

**SHELTER HARBOR FIRE DISTRICT  
BOARD OF GOVERNORS MEETING AGENDA  
May 16, 2020 at 8:30 a.m.  
Meeting Via Meeting  
Westerly, RI**

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

The Moderator called the meeting of the Board of Governors (“BoG”) to order at 8:36 am. Board members Marianne Nardone, Denise Williams, Robert Palumbo, Alex Platt, Jack Waters and Patrick Kinney. Also present were Margaret Leffert, Clerk, Harry Gregory, Tax Assessor; Glen Berwick, Treasurer; and, Peter Ruggiero, District Counsel.

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

Denis Flanagan informed the BoG that the Shelter Harbor Inn has remained open for overnight guests. During the past 2 months The Inn’s food service has been impacted by the Corona Virus. The Inn will resume serving food in an outdoor tent on Thursday May 21<sup>st</sup> from 12 P.M.- 9 P.M. The current schedule for food service will be Thursday thru Sunday 12 noon to 9 P.M. When the State mandates that restaurants can open fully the Inn will resume more regular hours.

Jack Waters stated that his family ordered takeout food on Mother’s Day and they had a good experience.

Phil Leffert requested to record the meeting, per Rhode Island Open Meetings Act and requested our attorneys advise. Peter Ruggiero advised that as long as a person states their intent to record the meeting, the meeting can be recorded.

**III. Approval of Minutes of December 7, 2019.**

Meeting minutes of December 7, 2019. Will be reviewed for approval during the next BoG Meeting.

**X. New Business – Review, Discussion and/or Possible Votes**

**D. Planting of arborvitae by the Shelter Harbor Inn**

The Moderator requested a motion to take this agenda item out of order, Jack Waters made the motion and Bob Palumbo seconded the motion. The vote was unanimous to carry this Agenda Item forward.

Denis Flanagan is requesting to plant a line of 3’-4’ tall donated Spire Arborvitae on the Harbor Field side of the existing stone wall. Arborvitae would act as a visual & auditory barrier. Denise Williams asked if this falls into an area where there is an alteration to SHFD property and a community vote is required to proceed. Tom suggested that a few BoG members meet with Flanagan at the site and also that a written agreement be made between The Inn and the Community.

Jack Waters made a Motion to accept the request of the Inn to plant arborvitae along the wall on the Community side of Harbor Field. Patrick Kinney seconded the motion.

The Moderator then asked the maker and the seconder if they would amend the motion to state the fact that as a part of this motion this would be subject to the issuance of an agreement on a part of the SHFD with restrictions and requirements and for that to be signed by both parties prior to any work being done.

Motion carried unanimously

Jack Waters and Denise Williams will meet with Denis Flanagan to look at the site and put stakes in the ground where the arborvitae would be planted.

The Moderator then returned the meeting to the next item on the agenda.

**IV. Announcements - None**

**V. Correspondence**

**a. Bill Howard**

Jim Arno operates a small marina and mooring business. Jim is offering both oysters and meat packages for sale.

**VI. Treasurer's Report**

Glen Berwick reported that the SHFD will be under budget. Denise requested a breakout of the beach budget. The Moderator asked for a motion to be made to accept the Treasurer's Report as presented. Bob Palumbo made the motion and Jack Waters seconded the motion. Denise Williams, Jack Waters, Bob Palumbo, Alex Platt, Patrick Kinney, Tom Lloyd, all voted in favor, Maryanne Nardone abstained.

**VII. Tax Collector's Report**

Harry Gregory total levy was \$243,000. plus We have collected \$242,000 plus. When last bit of taxes & interest is collected we will be close to \$244,000 in total. The Moderator called for a motion to accept the Tax Collectors Report as presented. Bob Palumbo made the motion and Jack Waters seconded the motion. Denise Williams, Jack Waters, Bob Palumbo, Alex Platt, Patrick Kinney, Tom Lloyd, all voted in favor, Maryanne Nardone abstained.

**VIII. Agent and Committee Chair Reports/Discussion and/or Possible Votes**

**A. Beach – Report By Viv during meeting**

Vivian Duff Reported that the beach may tentatively open on June 20<sup>th</sup>. Because of the Corona virus the Beach Bus rental is tentative. Bus route & dates that it may run is published in directory. 2 passes will be given per each home. Lime green Passes are for Monday-Friday Only. Tourquise Passes can be used anytime. Distributing Passes may begin on May 30<sup>th</sup>, your signature will be required. Passes will not be passed out to friends of residents. Beach setup June 19 by Rolands crew. Sarah will return as parking lot attendant. Betty Waters has arranged for the possibility of using porta pottys. All of this is

contingent on when Weekapaug opens the beach. There was a discussion about the beach buss & porta pottys.

