

BONNET SHORES FIRE DISTRICT

COMBINED

Bylaws Workshop: Annual Meeting and Election Processes and Monthly Council Meeting Wednesday, November 19, 2025

Date/Time	Wednesday, November 19, 2025 – 6:30pm – 9:00pm as follows: <ul style="list-style-type: none">• Bylaws Workshop: Annual Meeting and Election Processes – 6:30pm – 7:30pm• Monthly Council Meeting – 7:30pm – 9:00pm
Place:	Bonnet Shores Fire District Community Center
Zoom ¹ :	<p>Virtual access is being provided only as a convenience and is not an official “location” where access to the meeting is guaranteed. If there are technical difficulties with the zoom, we will proceed with the meeting. Therefore, being physically present at the meeting is the only way to guarantee complete and uninterrupted access to the meeting.</p> <p>Zoom Link: https://us02web.zoom.us/j/87424760778</p> <p>Cut & Paste URL Method: If you are having trouble with the above link, please cut and paste the below into your browser or visit the BSFD Website Calendar.</p> <p>https://us02web.zoom.us/join/joinMeeting/tZMpde2vqDstHdxnsRozM4PjYX0cfjL8orp-/ics?icsToken=DFhsZs8sP6wJlqrjXQAALAAAAGeDqFjrFPT85-IfzNzW1iZi5RYThaHA714fdgkeu6RMPw0azVIfE-y2nm5xfsJdDE0w0Mt3mOEeE3_jgzAwMDAwMQ&meetingMasterEventId=OxIoTSj2TQuIUuOB_TwIqDA</p>
Designated area for recording/ photography	To preserve order and decorum, and to avoid interfering with the ability of spectators to see and hear, any members of the public video recording or photographing the meeting should do so from the designated area.

CALL TO ORDER

- Pledge of Allegiance
- Moment of Silence

BYLAWS WORKSHOP AGENDA: ANNUAL MEETING AND ELECTION PROCESSES²

- **Welcome/Introductions**
- **Objectives** – To discuss possible improvements to the annual meeting and election processes.
- **Open Discussion:** Review, discuss, consider, revise and possibly vote on the work completed by predecessor bylaw committees and feedback from the community related to updating requirements for the Annual Meeting and Election such as evaluating the requirement to publish annual meeting notices in newspapers due to cost, evaluating the role of the Nominating Committee, evaluating the number of Tax Assessors, etc. *(See first attachment on agenda for current inventory of ideas)*. Members of the community are invited to attend and be separated into groups to focus on a particular topic for improvement. At the end of the work shop, the group would present its recommendations. These recommendations may be presented in the future to the BSFD Council for review, discussion, editing, and possibly vote.
- **Next Steps** – Next Steps will be determined in consideration of the outcomes of the above open discussion.
- **Adjourn Workshop**

MONTHLY COUNCIL MEETING AGENDA²

Announcements:

Approval of the DRAFT Minutes from:

- 10/09/2025 Executive Session – Public Minutes
- 10/15/2025 Monthly Council Meeting Minutes

Urgent Business:

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

Reports / Updates:

1. Treasurer Update
2. Tax Collector Update/Report
3. Land Trust Update
4. BSFD Manager and Harbor Update/Report
5. Social Activities Group Update
6. New Website Update

New and Ongoing Business:

7. Review, discuss, consider, and possibly vote to approve a conference call with firm that assisted the BSLT in submitting the 501(c)3 application. The fee for this call with The Foundation Group is \$300.00.
8. Review, discuss, consider and possibly vote to approve a request that once again, Ocean State Road Races would like to run a portion of its race through the Bonnet Shores Community. The 10th anniversary of the race will be held Sunday, October 26 2026. Runners expected around 7:45am continuing to 10:00am. Tape will be used to mark the course. One week prior, signage will be placed to alert residents. Two (2) water stops and portable restrooms to be placed at the intersections of Bonnet Point Road/ Allagash and Colonel John Gardner/What Cheer Road (delivered @2pm 10/24 and removed by 2pm 10/25). Neighborhood volunteers are requested to staff the two water stops in exchange for a financial donation to the Summer Camp program. BSFD will be added as an additional insured in the program's policy.
9. Review, discuss, consider, revise and possibly vote to host a work shop focused on fiscal responsibility by-laws. This will include reviewing any relative work completed by predecessor bylaw committees as well as work previously reviewed at Council meetings in 2025. Members of the community would be invited to attend and be separated into groups to focus on a particular topic for improvement of controls. At the end of the work shop, the group would present its recommendations.
10. Review, discuss, consider and possibly vote to accept a property donation to the Bonnet Shores Land Trust subject to costs not to exceed \$1,500 for a title search yielding no liens, preparation of conveyance deed and possible title insurance (Lot # N-R-873 owned by Emily Beth Jenkins located at 0 Channing Road).
11. Review, discuss and possibly vote on researching the cost and purchasing a new BSFD laptop and television. Both are in disrepair and have outlived their useful life.
12. Review, discuss, consider, revise and possibly vote on the strategic planning workshop recommendations for the BSFD Mission, Vision and Core Values as follows:
 - a. **Mission:** The BSFD is dedicated to enhancing the community's quality of life by providing dependable services, programs, coastal environment protection, and improving shared resources that make the community welcoming, vibrant, and sustainable.

