

**BONNET SHORES FIRE DISTRICT**  
**Monthly Council Meeting**  
**Agenda<sup>1</sup>**  
**Wednesday, June 17, 2026**

Date/Time	<b>Wednesday, June 17, 2026 - 6:30pm – 9:00pm</b>
Place:	Bonnet Shores Fire District Community Center - 130 Bonnet Shores Road, Narragansett, RI
Zoom <sup>2</sup> :	<b>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.</b>  Zoom Link: <a href="https://us02web.zoom.us/j/87424760778">https://us02web.zoom.us/j/87424760778</a>
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
- Discussion and Possible Action – Appointment of an Acting Clerk for the limited purpose of recording attendance, motions, votes, and minutes, if required.

**Announcements:**

**Approval of the DRAFT Minutes from the:**

- May 13, 2026 – Annual Meeting Preparedness
- May 20, 2026 – Monthly Council Meeting
- May 21, 2026 – Budget Workshop
- May 29, 2026 – Special Meeting (including Budget Correction)

**Urgent Business:**

**Public Comment:** Public comment is for in-person attendees only or at written request. 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. Updates on new/pending legal matters if available – including updates on vendor agreements
6. 2026 Annual Meeting Preparedness Update/Report

**New and Ongoing Business:**

1. Motion, discussion, and possible vote to hire Tom Kane as the BSFD Harbormaster and establish an employment start date.
2. Motion, discussion, review, revision and possible vote to adopt Land Trust Rules & Regulations as drafted and amended by Attorney Faith LaSalle. (Land Trust) *See Attachment #1*

3. Motion, discussion and possible vote to submit the corrections for Form 1023 and to fax the revised 501(c)3 application to the Correspondence Unit of the IRS. *(Land Trust)*
  4. Motion, discussion and possible vote on proposed intergovernmental liaison role for M. Jenkins to monitor and report on municipal and state governmental actions that may affect the district. *(Melissa Jenkins) See Attachment #2*
  5. Motion, discussion and possible vote regarding next steps in response to the District Manager’s resignation effective mid-September 2026 including review of initial draft of responsibilities submitted by Leslie McKnight, appointed lead of District Manager search committee. *(Council) See attachment #3*
  6. Motion, discussion and possible vote to schedule the next policy workshop to review the drafts of the 3 policies as prioritized in the March 18, 2026 Policy Workshop: 1) Policy on Policies, 2) Code of Conduct, 3) BSFD Agenda & Creation. *(Council)*
  7. Motion, discussion and possible vote to schedule a workshop to formulate an Emergency Preparedness Plan for flood, hurricane, power outage, snowstorm and other natural disaster readiness; to clarify the equipment available to the District; to jointly develop a plan to mobilize existing equipment and volunteers including the Land Trust trustees, fire wardens, tax collector/assessors and/or other volunteers who will be empowered to provide coordination and assistance for any emergency affecting Bonnet residents. *(Melissa Jenkins)*
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## **Motion to Adjourn**

### **Attachments:**

#### **Attachment #1 Land Trust Rules and Regulations as drafted by Faith LaSalle**

#### **Executive Summary: Bonnet Shores Land Trust Rules and Regulations**

These rules and regulations outline how the **BSFD Land Trust** came into existence, its governance, and basic operational procedures, in a separate document as recommended in the January Foundation discussion. The Trust does not have separate bylaws. The rules and regulations will be used to amend the 501 c 3 submission with the IRS.

They are modelled after two other Land Trust Rules and Regulations, which were also set up by the R.I. General Assembly. They are tailored specifically to incorporate the provisions in the two Acts of the R.I. General Assembly that constitute the Trust Charter.

Three changes have been made since the approval by the Land Trust.

The citations were changed for the two Acts creating the Land Trust to reflect how they are identified in the Acts at State House Law Library. The dates the laws went into effect are also identified.

The section on reference to the Robert Rules section on meetings was changed to indicate that the Robert Rules’ section on meetings will be used as guidance only in conducting meetings.