- B. Beanpot - No Report**
- C. Bylaws - No Report**
- D. Community Events – Attached No Report**
- E. Database - No Report**
- F. Directory - Attached**
- G. Finance – Attached**
- H. Harbor Master -Attached**
- I. Small Boat Racks -Attached**
- J. Public Access Defibrillator – Attached**
- K. Roads - Attached**
- L. Safety and Security - No Report**
- M. Tennis - No Report**
- N. SHFD Website – No Report**

**IX. Old Business- Discussion and/or Possible Votes**

**A. Bulletin Board**

The Moderator thanked Marianne Nardone and Dick Ferris for their efforts on getting the Bulletin Board made and installed on Harbor Field

**B. Water Line Installation in Shelter Harbor**

Research is still being done

**C. Shelter Harbor Inn Agreement**

The Moderator will bring the drafted agreement to Denis Flanahan this week.

**D. Street Lights in Shelter Harbor**

Harry Gregory reported that demonstration lights were supposed to be installed on May 1st, but that was postponed because of the Corona Virus. Hopefully the lights will be soon and Harry continues to do fact finding with the input from many neighbors.

**E. Public Access Defibrillator Placements**

There was discussion about about placing an AED at Harbor Field  
Allen Leadbetter will do research and report back.

**F. Speed Humps for Wagner Road / License Agreement**

Research has been done and a product has been identified there has been a delay because of the Corona Virus.

**X. New Business – Review, Discussion and/or Possible Votes**

**A. Shelter Harbor Summer Social Events**

The Moderator reported that as activities get closer we will figure it out which activities can happen. Activities that include participation of a third party may be cancelled by the that party. However The Adult Cocktail Party at the end of July & Band Concert could happen with social distancing. The Annual Meeting may be a zoom Meeting. We will have to wait and figure it out as the meetings and events get closer. Karin Manuzzi reported that beach yoga can continue with social distancing.

**B. SHFD Fire Protection Contract**

The Moderator reported that the 6 year term of our Fire Protection contract with the Dunns Corners Fire Department expires next year. The Moderator will work with Dunns Corners to establish a contract for next year. Second quarter of 2021

**C. Appointment of Ad Hoc Committee to study Voting**

Dick Ferris wrote a letter to the board with questions and remarks about the current voting process in the SHFD Community. A Committee was formed to study the voting and Bob Palumbo agreed to Chair the committee, other members are Denise Williams and Maryanne Nardone. The group convened this past Monday May 11, 2020. The Committee has not reached any conclusion and will report to the BoG when they are ready.

**E. Weekapaug FD / Shelter Harbor FD Agreement**

The Moderator spoke with Dan Richards and Donna Burns from the Weekapaug Fire District about the WFD and SHFD Beach Lease Agreement. Dan and Donna are in the process of updating every agreement that Weekapaug has with any organization. Our current Beach Lease Agreement was drafted in 1969. The Moderator is currently working with Weekapaug to update our agreement. There was discussion among the BoG about the agreement. Denise Williams acknowledged that the QBCC sets the beach use guidelines which states beach buttons or some form ID should be worn. Also a question was brought up about a process for enforcing the rules within the agreement. The Moderator will discuss the use/non-use of Beach Buttons and other topics of with Dan and Donna of Weekapaug.

**F. Planning for SHFD Annual Meeting**

The Moderator asked the Clerk for the Key Dates which are the cornerstone for planning the Annual Meeting. The Clerk will get the information to the BoG & Officers on Tuesday.

**XI. Public Comment/ SHFD BOG Response**

Dick Ferris commented on 2 items. One was regarding the arborvitae planting and that it may require a license agreement between the SH Inn and the SH Community prior to planting. The other question Dick had is regarding the Beach Agreement. Dick asked for clarification of the word enforcement. Is the SH Community to be responsible for the enforcement of that Weekapaug Beach Property 24/7 ?

Karin Manuzzi commented that she is in favor of the porta potties.

Rochelle Levins thanked Maryanne Nardone and Dick Ferris for the new Bulletin Board. She also supported Gigi Porcelli recommendation of bracelets or small flag that would be options for beach ID. Also a comment was made that owners are not picking up their dog waste in the community. The Moderator commented that golf cars are not allowed on Wagner Road per the Town of Westerly Laws.

**XII. Adjournment**

Meeting was adjourned at 12:12 P.M.

Recorded By  
Margaret Leffert SHFD Clerk