- b. **Vision:** BSFD is a role model community with open and responsive government and actively engaged citizens dedicated to enhancing the quality of life and managing the long-term sustainability of its entrusted assets.
 - c. **Core Values:** Integrity, Respect, Responsible Stewardship, Social engagement
13. Review, discuss, consider, revise and possibly vote to allow complimentary use of the Bonnet Shores Community Center and field/grounds in support of The Never Dunne's Foundation annual 5k event to be held Sunday, May 31, 2026 (rain date June 7, 2026). The use of the property includes event registration and check-in, parking for participants and post event activities (to be finalized) as presented by Michelle Dunne, community resident and founder of the foundation, during the public comment portion of the September 17th 2025 Monthly Council Meeting.
 14. Review, discuss, consider and possibly vote on a Council representative to lead the Paul Masse Automobile Dealership work group. This work group will gather 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 (Follow-up from September 17, 2025 Monthly Council Meeting).
 15. Review, discuss, consider, revise and possibly vote on enhanced access protocols/process for the BSFD Community Center.

Executive Session:

- 1) Motion, Discussion and Vote to appoint an acting clerk from the Council members in attendance for the Executive Session.
- 2) 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 pending legal review of the following legal items: Review, discuss, revise and vote on the executive session meeting minutes from the October 9, 2025 Executive Session.

Return to Open Session:

- Review, discussion, consideration and vote to return to open session.

Sealing the Executive Session Minutes and Report of Votes Taken During Executive Session:

- Review, discussion, consideration and vote to seal the minutes of the executive session of October 9, 2025 pursuant to R.I.G.L. § 42-46-4 as disclosure of such records would jeopardize the purpose of the executive session, pursuant to R.I. Gen. Laws §§ 42-46-4(b) and 42-46-5(a)(1)."
- Report of any votes taken in executive session.

Motion to Adjourn

Attachments (4 in total):

1) BSFD Annual Meeting / Election Process – Inventory of previously suggested changes

BSFD Annual Meeting/Voting Process Modernization Workshop | November 2025 Inventory of previously suggested improvements

Existing Process	Suggested Change (Source of suggestion) Recommendation from the Public or former By-Law Committee
Nominating Committee	Candidates submit letter of interest 30 days prior to election (Public)
	Meet and Greet with perspective candidates including zoom (Public)
	Eliminate nominations from the floor (Public)
	Election Meeting Committee-work with clerk and district manager to schedule meeting (By-law committee)
Tax Assessors (3)	Additional Tax Assessors (Public)
Proxy Voting	Expand to include sealed mail in/drop off ballots to be opened on the day of election/arrival prior to election (By-law committee)
	Eliminate proxy voting (Public)
	Process for authenticating ballots/duplicates/notarizations (Public)
Write-in Candidates	Require additional information for write-in candidates (Public)
	Eliminate write in's (Public)
Paper Ballots	Electronic Ballots/Voting Machines (Public)
	Paper Ballots for write-ins only (Public)
Voter Registration List/Notice of Election	Discrepancies with Town of Narragansett List (Public)
	One Notice per household/electronic, paper, website, posted (Public and By-law committee)
	Publication Notice in local paper (Public and By-law committee)
Council Member -Term	Council Member Term Limits two-3 year terms then 1 yr ineligibility, Chair maximum of 2 years (By-law committee)
	Vacancy within 6 months of election-next highest vote getter (By-law committee)
	Vacancy appointed by the council (By-law committee)
Other elected Officials - Term	Extend to two year term (Public)
Organizational Meeting	Held immediately following annual meeting (By-law committee)
Annual Meeting	In person-present for entire meeting (Public)
	No voting until end of annual meeting (Public)
	Allow continuous voting throughout the day (Public)
Council Member Absences (6 Meetings - meeting types not specified)	Reduce to 4 absences total or 2 consecutive absences (By-law committee)

