monitoring of the building's needs. Joe asked Kathy to follow up with Kathy Falaguerra (chair of the Casino Committee) to invite her to the next BFD meeting to provide additional guidance regarding the concerns, related expenditures, and expectations of this committee, as well as to recommend individuals to serve on the committee.

**b. Handbook Committee:** Residents proposed the formation of this committee in order to discuss options for clarifying property lines and systematically disseminate information about the same to prospective and current property owners. The supervisors discussed this recommendation, but given the long list of other items under discussion, agreed to table further discussion and action to the August meeting. Joe will follow up with Rich Taylor, who made the recommendation at the annual meeting.

**c. Buttonwoods Preservation Committee:** Residents recommended a committee to study erosion at the point and make recommendations for action. Carl Baer has agreed to serve as chair of the committee and formulate a small committee. The supervisors asked Carl to report back to the BFD at the August meeting on next steps.

The meeting adjourned at 7:20 PM.

**BFD meetings for the remainder of the year are scheduled at 6 pm on:**

**August 20;  
September 24; and  
November 5.**

**The annual meeting is scheduled for June 25, 2013 at 7 pm in the Casino Building, 23 Eighth Avenue, Warwick.**

***The following topics are noted as gentle REMINDERS:***

*Neighbors have asked the Supervisors to remind residents about **parking vehicles on BBA property**, day or overnight, particularly streets along the water. There are **NO PARKING** signs posted, so we ask everyone's co-operation, as it is always nice to have a clear unobstructed view across the bay. It is understandable for residents or their guests to park either at their homes or in the three designated areas for an occasional party or function. The designated overflow areas are: 1) the triangle bordered by Buttonwoods Avenue, Eighth Avenue and Janice Road; 2) the triangle bordered by Buttonwoods Avenue, Tenth Avenue and Avenue A, and the ball field on Cooper Avenue. Parking at the triangles should be "nose-in"; parking at the ball field should be on the grass, not the surrounding streets. Be considerate of residents surrounding these overflow areas and inform them in advance when you are hosting an event that will require use of these facilities. (Source: Buttonwoods Fire District Neighborhood Rules and Regulations, as approved on June 23, 1998.)*

*We all enjoy walking in our wonderful neighborhood so **please do not forget to clean up after your pets**, people **DO** notice, and it is your responsibility to clean up after Rover outside of your own yard and dispose of their waste appropriately. **Please do not place dog waste in the trash bins at the tennis courts.***

*Trash Barrels- Be a considerate neighbor, **remove your trash barrels from the road as soon as possible after trash pickup**, and if feasible locate them in a discreet area of your yard.*

***Speed** -The supervisors have received numerous complaints regarding vehicles driving in excess of the posted speed limits in the neighborhood, especially along Buttonwoods and Promenade Avenues. The speed limit on Buttonwoods Avenue is 25 mph, and changes to 15 mph at the second speed bump. The speed limit on all the other roads within the Buttonwoods community is 15 mph as posted, so **please drive slowly, and remind all the drivers in your household to maintain these speed limits for the safety of all.***

**PLEASE BE A KIND & CONSIDERATE NEIGHBOR!**