

# DRAFT

Shelter Harbor Fire District

Annual Meeting Minutes

Saturday August 13, 2022

St. Claire Parish Center

4 St Claire Way

Westerly, R.I.02891

9:00 A.M.

## 1) Call to Order

Moderator Patrick Kinney called the meeting to order at 9:03 A.M. and led the residents present in the Pledge of Allegiance.

## 2) Comments of the Moderator

Moderator Kinney started the meeting by greeting all the Shelter Harbor Residents attending the Annual Meeting. Mr. Kinney said how great it was to be able to once again meet in person after two years of Covid restrictions forced us to meet through ZOOM. Moderator Kinney also noted this meeting is witnessing the beginning of some historic changes. First, we will have a new Treasurer and Assessor and Tax Collector as Glen Berwick and Richard Gregory are retiring after ten plus years of service. We are also establishing a new Roads and Vegetation Committee which will have a minimum of six members. Repairing and maintaining our roads has become a priority issue and we need to prioritize which roads need to be fixed immediately and set up a long-term plan to address these important issues. In addition, we have also enlarged the Finance Committee as well, to investigate and make recommendations on any proposed expenditure of \$5000 or more. Finally, Moderator Kinney paid tribute to the recently deceased John Bruno, and reflected on how he had worked tirelessly for Shelter Harbor residents over many years as a Board member, Harbormaster, and many other roles. Moderator Kinney also recognized and thanked Glen Berwick and Richard Gregory for their long and distinguished service as Treasurer and Assessor/Tax Collector respectively.

## 3) Approval of Minutes of Shelter Harbor Fire District Annual Meeting of October 9,2021

Moderator Kinney asked for approval of the Draft Minutes of the Annual Meeting of October 9,2021. The minutes were approved unanimously by voice vote without change.

## 4) Appointment of Parliamentarian

Moderator Kinney asked Joseph Rucci to serve as Parliamentarian for the duration of the annual meeting. Mr. Rucci agreed to serve as Parliamentarian.

## 5) Announcements :

- a. In Memoriam: John Bruno, Joseph Picano, Richard Sexton, Janice Croasdale, Ben Brower, Stuart Graham, Constance Geduldig

- b. Introduction of New Residents: Patricia Gagnon and Dr. John Smith, 61 Gounod Road; Corrie and Arlo Rose, 8 Gounod Road; Ouidad and Peter Wise, 89 Donizetti Road; Megan and Rob Borman, 34 Donizetti Road; John and Anne Regnery, 59 Wagner Road; Peter and Ellie Davidson, 57 Verdi Road; Tony Delicato 45 Gounod Road; Mitch and Yann Glicksman, 90 Donizetti Road; Jean Marie and Charles Cassidy, 4 Gounod Road
- c. Thanks to Liz Miller for producing the 2022 Directory
- d. Thanks to Ouidad and Peter Wise for hosting the Independence Day Neighbor Meet and Greet at Harmony Landing
- e. Thanks to Marianne Nardone and Tracy Pontarelli for assembling the Community Functions Flyer and for organizing the Community Events for 2022
- f. Thanks to Nick Manuzzi for conducting the annual audit of SHFD finances
- g. Thanks to Steve Sweeney for running the SHFD logo wear
- h. Thanks to Brenda Manning and Louise Thorson for organizing the Ladies Luncheon
- i. Thanks to Rochelle Levins, Dana Thomas and Denise Williams for organizing the Art Show at Harbor Field
- j. Thanks to Joe and Joey Miceli for organizing the Tennis Tournament
- k. Thanks to Rochelle and Jim Levins for organizing the Harborlicious events
- l. Thanks to Marianne Nardone, Tracy Pontarelli, Sharon Riechers, Katie Davenport, Lynn Reale, Mike Van Vranken, Eric Sutton, and Tom Peters for organizing and helping with the many Independence Day Events
- m. Thanks to Jeff Lenihan for organizing and running the Quonnie Pond Regatta
- n. Thanks to Denise Williams and Lauri Sweeney for organizing and helping with Cocktail Party Friday
- o. Thanks to Allen Leadbetter for the Shelter Harbor band Concert featuring the Westerly Town Band
- p. Thanks to Mark Kane for organizing and helping with the Kid's Fishing Derby
- q. Thanks to Dave Davis, Marianne Nardone, Mike Van Vranken, Eric Sutton, and Tom Peters for organizing and helping with the Annual Beach Party
- r. Thanks to Rochelle Levins, Helene Hardick, Karen Manuzzi, and Karen Matheson for organizing and helping with Octoberfest
- s. Thanks to the Wiatrowskis' for organizing and running Friday Night Movies at Point Dock
- t. Thanks to Karen Matheson for organizing and helping with Apps at 5

