

**PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island**

**Administrative Board Meeting Minutes
April 18, 2017**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Chairman Philip Driscoll.

Present – Frederick Faerber, Michael Nott, Teri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur

Also present – William McGlenn and David F. Fox

GUESTS

Joann Chaves-Darosa, 43 Mason Ave, Re: Leak Relief – Tabled until next Administrative Board Meeting

Edward Miccolis, 31 Carnegie Dr, Re: Leak Relief

Mr. Nott, seconded by Ms. Cortvriend, made a motion based on past practice to:

Approve a credit of \$262.09 for the February 2017 water bill to Edward Miccolis, owner of 31 Carnegie Harbor Dr, which credit is calculated based on 54,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$5.2877 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet with a malfunctioning flapper valve.**
- **It appears that the owner was apparently unaware that the leak was occurring.**
- **The flapper valve self-corrected or was reset when the toilet was subsequently flushed.**

Mr. Molleur stated that a solution should be made suggesting to seasonal customers to turn off the water at the toilet when they leave to avoid these undetected toilet leaks. Ms. Cortvriend noted that we are not refunding the District's cost of water to the customer.

Mr. Fox noted that the District already has a policy in place and the policy states to give the relief as stated. If the District would like to consider a change to the policy, they would need to study the policy and decide what should be done. He also noted that customers would need to be given notice that the practice will not be done any longer. This could be assigned to a sub-committee, to study how long relief has been granted to customers and how many times customers have not been granted relief.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, and Ronald Molleur voting in the affirmative. Allen Shers and Theodore Czech voted in opposition.

Paul Valente, 573 Park Ave, Re: Leak Relief

Mr. Nott, seconded by Mr. Faerber, made a motion to:

Based on past practice, offer a credit of \$432.43 for the March 2017 water bill to Paul Valente, owner of 573 Park Ave, which credit is calculated based on 82,000 gallons of leaked water

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being sold at the District's wholesale cost of water plus pumping of \$5.2877 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet with a malfunctioning flapper valve, which went unnoticed by a tenant.**
- **It appears that the owner and tenant were apparently unaware that the leak was occurring.**
- **The toilet was promptly repaired once the owner became aware of the leakage.**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, and Ronald Molleur voting in the affirmative. Allen Shers and Theodore Czech voted in opposition.

CORRESPONDENCE

Email Dated 04/05/17 from Tiffany Worthen, of Attorney Mark Thayer's office, re: compliments to District's office staff - Presented

Letter Received Late March from Christian Sullivan, 799 Union St, re: opposition to proposed car wash and gas station located at corner of Union St and West Main Rd - Presented

Thank You Note from Barbara Milner, re: retirement party and gift - Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of March 21, 2017

Approve Administrative Board Executive Session Meeting Minutes of March 21, 2017

Mr. Faerber, seconded by Mr. Nott, made a motion to approve the Administrative Board Meeting Minutes and Administrative Board Meeting Executive Session Minutes of March 21, 2017.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Special Board Meeting Minutes of April 12, 2017

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to approve the Special Board Meeting Minutes of April 12, 2017.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

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UNFINISHED BUSINESS

Succession Planning Re: General Manager

Mr. McGlinn noted that money is in the budget for a management consultant to search for a candidate to fill his position as General Manager. It was additionally noted that several professional resumes have been received over the past week. Mr. McGlinn recommended that the Board put together a special committee to review the resumes. Mr. McGlinn will work to get a quote for a management consultant, but did note that the Town of Portsmouth used a firm and spent approximately \$12,000 to find the new Fire Chief.

A Committee for Succession Planning for the General Manager was appointed and includes Mr. Nott, Mr. Faerber, Ms. Cortvriend, Mr. Czech and Mr. Driscoll.

Ms. Cortvriend asked if an ad had been placed in one of the big papers like the Boston Globe. Mr. McGlinn noted that he placed ads at RIJobs.com, Providence Journal, Rhode Island Water Works, Massachusetts Water Works, Connecticut Water Works, and New England Water Works. He has also distributed the job description to the managers of the water systems in Rhode Island. Mr. Faerber noted that a recruiter would be helpful in recruiting someone who is not looking for a job and may not see these ads.

Hire Out GIS Analyst to North Tiverton Water

Ms. Cortvriend, seconded by Mr. Faerber, made a motion to approve the GIS Contract as presented with the exception of amending the hourly rate to \$52.00 per hour.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Review and Approval of FY-18 Operating and Capital Budget

Ms. Faerber, seconded by Mr. Nott, made a motion to Approve the FY-18 Operating and Capital Budget and the Schedule of Rates and Charges for FY-18 as presented.

Mr. McGlinn noted that two new vehicles have been added to the budget. Mr. Faerber inquired if the vehicles would be leased or purchased. Mr. McGlinn stated a lease is not feasible because the vehicle would not have much value at time of lease turn in.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Schedule of Rates and Charges for FY-18

Mr. Nott, seconded by Mr. Czech, made a motion to approve a 0% District water rate increase for FY-18 with a notice placed by the General Manager in newspaper stating such to the rate payers.

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Mr. Faerber inquired what benefit there would be in placing a notice about a 0% rate increase. Mr. McGlenn noted that the District has put out news releases in the past when the new FY budget is set informing the public when there are and are not rate increases.