Enhanced Access Protocols for the BSFD Community Center:

- 2) Community Center Building Access Policy
- 3) Community Center Access Code - Recipient Agreement
- 4) Community Center Access Sign-in log

Community Center Building Access Policy

Purpose

The purpose of this policy is to ensure the security of the Community Center building and the safety of its users by clearly defining who may access the facility and under what conditions.

Policy

1. Authorized Access

- Only individuals who have been expressly authorized by the District Manager may access the community building.
- Authorized individuals include BSFD Council Members, Elected Officials, District staff, and persons who have been granted approved use of the building.

2. Unauthorized Access

Individuals who are not authorized may not enter or use the Community Center building on their own.

Unauthorized individuals may only enter the building if:

- a) They are accompanied at all times by an authorized individual, **or**
- b) They have scheduled an appointment with the District Manager and have been granted temporary access.
- c) All unauthorized individuals must log their visit using the sign-in sheet.

3. Enforcement

- Any individual found to be in the building without authorization or without proper accompaniment will be considered in violation of this policy.
- Repeated violations may result in further action as determined by the District Manager.

4. Access Code and Key

- Building access code and/or key are issued only to authorized individuals.
- Code and key must not be shared or transferred under any circumstances.



Community Center Building Access Code Agreement

This Agreement is entered into by and between **the Bonnet Shores Fire District (BSFD)** (the "Community") and the undersigned individual ("Recipient").

Purpose

The Community provides access codes to Council Members and other approved individuals ("Recipients") to allow authorized use of the Community Center building. The security of the building and the safety of residents depends on maintaining strict control of these codes.

Agreement Terms

1. Confidentiality of Access Code

- Upon receipt of the access code, the Recipient agrees to keep the code strictly confidential.
- The Recipient shall not disclose, share, or otherwise provide the access code to any other individual, including family, friends, or other residents.

2. Personal Responsibility

- The Recipient acknowledges that they are personally responsible for any use of the access code issued to them.
- The Recipient agrees to immediately notify the District Manager if the code is compromised, lost, or believed to be known by an unauthorized person.

3. Return and Revocation

- The access code may be changed at any time by the District Manager.
- Upon the end of the Recipient's term, approved use, or authorization, the access code will be changed.

4. Acknowledgment of Consequences

- The Recipient understands that violation of this Agreement may result in disciplinary action by the District Manager, including removal of access privileges, and may subject the Recipient to further consequences as determined by the District Manager.

Recipient Acknowledgment

I, the undersigned, have read and understand the above Agreement. I agree to comply with all requirements regarding the Community Center building access code.

Recipient's Printed Name: _____

Recipient Signature: _____

Date: _____

District Manager's Approval

Printed Name: _____

Signature: _____

Date: _____



Bonnet Shores Fire District

Community Center Building Access Sign-In Log

From the BSFD Policy on Community Center Building Access: *Unauthorized individuals may only enter the building if: They are accompanied at all times by an authorized individual, **or** they have scheduled an appointment with the District Manager and have been granted temporary access. All unauthorized individuals must log their visit using this sign-in sheet.*

Date	Visitor Name	Accompanied by Authorized Individual's Name	District Manager Approval Y/N <i>(If you are not accompanied by an authorized individual, please indicate if you have received District Manager's approval)</i>	Time In	Time Out

¹Zoom Details

Topic: BSFD Council Meeting Invitation

Time: Nov. 19 2025 07:00 PM 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_gm6UQNMQ5I7mAdzIH8VFNMurhl6mzuVuImH-M

² **R.I. Gen. Laws § 42-46-6(b):** Nothing contained herein shall prevent a public body, other than a school committee, from adding items to the agenda for discussion purposes only, if the added item was not known or could not have been reasonably known 48 hours in advance of the meeting; provided, however, that the public body may not vote on the added item.