

AGENDA

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Approval of the DRAFT Minutes from:

- 08/18/2025 Organizational Meeting
- 08/18/2025 Monthly Council Meeting
- 09/08/2025 Executive Session Council Meeting – Public Portion

Urgent Business:

Public Comment: Public comment is for in-person attendees only. Please approach the microphone, identify yourself including BSFD address. Limit 3 minutes.

New and On-Going Business:

1. **Treasurer Update**
2. **Tax Collector Update/Report**
3. **Land Trust Update**
4. **Manager and Harbor Update/Report**
5. **Social Activities Group Update**
6. **New and Ongoing Business:**

- a. Appointment of Treasurer: At the August 2025 Annual Meeting, ten individuals each received at least one vote for the position of Treasurer; however, all declined to serve. As a result, per Article IV of the BSFD bylaws, the BSFD must appoint a Treasurer to fulfill the financial responsibilities of the district, including maintaining accurate records, preparing financial reports, and supporting budgetary oversight. This agenda item is to review, discuss, consider and possibly vote to appoint Neal Prescott, who has formally expressed interest in the role via written email to the Council Chair and Vice Chair. If approved, the appointment will remain in effect until the next Annual or Special Meeting election.
- b. Review, discussion, consideration and vote on the repairing /improving the 4 Community bulletin boards (Front Entrance, Kelly Beach, Little Beach, Community Center). Cost is \$2,400.00 and is embedded in the PD Home Repair and Improvements quote that includes the painting of the Community Center approved on August 18, 2025.
- c. Review, discussion, consideration and possible vote to evaluate improvement options for the Kelly Beach boardwalk step including investigating CRMC/DEM applications required, and obtaining bids to build.
- d. Review, discuss and consider lessons learned from the August 2025 election presented by Janice McClanaghan, Clerk pro-temp during the election, and associated election data analysis compiled and presented by Jane Duran, Data and Communications lead.
- e. Review, discuss, consider, revise and possible vote on a new draft APRA procedure that establishes more structure than currently in place for BSFD prepared by Leslie McKnight.
- f. Review, discuss, consider, revise and possible vote on protocols in sharing communications from the BSFD Attorney with all BSFD Council members.
- g. Review, discuss, revise and possibly vote on the approach proposed by the Strategic Planning workgroup lead, Kevin O'Brien.
- h. Review, discuss, and possibly vote on investing in improvements to the BSFD audio/visual capability in an effort to encourage broader community engagement by improving the quality of the remote experience. (Kevin O'Brien).
- i. Review, discuss, consider and possibly vote on a new Council working group responsible for Beaches/Public Safety (Follow-up from August 18th, 2025 Council meeting).

- j. Review, discuss, consider and possibly vote on a new Council working group to gather community concerns, raise questions and present to the council recommendations/finding to present to the Town of Narragansett regarding the proposed Paul Masse Automobile Dealership on route 1A.

7. Motion, Discussion and Vote to appoint an acting clerk from the Council members in attendance for the Executive Session.

8. Motion, Discussion and Vote to enter Executive Session: Pursuant to R.I.G.L. § 42-46-4 and § 42-46-5(a)(2), for the purpose of discussing matters relating to potential litigation and review of legal advice.

9. Executive Session Discussion Item: Review, discuss, revise and vote on the sealed meeting minutes from the September 8, 2025 Executive Session.

10. Return to Open Session

- a. Review, discussion, consideration and vote to return to open session.
- b. Report of any votes taken in executive session.

11. Motion to Adjourn

Attachments:

- August 2025 Election Data Analysis
- Draft APRA Procedure for BSFD
- Strategic Planning Workgroup Approach Presentation

Approach

Data can be evaluated through many different lenses

A person could have multiple affiliations with our community but can only vote once. Therefore, the removal of one affiliation does not mean that voter is removed.

- Four Data Sources Used:
 - 1) Aug '25 Certified BSFD Property Tax List
 - 2) Aug '25 Certified Narragansett Voter Registration List
 - 3) Aug '25 Election Voter Registrations
 - 4) Dec '24 Town of Narragansett BSFD Rental Registrations (Town publishes a list annually in Dec)

Note: As with the 2024 analysis, voted ballots were not used by the preparer for this analysis.
- Cross referenced individual names with property ownership and Narragansett Voter list to come up with 7 different affiliation combinations. Identified unique voters across the affiliations.
- Cross referenced to the Aug '25 Election Registration Sheets

+ / - 10 % accuracy considering errors / incomplete source data
 (ex: Fairport Drive was not included on the NRV list, 5 properties were not listed on the BSFD Tax roll)

