

DRAFT MINUTES
Fee Structure Subcommittee
Thursday, March 5, 2026, at 4:00 PM
Charlestown Town Hall, Annex Room
4540 South County Trail, Charlestown, RI 02813

1. CALL TO ORDER

The meeting was called to order at 4:00 PM.

2. ROLL CALL

Frank Glista, Joe Geary, Dana Donahue, and Parks and Recreation Assistant Director David Shoemaker.

3. APPROVAL OF MINUTES

Discussion and/or potential action and/or vote(s) concerning:

A. Approval of Fee Structure Subcommittee Draft Meeting Minutes for February 19, 2026.

A motion was made by Commissioner Geary, seconded by Commissioner Donohue, to approve the draft minutes from February 19, 2026. All were in favor.

4. NEW BUSINESS

Discussion and/or potential action and/or vote(s) concerning:

A. Proposal for all event fees.

Commissioner Glista stated that he would like to update the numbers for the existing George Tremblay fee structure. This fee formula would take a fixed dollar amount and multiply it by the number of acres used, yielding a gross dollar amount. That dollar amount is then multiplied by the hours the event is active. The fixed amount should take into account inflation. The subcommittee is deciding what that number will be.

Commissioner Geary then mentioned the different sponsor organizations. The rates should be different for Profit, non-profit 501 (c)(6), and non-profit 501 (c)(3), and Individual, Family, Community-based, including School Organizations.

B. Proposal for processing fees for all events.

The subcommittee did not discuss this at the meeting.

C. Re-do the large event formula for all new events

The subcommittee is working on the formula.

D. Potential formula for all medium/small events based on the existing large event formula.

The subcommittee did not discuss this at the meeting.

E. Create a chart for percentage differences between Profit, 501c3, 501c6, and Community-Based and Family.

The Subcommittee did not discuss this at the meeting.

F. Create a chart for the above regarding resident vs. non-resident.

The Subcommittee did not discuss this at the meeting.

The next Fee Structure Subcommittee meeting is being held on April 9, 2026, at 4:00 PM

5. ADJOURNMENT

The meeting adjourned at 5:05 PM.

Respectfully Submitted,
Jill Cuddy

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