

**CHARLESTOWN FIRE DISTRICT
ANNUAL MEETING
AUGUST 1, 2018**

The annual meeting of the Charlestown Fire District was held on Wednesday, August 1, 2018 at 4377 South County Trail. District Moderator John Bilotta called the meeting to order at 7:32 P.M. The Warrant for the meeting, read by District Clerk Keith Allamby and contained in the annual meeting booklet, was published in the Westerly Sun on July 20, 2018 and was physically posted in four locations within the district.

A quorum was declared. There were 13 registered voters present.

Board of Engineers members Present: Chairman Kevin Gallup, Vice Chairman Joe Weeden, Dave Lamb, Julie Ellen, and Gary Crawford

Board of Engineers members Absent: None.

Officials Present: District Chief Don Rathbone, District Clerk Keith Allamby, District Attorney Roberta Mulholland, District Tax Collector Rita Deane, District Training Officer Keith Knudsen, District Canvasser Lori Rathbone, and District Assessor Laura Knudsen.

Officials Absent: District Treasurer Deb Nicotra.

Minutes of the previous meeting: District Moderator John Bilotta announced that the minutes of the previous annual meeting of the Charlestown Fire District were contained in the booklet that was distributed to all in attendance. These minutes were approved at the August 8, 2017 regular monthly meeting of the Charlestown Fire District Board of Engineers.

Reports: District Moderator John Bilotta announced that the reports from the District Chief, the Chairman of the Board of Engineer's, the District Treasurer, and the District Tax Collector were contained in the annual meeting booklet that was distributed to all in attendance.

Business:

Budget: Chairman Kevin Gallup reviewed and discussed changes, relevant facts, and information of the Fiscal Year 2018-2019 budget.

Total Operating Budget: John Rookwood made a motion to approve the Total Operating Budget as proposed. Lori Rathbone seconded the motion. All voted yes. Unanimously. Motion carried. Total Operating Budget line of the Fiscal Year 2018-2019 Budget shall total \$746,541.16 as proposed.

Line Items:

- **Firefighter / Structural PPE:** John Rookwood made a motion to approve "Firefighter/Structural PPE" as a Line Item placeholder for next year. Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried.
- **"I Am Responding" Dispatch System:** Laura Knudsen made a motion to approve the "I Am Responding" Dispatch System Line Item of the 2018-2019 budget as proposed. John Rookwood seconded the motion. All voted Yes. Unanimously. Motion carried. "I Am Responding" Line Item of the 2018-2019 shall total \$3,000.00 as proposed.
- **Radio System Upkeep:** John Rookwood made a motion to approve the Radio System Upkeep Line Item of the 2018-2019 budget as presented. Laura Knudsen seconded the motion. Radio System Upkeep Line Item of the 2018-2019 budget shall total \$3,000.00 as proposed.
- **District Wellness Program:** John Rookwood made a motion to approve the "District Wellness Program" Line Item of the 2018-2019 budget as presented. Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried. District Wellness Program Line Item portion of the 2017-2018 budget shall total \$3,000.00 as proposed.

Total Line Items of the 2018-2019 fiscal year budget shall total \$26,000.00 as proposed.

Total Budget: John Rookwood made a motion to approve the Charlestown Fire District total budget of \$772,541.16 as proposed. Laura Knudsen seconded the motion. All voted Yes. Unanimously. Motion carried. The 2018-2019 fiscal year budget shall total \$772,541.16 as proposed.

Resolutions:

- The **Resolution transferring all unexpended, unrestricted, non-dedicated, balances of appropriations and all other unexpended income** as of September 30, 2018 to the Reserve Fund was distributed to all in attendance. The resolution was read aloud by District Moderator John Bilotta. John Rookwood made a motion to approve the resolution (and attached). Chairman Kevin Gallup seconded the motion. All voted Yes. Unanimously. Motion carried.
- The **Tax Anticipation Notes Resolution** was distributed to all in attendance. District Moderator John Bilotta read the resolution aloud. Lori Rathbone made a motion to approve the resolution as presented (and attached). Julie Ellen seconded the motion. All voted Yes. Unanimously. Motion carried.
- The **Tax Resolution** was distributed to all in attendance. District Moderator John Bilotta read the Tax Resolution aloud. John Rookwood made a motion to approve the resolution as presented (and attached). Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried.

Election of Board Members: Two members of the Board of Engineers are eligible for two-year terms with a minimum of five years fire experience. Members of the Board of Engineers with expiring terms are Julie Ellen and Dave Lamb.

- Gary Crawford nominated Dave Lamb with a minimum of five years of fire experience. Lori Rathbone seconded the nomination. Dave Lamb accepted the nomination.
- Dave Lamb nominated Julie Ellen (with a minimum of 5 years fire experience). Gary Crawford seconded the nomination. Julie Ellen accepted the nomination.
- John Rookwood made a motion to close the nominations. Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried.
- John Rookwood made a motion for the District Clerk Keith Allamby to cast one vote for the slate of nominees. Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried.
- District Clerk Keith Allamby cast one vote for Julie Ellen and Dave Lamb.

