

BONNET SHORES FIRE DISTRICT
Combined Special Council Meeting – Annual Meeting Preparedness
Agenda²

Wednesday, May 13, 2026 @ 8:00am

Date/Time	Wednesday, May 13, 2026 @ 8:00am
Place:	Bonnet Shores Fire District Community Center - 130 Bonnet Shores Road, Narragansett, RI
Zoom ¹ :	Virtual access is being provided only as a convenience and is not an official “location” where access to the meeting is guaranteed. If any technical, host, or operator issues arise with Zoom, the meeting will still proceed. Therefore, being physically present at the meeting is the only way to guarantee complete and uninterrupted access to the meeting. Zoom Link: https://us02web.zoom.us/j/85183413272
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

Public Comment: No Public Comment

New and Ongoing Business:

Motion, Discussion, revision and possible vote regarding preparation for the June 25, 2026 Annual Meeting, in including:

A. Approval of the June 25, 2026 Annual Meeting timeline, task plan, and assignments.

B. Approval of proposed process change in communication approach for Firms/LLCs/Corporations:

- **Historical Practice:** A targeted US mailing to Firms/LLCs/Corporations indicting the requirement to submit the Affidavit to vote 5 das before the election
- **Proposed by Clerk:** Inform through general eblasts and mass newsletter mailings only.

C. Discussion and potential vote to approve a process change proposed by the Clerk for Proxy voting that will require Proxy Forms to be submitted 5 days before election day similar to the process for LLCs/Firms/Corporations.

Motion to Adjourn


Attachments: June 25, 2026 Annual Meeting Task and Timeline:

Task and Timeline Plan for 2026 BSFD Annual Meeting

June 25, 2026

TASK #	Category	2026 Deadline	Task	Due / Timing based on date of Annual Meeting	Assigned To	Comments	Status
1	DATE/LOCATION	04/15/26	Establish Date/Time/Location	Minimum 4 month prior to secure necessary resources	Council	Charter indicates the 3 rd Thursday in June	Complete
2	BOOK LOCATION/RESOURCES	N/A	Book necessary location/tents/sound systems etc.	Minimum 4 month prior to secure necessary resources	Clerk	Decision to use Community Center in split format: Voting: 3pm-7pm Annual Meeting starts between 7:30pm-8:00pm	200 Chairs Ordered
3	NOTICE	5/25/26	Begin to Draft Newsletter and Solicit input from various Officials.	Minimum 30 days prior	J. Duran	Include: <ul style="list-style-type: none"> • Agenda • Budget • Reports of <ul style="list-style-type: none"> ○ Nominating Committee ○ Non-Nominating Committee Candidates ○ Tax Collector ○ Treasurer • Dates of regularly scheduled BSFD Council Meetings for the coming year • State of the District Report from Chair • Proxy form and instructions 	

TASK #	Category	2026 Deadline	Task	Due / Timing based on date of Annual Meeting	Assigned To	Comments	Status
						<ul style="list-style-type: none"> • Prior year's annual meeting minutes 	
4	VOTER LIST	5/25/26	Obtain Narr Registered Voter List and Bonnet Shore Property Owner list from Town of Narragansett	30 days prior to Prior per Charter	Tax Collector		
5	CANDIDATES	5/25/26 or sooner	Email to district notifying non-nominating committee candidates to register	Minimum 30 days prior	Nom Com to draft email and submit to Communications Lead for eBlasting	Nom Com on target to secure all candidates by 5/21	On Target
6	NOTICE	5/25/26	Determine public notice submission deadline for ProJo and Narr Times	Minimum 30 days prior	Clerk		
7	VOTER LIST	05/31/26 or sooner	Supply the following Voter Lists to Clerk and Tax assessors: <ol style="list-style-type: none"> 1. BSFD Narragansett Registered Voters 2. BSFD Property Owners 	Minimum 25 days prior	Tax Collector		
8	VOTERS - LLCs	05/31/26 or sooner	Create Voter Designation Affidavit for Firms/LLCs with instructions	Minimum 25 days prior	Clerk	May not be applicable – Clerk to propose this be done through eBlast and Newsletter only – no targeted mailing to Firms/LLCs	To be voted on by Council on May 13
9	PROXY FORMS	05/31/26	Create Proxy Form and instructions	Minimum 25 days prior	Clerk	Use form from 2025	Awaiting Confirmation from Clerk

TASK #	Category	2026 Deadline	Task	Due / Timing based on date of Annual Meeting	Assigned To	Comments	Status
10	NOTICE	06/01/26	Create Newspaper Publication	Minimum 24 days prior	Clerk	Includes Time and Place of Meeting & Agenda – see attached example: 	
11	BALLOTS	06/01/26	Finalize Ballots and deliver to BOE	Minimum 20 days prior	Clerk	Bob in contact with Electronic Voting Machine Contacts	On Target
12	NOTICE	06/03/26	Submit Newspaper Notice to ProJo for both publication dates	Minimum 22 days prior	Clerk	Date Depends on publication dates and lead times (see item # 6)	
13	NOTICE	06/03/26	Submit Newspaper Notice to Narr Times for both publication dates	Minimum 22 days prior	Clerk	Date Depends on publication dates and lead times (see item #6)	
14	VOTERS - LLCs	06/05/26 or sooner	Compile list of FIRMS/LLCs and mail Affidavit and Instructions providing a deadline 5 days prior to election	Minimum 20 days prior	Clerk	Firms and LLCs and some unnamed Trusts must designate a representative to vote. May not be applicable – Clerk to propose this be done through eBlast and Newsletter only – no targeted mailing to Firms/LLCs	To be voted on May 13 th by Council
15	CANDIDATES	06/05/26	Set and communicate deadline for non-nominating committee candidates to register	Minimum 20 days prior	Nom Com to set and provide to Communications Lead		On Target
16	NOTICE	06/05/26	Complete Annual Meeting Newsletter	Minimum 20 days prior	J. Duran		

