



WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway, Greene, Rhode Island 02827
Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net
Board of Directors Meeting, August 21, 2025 7:00 P.M

OFFICIAL MINUTES

(Agenda Posted August 19, 2025)
Minutes posted October 17, 2025

Members Present

Steve Bousquet, Chairman
Jillian Winemiller

Skip Mays (Moderator)
Chief Peter Fratantuono

Joe Gigliotti

Elizabeth McDonald

Mariann Gardener (Clerk)
Sandy Mann (Treasurer)

Excused

Richard Holt

Annie Driscoll (Tax Collector)
Robert Mann
Kent Novak
Scott Marcott

1. Call to Order and Attendance.

Mr. Bousquet called the meeting to order at 7:05 pm.

2. Emergency evacuation procedure announcement.

Mr. Bousquet announced the emergency evacuation procedure

3. Confirmation of required meeting posting and quorum.

Mr. Bousquet confirmed the meeting was posted in all locations and that a quorum was present.

4. Acceptance of the July 17, 2025 meeting minutes. *

A motion is made by Mr. Gigliotti and second by Ms. McDonald to accept the July 17, 2025, minutes with minor corrections.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	Aye
Joe Gigliotti	Aye

5. Tax Collector's Report to include: *

- ***Tax collection activity for the past month July 2025. ****
- ***Discussion of 2026 approved tax rate.***
- ***Approval of the Tax Collector's Report. ****

The Tax collector presented the July 2025 Tax Collector report.

A motion was made by Ms. Winemiller and seconded by Mr. Gigliotti to approve the July 2025 tax collector report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	Aye
Joe Gigliotti	Aye

The Tax Collector presented a proposed 2026 tax rate of \$1.693.

A motion was made by Ms. McDonald and seconded by Mr. Bousquet to approve the 2026 tax rate of \$1.693.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	Aye
Joe Gigliotti	Aye

6. Treasurer's Report to include: *

- ***The district's financial accounting activity for the month of July 2025.***
- ***Approval of the Treasurer's Report.***

The Treasurer presented the July 2025 Treasurer's Report.

A motion is made by Ms. McDonald and second by Mr. Gigliotti to approve the July 2025 Treasurers' report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	Aye
Joe Gigliotti	Aye

7. *Move to Executive Session review compensation for existing Fulltime members.*

In accordance with RIGL 42-46-5(a)(1) Personnel Matters.

A motion is made by Mr. Bousquet and second by Ms. Winemiller to move into executive session pursuant to R.I. Gen. Laws §42-46-5(a)(1) Personnel Matters, to review compensation for existing full-time member and work agreement of S. Marcotte.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye

8. *Move to reconvene in open session and seal minutes of executive Session. **

- ***Report in open session on any votes taken in Executive session. ****

A motion is made by Mr. Gigliotti and second by Ms. Winemiller to reconvene in open session.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye

It is reported that no vote was taken in closed session.

A motion is made by Ms. McDonald and second by Ms. Winemiller to seal the minutes of the closed session.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye

9. Chief's Report to include: *

a. Department's operational and administrative activity for the past month of July 2025.

b. Chief's Comments and department notes.

A motion is made by Ms. McDonald and seconded by Mr. Gigliotti to approve the July 2025 Chief's Report.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Elizabeth McDonald Aye

Joe Gigliotti Aye

10. Clerk's Comments.

Nothing new to report.

11. Discussion and possible approval for a commercial appraisal of 1110 Victory Highway. *

Mr. Bousquet contacted Sweeney Real Estate and Appraisal to discuss a commercial appraisal of the Fire District property located at 1110 Victory Highway.

A motion is made by Ms. McDonald and seconded by Mr. Gigliotti to move forward with the commercial appraisal process for 1110 Victory Highway.

All in Favor. All voted Aye

Steve Bousquet Aye

Joe Gigliotti Aye

Elizabeth McDonald Aye

Jillian Winemiller Aye

12. 2024 Audit Review and Approval. *

The Treasurer reported that the 2024 Financial Audit went well.

A motion was made by Ms. McDonald and seconded by Mr. Gigliotti to accept the 2024 Financial Audit.

All in Favor. All voted Aye

Steve Bousquet Aye

Joe Gigliotti Aye

Elizabeth McDonald Aye

Jillian Winemiller Aye

13. Outreach Committee update. *

Ms. McDonald reported that the Outreach Committee has been meeting regularly. There are two events planned for the near future.

October 4th Fire Prevention and October 26th BINGO. More details will be announced shortly.

14. Town Municipal Fire Department update

Mr. Bousquet reported that there are no new updates for the Municipal FD Committee. A meeting for the Municipal FD Committee is scheduled for next week.

15. Review of Board insert letter. *

Letter will be included with the tax bill.

16. Open Forum.

None

17. Schedule Next Meeting.

The next meeting is scheduled for September 18, 2025, at 7 pm.

18. Adjournment. *

A motion is made by Ms. McDonald and second by Mr. Bousquet to adjourn the meeting at 9:36 pm.

All in Favor. All voted Aye	
Steve Bousquet	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye
Jillian Winemiller	Aye

*Votes may be taken

Board of Directors:

Stephen Bousquet, Richard Holt, Joe Gigliotti,
Jillian Winemiller, Elizabeth McDonald

District Officers

WCS Mays III – Moderator
Annie Driscoll– Tax Collector
Sandra Mann –Treasurer
Mariann Gardener – Clerk

Chief

Peter Fratantuono

2025 Regularly Scheduled Meetings

16 Jan, 20 Feb, 20 Mar, 17 Apr, 15 May, 19 Jun,
17 Jul, 21 Aug, 18 Sep, 16 Oct, 20 Nov, 18 Dec