#### **Draft: Rules and Regulations** *(Highlights reflect updates from previous version)*

### **BONNET SHORES LAND TRUST RULES AND REGULATIONS**

**I. ESTABLISHMENT** - In June of 1991, the Rhode Island General Assembly authorized the Bonnet Shores Fire District Council to establish the Bonnet Shores Land Trust (hereinafter called the “Trust”), defined as “a body politic and corporate and a public instrumentality” for the purposes outlined in as outlined in the applicable law, an Act “Establishing the Bonnet Shores Land Trust – Public Laws of the State of Rhode Island, Chapter 91-419,” effective June 20, 1991.

The Act authorizes the Trustees to adopt reasonable rules and regulations governing the conduct of Trust affairs, including the acquisition and management of its holdings, provided they are not inconsistent with

the provisions of the Act. Pursuant to an Act “Establishing the Bonnet Shores Land Trust – Public Laws of the State of Rhode Island, Chapter 92-491,” effective July 21, 1992, these Rules and Regulations are subject to the approval of the Bonnet Shores Fire District Council. The two Acts establishing the Trust are hereinafter collectively called the “Trust Charter.” Where a discrepancy exists between the Trust Charter and these Rules and Regulations, the Trust Charter shall take precedence.

**II. TRUSTEES** - The Trust is administered by five (5) Trustees who are elected by qualified voters of the Bonnet Shores Fire District at its Annual Meeting. A Trustee is elected to serve a three-year term and shall be ineligible for re-election for one year following the expiration of said term.

A vacancy occurring during a term shall be filled by the Bonnet Shores Fire District Council. The appointed Trustee shall serve until the next Bonnet Shores Fire District Annual Meeting, at which time a Trustee will be elected to serve the remainder of the unexpired term. The Trustees may recommend candidate(s) to the Bonnet Shores Fire District Council for the appointed position.

**III. OFFICERS** - The officers of the Trust shall be the Chair, the Vice Chair, and the Secretary. Pursuant to the Trust Charter, these offices are held by Trustees, with the exception that the Secretary may or may not be a Trustee.

- **The Chair** has general charge and supervision of the business of the Trust and shall preside at all meetings. The Chair shall perform other duties regarding Trust properties and maintenance as requested by the Bonnet Shores Fire District Council and shall ensure all meeting notices comply with the Rhode Island Open Meetings Act (R.I.G.L. Section 42-46-1 et. seq.)
- **The Vice Chair** shall perform duties as prescribed by the Chair. When acting as Chair, the Vice Chair shall have the same powers, duties, and restrictions of that office.
- **The Secretary** shall maintain the minutes of all meetings. Once approved by the Trust, the Secretary shall submit the minutes to the Bonnet Shores Fire District Clerk.

**IV. ELECTION OF OFFICERS** - At the first meeting following the Annual Meeting and the election of new Trustees, the Trustees shall elect a Chair, Vice Chair, and elect or appoint a Secretary for one-year terms. If a vacancy occurs in the office of Chair, the Vice Chair shall serve as Chair for the remainder of the term. If a vacancy occurs in the office of Vice Chair the Trustees shall elect another Trustee to serve the remainder of the term, and in the office of Secretary, the Trustees shall either elect a member or appoint a non-member to fill that vacancy.

**V. MEETINGS** - Meetings shall be held and records maintained in compliance with the Open Meetings Act. The Trust shall meet quarterly, with at least four (4) meetings per year. Additional meetings may be called by the Chair as needed.

The section on meetings in the current edition of the Robert’s Rules of Order will serve as guidance in conducting the Trust’s meetings. However, the Trust Charter and these Rules and Regulations shall prevail over any conflict with *Robert’s Rules* on meetings.

A quorum for decisions is a majority of Trustees present and voting, except for land acquisitions or other specific actions for land use outlined in the Trust Charter that require a majority or supermajority vote of the full Board of Trustees.

**VI. OPERATING BUDGET AND FINANCIAL MATTERS** - An operating budget for the Trust shall be prepared annually and submitted to the Bonnet Shores Fire District Council for review and approval. The budget

must also be presented at the Annual Meeting for final approval by the qualified voters of the Bonnet Shores Fire District.

Funds collected for Trust activities shall be deposited in a designated fund maintained by the Bonnet Shores Fire District. Lawfully incurred operating expenses must be evidenced by proper vouchers, including invoices and receipts, and shall be paid by the Bonnet Shores Fire District Treasurer upon approval by the Bonnet Shores Fire District Council.