- u. Thanks to Karen Manuzzi for organizing and running Yoga on the Beach
- v. Thanks to Karen Manuzzi and Rochelle Levins for organizing and helping with Winter Singalong in December
- w. Thanks to Helene Hardick and Rochelle Levins for organizing and helping with the Friday Morning Mah Jong gatherings
- x. Thanks to the Shelter Harbor Inn for maintaining the Beanpot Gardens on Wagner Road
- y. Thanks to ALL SHFD Volunteers for their efforts to make SH a wonderful place.

#### 6) Report of the Treasurer

Glen Berwick presented the SHFD financial statements for the fiscal year ending 6/30/2022 (FYE 2022) (Balance Sheet, Funds Statement, and Profit and Loss statement) as well as the recommended Budget approved by the BOG for the fiscal year ending June 30,2023 (FYE 2023). Some of the items noted by Mr. Berwick were: 1) the actual results as shown the profit and loss statement is only \$1000 more than what was budgeted; 2) The FYE 2023 budget increases expenses by approximately \$21,000 over FYE 2022. However, Mr. Berwick indicated the Fire Insurance premium from Dunns Corners Fire Department will be higher than the amount budgeted for FYE 2023. We also know liability Insurance premiums will go up because we doubled the amount of our coverage from \$5 million to \$10 million. We have amounts we have budgeted for new picnic tables, a pickleball court addition, and various improvements to our docks including a new kayak and dinghy launch. However, as Mr. Berwick pointed out, budgeted items are not always spent. For example, \$15,000 budgeted to be spent in FYE22 on road patching and tree trimming were not actually spent. Another example was the \$6,000 budgeted for security cameras which was not spent in FYE 22. Mr. Berwick concluded his report by reminding Shelter Harbor residents that 18 vendors account for 93% of budgeted expenses, with Fire Protection accounting for 45% of the budgeted annual District expenses. Treasurer Berwick also mentioned that the authority to sign checks had been changed to Patrick Kinney, Bob Palumbo, Renee Davis and Paul Eldridge. Several community members asked Mr. Berwick questions about the increased tax valuations and how to appeal those valuations. Moderator Patrick Kinney thanked the Treasurer for his report.

#### 7) Report of Finance Committee

Robert Palumbo, Chairman of the Finance Committee, reported the proposed Budget for the fiscal year ending 06/30/2023 represents the revenue and expenses generally needed to fund SHFD activities. Mr. Palumbo mentioned the Dunns Corner Fire Department premium increase in June 2022 was much greater than what was expected when the budget for FY2023 was formulated. However, based on past experience many budgeted items end up not being spent, so rather than amend the FY 2023 Budget the BOG decided to leave the original Budget unchanged. Mr. Palumbo mentioned the BOG has decided on a major overall of the Finance Committees functions and powers aimed at giving the Committee a bigger role in helping the BOG decide what property and services to spend our money on. Starting in FY 2023, any

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proposed expenditure for a SHFD activity of \$5,000 or more must be reviewed and evaluated by the Finance Committee. Only proposed expenditures approved by the Finance Committee will be acted upon by the BOG. Mr. Palumbo also announced the names of several new Finance Committee members. These new members are Denise Williams, Livia Carrega , Renee Davis, James Brower, Clay Howard and Richard Gregory.