Directionally Correct

BSFD Current State | 7 Affiliation Combinations

AFFILIATION	NARR. REG. VOTER	BSFD PROPERTY OWNER (HOME/LAND OWNER)	BSBC OWNER
1) BSFD Narragansett Reg. Voters ONLY	✓		
2) BSFD Property Owners ONLY		✓	
3) BSFD Narragansett Reg Voters & Property Owners	✓	✓	
4) BSFD Narragansett Reg Voters & BSBC Owners	✓		✓
5) BSFD Property Owners & BSBC Owners		✓	✓
6) BSFD Narragansett Reg Voters, BSFD Property Owners and BSBC Owners	✓	✓	✓
7) BSBC ONLY			✓

Fast Facts – 2024 vs. 2025**

Physical Properties

(Taxpaying properties including land, homes, units):

Properties YOY				
Affiliation	2024	2025	VAR	% INC/DEC
BSFD Residential Properties/Land	1076	1098	22	2%
Rentals	245	245	0	0%
Seasonal Properties (estimated)*	400	468	68	17%
Deed Types:				
Corporations	10	14	4	40%
LLCs	63	71	8	13%
Trusts	258	298	40	16%
Individuals (Persons)	745	715	(30)	-4%
Total Deed Types:	1076	1098	22	2%
BSBC Units per BSBC (Note: BSFD Tax Roll has 933)	930	930	0	0%
Grand Total Properties	2006	2028	22	2%

Eligible Voters

Eligible Population YOY				
Affiliation	2024	2025	VAR	% INC/DEC
Narragansett Registered Voters Only	460	573	113	25%
BSFD Property Owners Only	870	971	101	12%
Narragansett Voters & BSFD Property Owners	353	290	(63)	-18%
Narragansett Voters & BSBC Owners	16	38	22	138%
BSFD Property Owners & BSBC Owners	222	187	(35)	-16%
Narr Voters, BSFD & BSBC Property Owners (All 3)	122	131	9	7%
BSFD Affiliation Subtotal	2043	2190	147	7%
BSBC Only Affiliation	1171	1416	245	21%
BSBC Balance of Remaining	316	294	(22)	-7%
Total BSBC Affiliation Only	1487	1710	223	15%
Grand Total	3530	3900	370	10%

Physical Property Observation: Individual Ownership decreased by 4% while others increased with Corporations having the largest increase.

Eligible Voter Observations:

- 1) Significant increase (25%) in Narragansett Registered Voters Only (URI Students that are known to be out of State contributed)
- 2) Significant increase (138%) in Narragansett Registered Voters and BSBC Owners

*~Seasonal Properties estimated by comparing mailing addresses to BSFD property address. If different, categorized as potential seasonal, adjusted for known seasonal residents using BSFD address, subtracted the known rentals. Mailing addresses that were only reflected as PO Boxes in Narragansett, assumed not to be seasonal.

** Based on the 4 source documents. Does not include properties owned by BSLT, Town of Narragansett or St. Thomas Moore Church

BSFD 2025 ELECTION

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Voter Turnout | 2025 Annual Meeting

2025 Eligibility Compared to Turnout						
Affiliation	Total Eligible Voters		2025 Turnout	Turnout: % of Eligible in Affiliation	Turnout of Overall Potential Voters in Election	% Turnout of Total Turnout in Election
Narragansett Registered Voters Only	573	14.69%	23	4%	0.59%	5%
BSFD Property Owners Only	971	24.90%	126	13%	3.23%	30%
Narragansett Voters & BSFD Property Owners	290	7.44%	110	38%	2.82%	26%
Narragansett Voters & BSBC Owners	38	0.97%	8	21%	0.21%	2%
BSFD Property Owners & BSBC Owners	187	4.79%	27	14%	0.69%	6%
Narr Voters, BSFD & BSBC Property Owners (All 3)	131	3.36%	66	50%	1.69%	16%
BSFD Affiliation Subtotal	2190	56.15%	360	Total N/A	9.23%	86%
BSBC Only Affiliation	1416	43.85%	60	4%	1.54%	14%
BSBC Balance of Remaining (per BSBC total is 2066)	294					
Total BSBC Affiliation Only	1710	43.85%	60	Total N/A	1.54%	14.29%
Grand Total	3900	100.00%	420	Total N/A	10.77%	100.00%