Final result: Julie Ellen and Dave Lamb elected to the Charlestown Fire District Board of Engineers for two-year terms dated (8/1/2018-8/5/2020).

Vice Chairman Joe Weeden presented previous District Moderator John Rookwood with a Certificate of Appreciation for his outstanding years of service to the Charlestown Fire District.

Hearing no further business, Julie Ellen made a motion to adjourn. Lori Rathbone seconded the motion. All voted Yes. Unanimously. Motion carried. Meeting adjourned at 7:55 P.M.

Respectfully submitted,
Keith Allamby
District Clerk

CHARLESTOWN FIRE DISTRICT

ANNUAL MEETING

AUGUST 1, 2018

RESOLUTION TRANSFERRING UNEXPENDED BALANCES

RESOLVED: That all unexpended, unrestricted, non-dedicated balances of appropriations and all other unexpended income as of September 30, 2018 be and the same are hereby transferred and reverted to the Reserve Fund.

CERTIFICATION

The undersigned hereby certifies that attached hereto is a true and accurate copy of the Resolution Transferring Unexpended Balances adopted by the electors of the Charlestown Fire District at the Annual Meeting on August 1, 2018.

Dated: 8/1/2018

Keith Allamby
Keith Allamby, Clerk
Charlestown Fire District

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CHARLESTOWN FIRE DISTRICT

ANNUAL MEETING

AUGUST 1, 2018

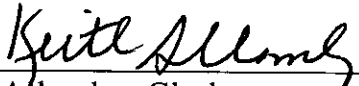
TAX ANTICIPATION NOTES

RESOLVED: That the Board of Engineers, or their appointed District Treasurer, be and hereby is authorized and empowered during the fiscal year of the District commencing October 1, 2018 and ending September 30, 2019, to borrow such sum or sums of money as shall be necessary for the payment of the liabilities and expenses of the District, but not to exceed in the whole the sum of FIFTY THOUSAND and 00/100 DOLLARS (\$50,000.00), and to issue negotiable promissory note or notes of the District therefor, which shall be made payable not later than one (1) year from the respective date or dates thereof. Negotiable notes issued pursuant to the authority hereof shall be signed by the appointed District Treasurer and the Chairman of the Board of Engineers, and such signatures shall be conclusive evidence to all holders of such note or notes of the approval and consent of the District and the District Board of Engineers to the loan or loans evidenced thereby. All terms and conditions of said note or notes not fixed herein or by the provisions of law or the Charter of the District may be fixed by the Board of Engineers. The Board of Engineers, or their appointed District Treasurer, is hereby authorized and empowered to renew any of said notes from time to time, but any such renewal note shall be due not later than one (1) year of the date of the original note so renewed, and such renewal note shall in all other respects comply with the requirements set forth in this resolution.

CERTIFICATION

The undersigned hereby certifies that attached hereto is a true and accurate copy of the Resolution Authorizing Tax Anticipation Notes adopted by the electors of the Charlestown Fire District at the Annual Meeting on August 1, 2018.

Dated: 8/1/2018



Keith Allamby, Clerk
Charlestown Fire District

CHARLESTOWN FIRE DISTRICT

ANNUAL MEETING

AUGUST 1, 2018

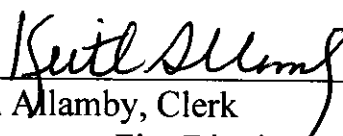
TAX RESOLUTION

RESOLVED: That the electors of the Charlestown Fire District qualified to vote in the District annual meeting legally assembled on this 1st day of August 2018 hereby order the assessment, levy and collection of taxes on all persons and corporations and their real property within said District in a sum not less than \$772,541.16 or more than \$795,713.39; said tax is for District expenses and charges for interest and indebtedness in whole or in part of said District and for other purposes authorized by law. The Board of Engineers or their appointed Collector of Taxes shall assess and apportion said tax on the taxable inhabitants and ratable assessed property of said District as of the 31st day of December 2017, according to law, and shall on the completion of said assessment, certify and sign the same and deliver the same to the Board of Engineers or their appointed Collector of Taxes on or before the 14th day of August 2018. The Collector of Taxes on receipt of said assessment is hereby commanded to proceed and collect said tax of the persons and estates liable therefor; said tax shall be due and payable on or before the 31st day of October 2018, and all taxes remaining unpaid on the 1st day of November, 2018 shall carry interest until collected at the rate of 12% per annum upon such unpaid taxes.

CERTIFICATION

The undersigned hereby certifies that attached hereto is a true and accurate copy of the Tax Resolution adopted by the electors of the Charlestown Fire District at the Annual Meeting on August 1, 2018.

Dated: 8/1/2018



Keith Allamby, Clerk
Charlestown Fire District