#### 8) Report of the Assessor/Tax Collector

Richard Gregory briefly reviewed his report and was happy to announce that all taxes assessed for FYE 2022 had been collected, and there were no arrearages for FYE 22 or any prior year. In addition, Mr. Gregory indicated an additional \$457.09 was collected. This additional amount is attributable to charges for late payments, fees for tax certificates, and other tax information and the net of de minimus miscellaneous under and over payment of less than \$20.

Mr. Gregory also asked Moderator Kinney to entertain a motion to declaring all accounts with under or over payments of \$20 or less be deemed "paid in full". Moderator Kinney moved to accept Mr. Gregory's report including the requester motion. Vivian Duff seconded the motion. The Motion was passed by a unanimous voice vote.

#### 9) Report of the Auditor

Nick Manuzzi gave his report for the Shelter Harbor Fire District financial statements for the fiscal year ended June 30,2022. Mr Manuzzi stated he reviewed the financial statements and associated records of the SHFD for the fiscal year ending June 30,2022. In Mr. Manuzzi's opinion, the financial statements fairly and accurately represented the District's financial position on June 30,2022. The Profit and Loss, as well as the Funds Statement, accurately reflected the operations for fiscal year 2022. After a brief discussion, Bob Palumbo made a motion to accept Mr. Manuzzi's audit report. This motion was seconded by Louise Thorson. Mr. Manuzzi's audit was accepted by unanimous voice vote.

#### 10) Comments on Community Agent Reports-

The following Agent reports were submitted: 1) Beach; 2) Bylaws 3) Community Functions ,3) Directory,4) Harbormaster and Dinghies and Moorings, 5) Boat Racks; 6) Public Access Defibrillator;7) Roads;8) Streetlights; Safety and Security; 9) Tennis;10) Website

After a brief discussion, Moderator Kinney moved to accept the Agent Reports, seconded by Cheryl Ferris. The Motion was unanimously passed by voice vote. Moderator Kinney thanked our agents for their tireless work on behalf of the SHFD community.

#### 11) Actions Required During the Meeting

##### a. Approval of Budget F/Y 2023

##### 1. Resolution to Assess and Collect Taxes

Anne Thomas moved the F/Y23 Budget as previously presented and reviewed by Glen Berwick in his Treasurer's Report to be approved, including the reconciliation of accounts requested by Mr. Gregory. Betty Waters seconded the Motion. The Moderator called for a voice vote which was unanimous.

b. Election of Officers F/Y 2023

1. Moderator-Patrick Kinney
2. Treasurer-Rene Davis
3. Tax Collector /Assessor-Anne Thomas
4. Clerk-Paul Eldridge

Moderator Kinney explained that since the officers were running unopposed, he moved the Officers listed above for the FY 2022/2023 to be elected as a slate. The Moderator called for a voice vote on the slate of officers as presented. The voice vote was unanimous.

c. Election of Board of Governors (two vacancies):

1. Michael McEntee;
2. Alexander Platt;
3. Richard Ferris;
4. Anne Thomas;

After a secret ballot Michael McEntee and Alexander Platt were elected for a three year term.

d. Motion for Ratification of Prior Actions and Resolutions - Moderator Kinney asked for a motion to ratify all actions and resolutions of the BOG, Officers and Committees and Agents during F/Y 2022. Betty Waters made such a motion, seconded by Vivian Duff. The motion was approved by unanimous voice vote.

e. Recognition of Glen Berwick and Richard Gregory - Moderator Kinney thanked Mr. Berwick and Mr. Gregory for their long and very dedicated service to the Shelter Harbor Community as Treasurer and Assessor/Tax Collector respectively. Both Mr. Berwick and Gregory were presented with gifts of appreciation on behalf of the Shelter Harbor residents.