2024 Turnout vs 2025 Turnout				
Affiliation	2024	2025	VAR	% INC/DEC
Narragansett Registered Voters Only	46	23	(23)	-50%
BSFD Property Owners Only	122	126	4	3%
Narragansett Voters & BSFD Property Owners	174	110	(64)	-37%
Narragansett Voters & BSBC Owners	8	8	0	0%
BSFD Property Owners & BSBC Owners	85	27	(58)	-68%
Narr Voters, BSFD & BSBC Property Owners (All 3)	92	66	(26)	-28%
BSFD Affiliation Subtotal	527	360	(167)	-32%
BSBC Only Affiliation	247	60	(187)	-76%
Grand Total	774	420	(354)	-46%

10.77% % of the 3900 potential voters turned out to vote (420 persons)

Observations:

- 1) 10.77% of all eligible voters participated.
- 2) 86% of the Voter Population aligned to a BSFD Affiliation vs 14% were BSBC Units Only.
- 3) Significant decrease (-46%) in voter turnout from 2024 in all categories except 2 which remained flat.
- 4) Significant decrease in BSBC Only Affiliation turnout (-76%).

BSFD 2025 ELECTION

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Tax Revenue Sources | 2024 vs 2025

Tax Source	2024 Amount	Percentage of Tax Base 2024	2025 Amount	Percentage of Tax Base 2025
BSFD Rental Tax Income	\$86,905	17%	\$90,850	17%
BSFD Non-Rental Tax Income	\$356,354	71%	\$377,620	71%
BSBC Tax Income	\$61,525	12%	\$64,384	12%
Total	\$504,784	100%	\$532,854	100%

BSFD Mill Rate = 0.00046592

Observations:

No change from 2024 in Tax Contribution Proportions.

BSFD 2025 ELECTION

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Opinion Poll

Data Element	Check Boxes	Comments
Option 1 - Narragansett Registered Voters Only	196	
Option 2 - Reduced BSBC Voting to 1 vote per designated voter per unit	106	
Status Quo (aka "current state")		84
BSBC Percentage Vote		2
Residents & Taxpayers Only		21
Redistrict / Explore Redistricting		18
Full and Part-Time Residents		7
Not option 1		1
Other - Unclear		14

Not totaled because some participants checked boxes and wrote comments

Community Majority

Narragansett Registered Voters Only	196
Include BSBC in some capacity	190

Observations:

- Some comments conflicted with the box that was checked suggesting confusion.
- While "current state" was not a check box option on the poll, 20% of the 420 participants expressed support.
- Opinion of majority is split reflecting the division in the community on this issue.

BSFD 2025 ELECTION

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DRAFT
Bonnet Shore Fire District (BSFD)
Access to Public Records Act (APRA)

webserver.rilegislature.gov/statutes/title38/38-2/38-2-2.HTM

RIGL 38-2-1 ET SEQ

The Bonnet Shores Fire District adheres to the RIGL 38-2-1 ET. SEQ. Access to Public Records Act and has instituted the following procedures for citizens to obtain public records.

- Requests for records may be made by downloading the APRA records request form on the Bonnet Shores Fire District website ([bonnetshores.org-BSFD Public Records Request Form New3.pdf](http://bonnetshores.org-BSFD_Public_Records_Request_Form_New3.pdf)).
- Forms must be submitted by mail to the Bonnet Shore Fire District 130 Bonnet Shores Road Narragansett, RI 02882 Attn: Bonnet Shores Fire District Manager or by e-mail to Districtmanager@bonnetshores.org.

Other Important Information

- BSFD considers the confidentiality of its records a priority under federal and state laws but recognizes the right of access to public records under RIGL 38-2-1 et. seq.
- You are not required to provide identification or the reason you seek the public information, and your right to access public records will not depend on providing this information.
- The BSFD council Chairperson in consultation with legal counsel will make a determination as to whether the records are public. In Rhode Island, a "public record" is defined as any document, paper, or other material, regardless of physical form or characteristics, that is made or received in connection with the transaction of official business by any state or local government agency or quasi-public agency. The Rhode Island Access to Public Records Act (APRA) ensures public access to these records, with certain exceptions for information deemed privileged or confidential, such as attorney-

client information, medical records, trade secrets, or information that would constitute an unwarranted invasion of personal privacy. Although a document may constitute a public record, there may be some information contained within the document that may be redacted as it is exempt from disclosure under RIGL 38-2-2.