TASK #	Category	2026 Deadline	Task	Due / Timing based on date of Annual Meeting	Assigned To	Comments	Status
17	VOTER LIST	06/05/26	Certify 2 Voter Lists: 1. BSFD Narragansett Registered Voters 2. BSFD Property Owners	Minimum 20 days prior	Tax Assessors	The third voter list (LLs) cannot be certified until the affidavits are returned	
18	NOTICE	06/05/26	Consolidate Voter List addresses for efficient Notice Mailing	Minimum 20 days prior	J. Duran		
19	NOTICE	06/05/26	Submit annual meeting newsletter to printers including mailing addresses	Minimum 20 days prior	Clerk		
20	CANDIDATES	06/09/26	Deadline to send in materials for Meet the Candidates Night	Minimum 16 Days prior	Nom Com	Communication Drafted	On Target
21	NOTICE	06/11/26 or sooner	Newspaper Notice # 1 Published – Narragansett Times	Minimum 14 Days prior	Narr. Times	Narr Times comes out on Weds & Fridays	
22	NOTICE	06/11/26 or sooner	Newspaper Notice #1 Published - ProJo	Minimum 14 Days prior	Prov. Journal	Newspaper to be published in the City of Providence. Notice is once a week for 2 consecutive weeks. The last publication to be at least 5 days before the meeting or per the bylaws	
23	CANDIDATES	06/11/26	Meet the candidates Night eBLast with Materials	Minimum 14 Days prior	Nom Com provide to Communications Lead		
24	NOTICE	06/11/26	Mail Annual Meeting Newsletter to Community	Minimum 14 Days prior	Printer Vendor	Community must be noticed 9 days prior to the meeting per charter (see task 3 for content requirements)	

TASK #	Category	2026 Deadline	Task	Due / Timing based on date of Annual Meeting	Assigned To	Comments	Status
25	CANDIDATES	06/15/26	Facilitate Meet the candidates at Community Center	Minimum 10 Days prior	Nom Com	Optional session for community to come and meet the candidates	
26	VOTERS - LLCs	06/18/26	Deadline for Firms/LLC Voter delegation affidavits to be submitted	Minimum 7 days prior to the meeting	LLCs	Deadline is 5 days before election.	
27	NOTICE	06/19/26	Newspaper Notice # 2 Published – Narragansett Times	Must be at least 5 days before the meeting per the Charter	Narr. Times	Narr Times comes out on Weds & Fridays	
28	NOTICE	06/19/26	Newspaper Notice #2 Published - ProJo	Must be at least 5 days before the meeting per the Charter	Prov. Journal	Newspaper to be published in the City of Providence. Notice is once a week for 2 consecutive weeks. The last publication to be at least 5 days before the meeting or per the bylaws	
29	VOTERS - LLCs	06/19/26	Compile Final List of Voter Designations for LLCs and certify list	Minimum 5 days prior to the meeting	Clerk & Tax Assessors	Clerk compiles the list from the Affidavits submitted and provides to Tax Assessors to certify.	
30	VOTER REGISTRATION	06/19/26	Train Tax Assessors & Volunteer partners	Minimum 5 days prior to the meeting	Clerk & Tax Assessors		
31	VOTER REGISTRATION	06/19/26	Create Voter Registration Sheets for Tax Assessors to use on Election day	Minimum 5 days prior to the meeting	Clerk	Staples: 11x17 sheets Copies Needed: 4 copies of Narr Registered Voters 4 Copies of Tax Payers 4 Registration Tables: (3 alphabetical registration tables and 1 Proxy registration table)	

Additional Responsibilities of Clerk throughout the timeline:

- Establishment and coordination of registration process
- Coordination of required office supplies (pens, highlighters etc.)
- Enlist Volunteers for:
 - Parking Lot attendants
 - Registration
 - Ballot Counting (if needed)

1 Zoom Details

BSFD is inviting you to a scheduled Zoom meeting.

Topic: BSFD Special Council Meeting - Election Preparedness
Time: May 13, 2026 08:00 AM Eastern Time (US and Canada)
Join Zoom Meeting: <https://us02web.zoom.us/j/85183413272>

View meeting insights with Zoom AI Companion
<https://us02web.zoom.us/launch/edl?muid=b3c9944e-619f-4e7e-8681-644d5d820bc2>
Meeting ID: 851 8341 3272

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One tap mobile
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Join by SIP
• 85183413272@zoomcrc.com

Join instructions
https://us02web.zoom.us/meetings/85183413272/invitations?signature=_U3YBpLqal0rJsg6fZMS_yDuK80DFoeHsqDWB_zpYM8

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.

² **ADA Accommodations:** The BSFD is committed to providing reasonable accommodations for individuals with disabilities. Anyone requiring an accommodation is encouraged to contact the District Manager at least 48 hours before the meeting to allow adequate preparation. Requests received after that time will be addressed to the extent reasonably practicable.

² **Disclaimer:** Written materials that may be referenced or distributed by individual Council members in connection with agenda items are the submissions of those individual members and are not official communications or findings of the Bonnet Shores Fire District Council unless formally adopted by vote of the Council. The publicly posted agenda is intended to satisfy the notice requirements of **Rhode Island General Laws § 42-46-6.**