12. New Business

a) Motion to Delete Article 3 section 3 ( c ) from the Bylaws ( Meetings) - This motion was made by Paul Eldridge and seconded by Denise Williams. The purpose of the motion is to eliminate the Bylaw requirement to place an advertisement in a local newspaper at least fifteen days prior to the annual meeting, giving the date, time and place of the annual meeting. This notice requirement is not a requirement of Rhode Island law, but is only required by the Shelter Harbor

Bylaws. Paul Eldridge explained this requirement is an anachronism and an unnecessary expense. The motion to delete Article 3 section 3(c) from the Bylaws was approved by a unanimous voice vote.

b) Motion to amend Article 3 of the Bylaws to add a new section 7 - This motion was made by Richard Ferris and seconded by Pierre Genest. This motion was made to establish a new Bylaw requirement to allow community comments on any agenda item to be made at the same time the item is discussed by the Board of Governors, Committee or any other meeting as so defined by the Rhode Island Open Meeting Act. This proposed Bylaw provision is intended to make sure relevant comments are heard at a time they could have an impact on the ultimate decision reached on a particular issue. Restricting public comments until the end of the meeting means a decision on a particular agenda item has been reached before public comments are heard.

Joseph Rucci commented that he believed the subject matter of the proposed bylaw amendment was a procedural decision for the Board of Governors or other Shelter Harbor Committees to make, and should not be the subject of a Bylaw provision. Mr. Ferris disagreed, saying his research showed several Rhode Island municipalities had such a Bylaw provision. Moderator Kinney commented he had already adopted the content of Mr. Ferris' bylaw proposal. Mr. Kinney pointed out he had implemented Mr. Ferris's suggested procedure of allowing community comments contemporaneously with the discussion of each agenda item at the July 2022 Board of Governors meeting. Moderator Kinney additionally indicated he intended to adopt the procedure espoused by Mr. Ferris at future BOG and Shelter Harbor Committee and other meetings. After some additional discussion of this issue, Michael McEntee called for a vote on the motion, seconded by Anne Thomas. The proposed change to the Bylaws was not adopted by voice vote.

c) Motion to Require the Route of the Shelter Harbor Beach Shuttle to be Altered to Provide Service to the East Side of the SHFD in the Summer of 2022

This motion was made by Rochelle Levins and seconded by Anne Holland. The goal of the motion is to provide bus service to an underserved part of Shelter Harbor. By doing so there will be an increase in bus ridership to reduce parking congestion at the Shelter Harbor beach. Beach Agent Lauri Sweeney reported there were ongoing discussions with the bus company to reevaluate the bus route, including more bus service to the eastern side of Shelter Harbor. The goal of the reevaluation was to provide better overall coverage of Shelter Harbor, consistent with passenger safety, given previous concerns raised about the condition of some of our roads. Lauri Sweeney said it was too late to make any route changes this late in the year. Rochelle Levins asked the question; "who is in charge, Shelter Harbor or the beach bus company? Shouldn't we be telling the bus company which route to take since we are paying for it?" Helene Hardick said her observation is there is very low ridership on the beach bus based on her personal observations. Rochelle Levins reiterated, we are paying a lot to get this service, ie., \$13,000 for eight weeks. We need to monitor this more closely to make sure we are getting our money's worth. A motion was made by Alex Platt seconded by Richard Gregory to table the motion. This motion passed by voice vote.

### 13) Public Comments

Cheryl Ferris and Barbara Albert remind everyone there was a Shelter Harbor Conservation Society meeting and fundraiser at Harbor Field on August 28,2022 between 5 and 7 P.M. Dick Ferris gave everyone the lock combination to Point Dock and Mary DiCecco gave the corresponding combination to the tennis courts. David Davis discussed the annual Beach Party events including the children's games and the annual Tug of War. Mary DiCecco reminded everyone about the Shelter Harbor tennis tournament. Mark Kane reminded everyone of the upcoming Kids fishing derby. Glen Berwick discussed why the account for Shelter Harbor logo wear was closed. Dorothy Bruno reminded everyone about the Westerly Band concert on Harbor Field on August 18,2022 between five to seven P.M. This concert is dedicated to John Bruno.

### 14) Motion To Adjourn

A Motion was made by Moderator Kinney to adjourn the Annual Meeting seconded by Michael McEntee. The Annual Meeting was adjourned by a unanimous voice vote at 11:14 A.M.

Respectfully Submitted,

Paul W. Eldridge, Clerk