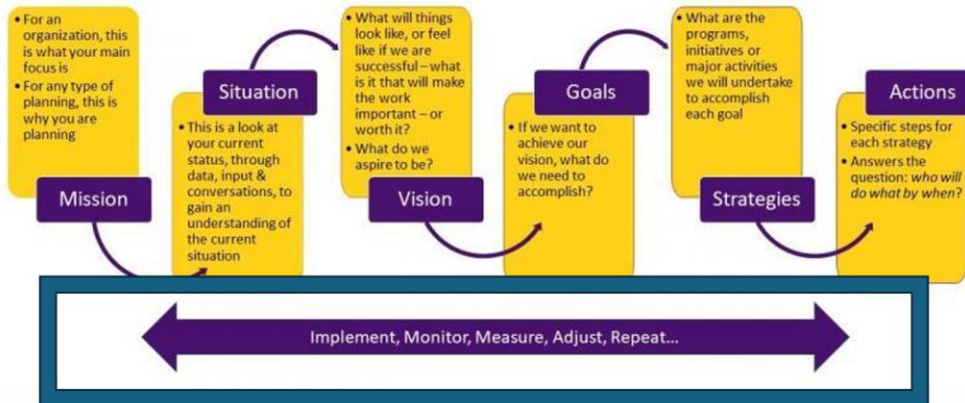
- The Rhode Island Access to Public Records Act (APRA) allows a requesting person or entity the opportunity to inspect and/or to copy public records. The cost per copied page of public documents is .15 cents per page with an hourly rate of \$15 per hour spent for the search, retrieval and redaction of documents, with no charge for the first hour. If the request requires a charge, the requesting person or entity will be provided with an estimate of charges and will be allowed to amend or retract their request prior to the release of the documents. No documents will be released until receipt of payment.
- Please be advised that the Rhode Island Access to Publics Records Act (APRA) allows a public body 10 business days to respond, which can be extended by 20 business days for "good cause".
- Any person or entity who receives a denial for copies or inspection of requested records may petition the BSFD Chairperson by mail at Bonnet Shores Fire District 130 Bonnet Shores Road Narragansett, RI 02882 or via the Chairperson's direct e-mail address located on the Bonnet Shores Fire District website. The BSFD council, in consultation with legal counsel will make a final determination whether the appeal of the requested copies or inspection of the requested records will be granted within 10 business days of receipt of the appeal. If the denial is confirmed, the person or entity has a right to file a complaint with the Rhode Island Attorney General's Office. You also have the right to institute action in Superior Court of the county where the records are maintained.
- For additional information on the Access to Public Records Act (APRA), please access riag.ri.gov/about-our-office/divisions-and-units/civil-division/government-litigation/open-government.

Please be advised that this is not a complete overview of the Rhode Island Publics Records Act (APRA). Please review the link above to review RIGL 38-2-1 ET SEQ.

Strategic Plan Definition

A document outlining an organization's long-term vision, mission, goals, and the specific actions required to achieve them. Serves as a comprehensive roadmap to guide future decisions and resource allocation. The plan provides a clear direction, fosters alignment among teams, and enables effective prioritization of efforts to achieve measurable objectives over a defined period, typically three to five years.

The Basic Planning Process



Success requires Follow up and continual check in's

BSFD Strategic Plan Proposed process & timeline

- September 2025 Council Meeting -- Agree on Proposed Approach
- Host Workgroup sessions – finish by early November
- November 2025 Council meeting – Provide first draft and get input
- Post November meeting -- Post for wider community input
- Host 2nd workgroup session(s) to refine based on input
- January 2026 Council meeting – Review Second draft and request alignment on proposed priorities, actions and funding
- Late January - Start Execution
- May/June 2026 Council meeting – Review proposed annual report
- 2026 Annual meeting – Review plan and report. Ask for 2026 plan input
- After Annual meeting – 2026 Update, back to top - continuous improvement

Initial BSFD Strategic Planning SWOT

The hard parts are our strengths!!

People Process Product(PPP)

- An organizations effectiveness is determined by how well it manages its people process and products

People Process Technology(PPT)

- An organizations effectiveness is determined ensuring these 3 elements work in harmony

Starting BSFD SWOT

Strengths	Weakness
People, Product	
Opportunity	Threats
Process, Technology	

Listening Tour Update – Informal findings



1 Zoom Details

Topic: BSFD Council Meeting Invitation

Time: Sept 17, 2025 06:30PM Eastern Time (US and Canada)

View meeting insights with Zoom AI Companion: <https://us02web.zoom.us/launch/edl?muid=e75b7993-9ff0-41d5-a3ba-5f8d72a5f650>

Meeting ID: 874 2476 0778

One tap mobile

+13017158592,,87424760778# US (Washington DC)

+13052241968,,87424760778# US

Join instructions:

https://us02web.zoom.us/join/87424760778?signature=cXmA0_gm6UQNMQ517mAdzlH8VFNMurhl6mzuvuIm