Funds released for land acquisitions or other purposes set forth in Section One of the Trust Charter require approval of the majority of Trustees and a majority vote of the Bonnet Shores Fire District Council.

The Trust may only incur debt if the Bonnet Shores Fire District Council has authorized the debt and the qualified voters have approved it at a Bonnet Shores Fire District Annual Meeting or Special Meeting.

## **VII. ACQUISITIONS AND DISPOSITIONS OF LAND**

- **Acquisition of Property:** All acquisitions require dual approval by the Trustees and the Bonnet Shores Fire District Council and must be consistent with R.I.G.L. Chapter 91-419. An acquisition proposal and report shall be prepared for each parcel.
- **Acquisition Criteria:** Criteria include, but are not limited to:
  1. Open space significance;
  2. Environmental significance;
  3. Protection of drinking water and aquifer recharge areas;
  4. Recreational significance;
  5. Historical preservation;
  6. Wildlife and habitat protection;
  7. Agricultural significance; and
  8. Intrinsic value to the community.
- **Acquisition Reports:** Reports must include a property description (including maintenance burdens), identification of special requirements, the rationale for acquisition, and associated costs/funding sources.
- **Disposition of Property:** Disposition requires the following:
  1. A determination by the Trustees that the property is unsuitable for Trust purposes;
  2. An affirmative vote of four (4) out of five (5) Trustees;
  3. An affirmative vote of five (5) out of seven (7) Bonnet Shores Fire District Council members;
  4. An affirmative vote of two-thirds (2/3) of qualified voters at an Annual Meeting.
- **Disposition Reports:** Reports must include the reasons for disposition, a cost-benefit analysis, and the projected impact on the community.

**VIII. TAX EXEMPTION** The Trustees are aware of and when needed, shall notify government bodies that Trust revenues, income, and property used in furtherance of its public purpose are tax-exempt pursuant to R.I.G.L. 91-419, Section 7, and the Trust is not required to pay any tax, excise, or assessment to the State of Rhode Island, the Town of Narragansett, or any political subdivision.

**IX. ADOPTION, REVIEW, AND AMENDMENT** These Rules and Regulations and any subsequent amendments shall take effect upon dual approval by the Trust and the Bonnet Shores Fire District Council. Upon such approval, they supersede any prior rules and regulations that have not received dual approval

and take effect upon passage. The Trust shall review these Rules and Regulations at least every five (5) years.

**X. SEVERABILITY** If any provision of these Rules or Regulations is held invalid, such invalidity shall not affect the remaining provisions.

**Adopted by the Bonnet Shores Land Trust on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
Secretary, Bonnet Shores Land Trust

**Attachment #2: Proposed Role for M. Jenkins submitted by Melissa Jenkins**

**Intergovernmental Liaison Role**

**Purpose**

The Council shall designate a **Council Intergovernmental Liaison** to monitor and report on municipal and state governmental actions that may affect the District.

The liaison serves strictly as an **information-gathering and reporting resource** for the Council and the public.

The liaison **does not establish policy, advocate on behalf of the District without authorization, or exercise decision-making authority.**

**2. Responsibilities** The liaison may:

**A. Monitor Municipal Government**

Track actions of the **Narragansett Town Council**, boards, and commissions that could affect the District, including:

- ordinances
- budgets
- zoning or land-use matters
- municipal services affecting District operations

**B. Monitor State Government**

Track legislation and policy activity in the **Rhode Island General Assembly** affecting fire districts or special districts, including:

- governance laws
- taxation or municipal authority
- public records and open meetings laws

**C. Information Collection**

The liaison may:

- review public agendas and documents
- attend public meetings or hearings
- monitor publicly available legislative materials
- gather publicly available information relevant to the District

**3. Reporting to the Council**

The liaison shall provide **informational updates during regular Council meetings.**

Reports may include:

- upcoming town agenda items affecting the District
- proposed state legislation affecting fire districts

- regulatory or policy developments
- scheduled hearings or public meetings

Reports are **informational only** unless the Council places a specific item on the agenda for discussion or action.