Mr. Shers does not agree with the 0% increase and would prefer a steady 3% increase each year so the rate payers know what to anticipate for the next few years. Ms. Cortvriend agrees with Mr. Shers in that she would not like to have to increase rates 19-20% again.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Philip Driscoll and Theodore Czech voting in the affirmative. Terri-Denise Cortvriend, Allen Shers and Ronald Molleur voted in opposition.

Mr. Nott, seconded by Mr. Faerber, made a motion to approve \$27,145.79 to cover the General Manager's miscalculations on the wage schedule. In addition to the motion already stated, in the future, calculations will be double-checked.

Mr. McGlenn informed the District that a miscalculation was made beginning in FY-15 to the wage schedule of rates. Mr. Czech inquired who checked the numbers on the spreadsheet and requested that in the future the numbers and formulas be double-checked.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve Payment of Bills Listed in the amount of \$208,230.73.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Interim Payments

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve Interim Payment of \$925.00 to New England Water Works as a re-issue of check #16542 issued on March 21, 2017 for \$985.00.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve Interim Payment of \$500.00 to Barbara Milner as a retirement gift on March 31, 2017.

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A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Establish New Account at Savings Institute Bank and Trust

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve the Establishment of a New Account at Savings Institute Bank and Trust.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Request Authorization to Transfer Funds

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve the Transfer Funds from the Money Market Account at BankNewport to the Money Market Account at Savings Institute Bank and Trust in the amount of \$200,000.00.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Budget to Actual - Presented

Summary of Bank Accounts

Mr. Driscoll noted that the District is at about \$1.2 million cash.

Water Accounts Payable Summary

Mr. Driscoll noted that there is a misprint in the agenda and this topic represents accounts receivable, not payable. He additionally noted that the past due balances in the 120-day category are at \$5,800.00, which is about 1/3 of where the District was in the past. He discussed for the past few years, the District did not go after delinquencies as vigorously as it has over the last year.

Commercial Package Insurance Renewal

Mr. Nott, seconded by Mr. Molleur, made a motion to Negotiate a Commercial Package Insurance Renewal using Terry Curtin with Hub International.

Mr. McGlenn noted that the Commercial Package Insurance is due on June 1, 2017. He has discussed the renewal with Terry Curtin, our insurance consultant with KF Donoghue and Associates; Mr. Curtin believes that the District would receive a renewal at a nominal increase.

Mr. Fox noted that it is an enormous benefit to use Mr. Curtin.

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A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Drinking Water Week Proclamation and News Release

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve the Drinking Water Week Proclamation.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Nothing Presented

Demand Report - Presented

Operations Report - Presented

Disposal of Assets – Nothing Presented

Water Quality Update – State Lead Sampling: Portsmouth School District

Legislation – Update

Mr. McGlinn noted that there is still work being done to get the surcharge money at the RI Infrastructure Bank distributed for use by the water systems. RI Water Works is pushing this issue with their consultants as well.

Leak Detection - Update

Mr. McGlinn informed the Board that Jack Luizzi will be coming in on May 1, 2017 to perform leak detection of the whole system, including the work done by the District to the Sakonnet River pipeline. In addition, the Town of Portsmouth is paving several roads and the District is performing their own leak detection of these areas prior to paving. Mr. McGlinn also noted that the District received a letter from JH Lynch that paving will begin in May on East Main Road from Cozy Corner to Route 24. The District will use Mr. Luizzi for leak detection at this location as well. Mr. Driscoll asked if customers that don't currently have curb stops will be asked to install the curb stops while road work is being completed. Mr. McGlinn responded that the Town of Portsmouth should be informing the customers. He did inform the Board that the District was not given much notice about the paving but if the District sees something obvious, it will be pursued.

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Vacation Carry - Over for Operations Manager

Mr. Nott, seconded by Mr. Faerber, made a motion to Authorize 211.25 hours of vacation time to be carried-over for Nathan Lister.

Mr. Nott asked when Nathan's new vacation time will be added. Mr. McGlenn replied that it will be added on May 1, 2017. Mr. Nott feels that Nathan should be made to take time off. Mr. Faerber inquired if it is Nathan's choice to not take the time off or if it is due to lack of staff. Mr. McGlenn replied that the District is very busy. Mr. McGlenn suggested that Nathan be paid some portion of vacation time since it will be difficult for him to take 10 weeks of vacation. Mr. Nott suggested offering a cash-in option for vacation time each year. Mr. Driscoll noted that the policy was put in place to avoid the excess accumulation of vacation time and that it needs to be controlled.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

General Manager Vacation Schedule - Presented

REPORT FROM LEGAL COUNSEL

Mr. Fox noted that he did not have anything to discuss in Open Session.

EXECUTIVE SESSION 42-46-5 (a) (1) (2)

Mr. Cortvriend, seconded by Mr. Faerber, made a motion to go into Executive Session to discuss:

Litigation: 42-46-5 (a) (2)

Middle Creek Farms

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Nott, seconded by Ms. Cortvriend, made a motion to Seal the Executive Session Meeting Minutes of April 18, 2017. Discussed were:

Litigation: 42-46-5 (a) (2)

Middle Creek Farm

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No Vote was taken

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Teri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

ADJOURNMENT

Frederick Faerber, seconded by Ronald Molleur made a motion to adjourn.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Teri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Philip T. Driscoll, Clerk