#### 4. Public Input

Each monthly Council agenda may include an item such as:

**“Intergovernmental Update and Public Comment.”**

During this agenda item:

1. The liaison provides a brief update.
2. Members of the public may comment on the issues raised.
3. The Council may discuss whether an issue should be placed on a **future agenda for possible action.**

No policy decisions or advocacy positions are adopted unless **separately noticed on the agenda and voted on by the Council.**

#### 5. Limitations of Authority

The liaison **shall not:**

- speak on behalf of the District
- advocate for legislation
- negotiate with government officials
- commit District resources
- represent that they are authorized to take District positions

Any official communication or advocacy must be **authorized by Council vote at a public meeting.**

#### 6. Compliance with Open Meetings Law

All discussions regarding intergovernmental matters shall occur during properly noticed meetings of the Council in compliance with the **Rhode Island Open Meetings Act.**

Because the liaison acts individually and **does not convene meetings of multiple Council members,** the liaison function itself does not constitute a separate public body.

The Intergovernmental Liaison may meet with residents, stakeholders, or community groups to gather information regarding matters affecting the District. Such meetings are informational only and do not constitute meetings of the Council. The liaison shall report relevant concerns to the Council at a properly noticed public meeting.

**Attachment #3: Initial Draft of District Manager Responsibility Overview submitted by Leslie McKnight**

### **Draft: BSGD District Manager Responsibilities**

#### **Core Responsibilities**

- Overseeing daily operations to ensure efficient delivery of services to the community
- Implementing policies established by elected officials, translating council directives into actional programs
- Supervising personnel including hiring, training and evaluation
- Managing vendor relationships and capital projects to ensure completion on schedule and within budget
- Serving as liaison between town government, residents, other local, state and private agencies
- Community Relations-Addressing resident concerns

- Ensuring compliance with applicable laws, regulations and policies

### List of Day-to-Day Duties

- Working with the BSFD Land Trust Trustees manages community assets including Community Center, Kelly Beach, Little Beach, Harbor, Camden Landing, Battery- this includes but is not limited to regular maintenance, inspections, CRMC Assent applications and permits, coordination with RI Interlocal Trust
- Manages vendor relationships including contract review, preparation of bids requests, approval of invoices for payment, and coordination of capital projects
- Coordination of Community Center use, rental and access including but not limited to rental contracts, scheduling, payment, liability coverage, managing building security
- Hiring, supervision and training of seasonal staff including but not limited to lifeguards, camp counseling staff, security, transportation
- Filing of required reports including assent application/renewals, ethics filings, RI Interlocal Trust reports, tax exempt applications, as well as reports to the Council and communications to the community
- Preparing Community Center for monthly district meetings including IT set-up
- Attendance at district meetings, distribution of meeting materials
- Response to resident inquiries including APRA requests, distribution of beach tags, sale of trash receptacles, visibility within community
- Works as liaison with Narragansett Town administrators/staff to assist with resident concerns and DPW work, as well as state agencies such as CRMC and DEM
- Position works closely with the Council Chair, District Treasurer, District Tax Collector, District Clerk and Harbor Master

### Typical Work Environment

- Nonpartisan Role-operates as a professional nonpolitical employee
- Irregular Hours-must be flexible and on call in the event of emergencies, scheduled events-this includes night and weekend hours
- Accountability-Reports directly to the Council Chair with appointment by the District Council
- Must be able to maintain confidentiality and maintain continuity in administration regardless of changes in elected leadership
- Role requires balancing operational efficiency with responsiveness to community needs

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<sup>1</sup> **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.

<sup>1</sup> **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.

<sup>1</sup> **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**.

### <sup>2</sup>Zoom Details

Topic: BSFD Council Meeting Invitation Time: Jun 17, 2026 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/87424760778>

One tap mobile: +13017158592,,87424760778# US (Washington DC); +13052241968,,87424760778# US

Join by SIP: [87424760778@zoomcrc.com](mailto:87424760778@zoomcrc.com)

Join instructions:[https://us02web.zoom.us/join/87424760778?signature=cXmA0\\_gm6UQNMQ5I7mAdzIH8VFNMurhl6mzuvuImH-M](https://us02web.zoom.us/join/87424760778?signature=cXmA0_gm6UQNMQ5I7mAdzIH8VFNMurhl6mzuvuImH-M)