

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

Administrative Board Meeting Minutes
May 16, 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, and Ronald Molleur

Absent – Theodore Czech

Also present – William McGlenn and David F. Fox

OPENING OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

Mr. Nott, seconded by Mr. Faerber, made a motion to open the Tax Assessors Meeting for the Purpose of Canvassing.

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

GUESTS

Jessica Lynch

Gary King, 168 Fairview Lane, Map 46, Lot 33; Re: Extension of Water Service Line for Auxiliary Use

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

- **Approve an exception to the rule that requires a separate meter and curb stop for each building and allow an after-meter extension of the water service line at 168 Fairview Ln from the existing house to the existing barn and from the existing house to the existing pool house on the same property, consistent with past practice, and with the approval predicated on home occupational use and with the proviso that said approval is for auxiliary use only and is not an approval for separate living units.**

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

Linn Freedman, Sunset Ln, Map 29, Lot 90: Re: Water Main Extension Relief

Mr. Nott, seconded by Mr. Faerber, made a motion to table Linn Freedman, Sunset Ln, Map 29, Lot 90: Re: Water Main Extension Relief.

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

CORRESPONDENCE

PORTSMOUTH WATER AND FIRE DISTRICT
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MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 18, 2017

Approve Administrative Board Executive Session Meeting Minutes of April 18, 2017

Approve Special Board Meeting Minutes of May 4, 2017

Approve Special Board Executive Session Meeting Minutes of May 4, 2017

Approve Special Board Meeting Minutes of May 11, 2017

Approve Special Board Executive Session Meeting Minutes of May 11, 2017

Mr. Nott, seconded by Mr. Faerber, made a motion to approve the Administrative Board Meeting Minutes and Administrative Board Meeting Executive Session Minutes of April 18, 2017, May 4, 2017 and May 11, 2017.

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

UNFINISHED BUSINESS

Commercial Package Insurance Renewal

Mr. McGlinn noted that he has not yet received the information from Hub International. He noted that once the information is received, a short meeting would need to be called in order to approve the package by June 1, 2017.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Nott, seconded by Mr. Faerber, made a motion to Approve Payment of Bills Listed in the amount of \$228,151.89.

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

Approve Interim Payments – Nothing Presented

Request Authorization to Transfer Funds – Nothing Presented

Budget to Actual

Mr. Driscoll noted that the information presented shows the end of FY-17. Mr. McGlinn noted that the revenue is included but not all expenses are accounted for, but larger expenses were estimated for cost of water.

Summary of Bank Accounts

Mr. Driscoll requested that the bank account trend from year to year be provided to the Board so they can understand the patterns of cash flow better.

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Water Accounts Receivable Summary

Mr. Driscoll noted that in two years the late balances have decreased from \$313,000.00 to \$95,000.00.

Annual Administrative Board Election

- 1) Accept and Certify Nomination Papers
- 2) Approve Ballot
- 3) Approve News Release

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to:

- **Certify the Nomination Papers, all having at least 25 signatures of registered voters of the District, as required, for the District's annual election on June 14, 2017 submitted by:**

Philip T. Driscoll for the position of Clerk

Andrew V. Kelly for the position of Water Commissioner

- **Approve the sample ballot for the June 14, 2017 election.**
- **Approve the News Release dated May 17, 2017.**

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals - Presented

Demand Report - Presented

Operations Report

Mr. Driscoll inquired what the difference is between proactive and reactive hydrant flushing. Mr. McGlinn responded that proactive flushing includes the annual flushing program or something similar that is scheduled. Reactive flushing is in response to a customer's complaint or if someone were to open a hydrant illegally which may then require flushing.

Disposal of Assets

Mr. Driscoll noted this was informational, no further discussion, motions or approvals.

Leak Detection - Update

Mr. McGlinn noted that Jack Liuzzi has discovered two leaks so far. He also noted the Sakonnet River pipeline was tested and that it is not leaking.

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Legislation - Update

Mr. McGlinn noted that the RI Water Works Association is only tracking one major bill which is the RI Infrastructure Bank bill. He stated that the RIWWA is looking for the District's support on the bill which will free up the 10-cent surcharge money for distribution to the water systems. Mr. McGlinn additionally noted that the bill will change requirements so that the money can be used for any water quality improvement. He also stated that this money was originally only going to be returned to the supplier or owner of the original water to purchase land around reservoirs, but now it will go back to each water system that has paid into it.

RIDOT and Portsmouth DPW Update

Mr. McGlinn noted that RIDOT will be working on East Main Road from Cozy Corner to Route 24. He stated that the District has performed leak detection and Dig Safes on the area in anticipation of the work beginning. Mr. McGlinn also stated that leak detection will be performed once the paving is complete and that the District is working with RIDOT to make sure the risers are brought to grade.

Mr. McGlinn additionally noted that Portsmouth DPW has been paving in the town and the District is performing leak detection before the paving begins and will do it again when the paving is finished.

Vacation Carry Over

Mr. Nott, seconded by Ms. Cortvriend made a motion to Authorize 191.75 hours of vacation time to be carried over for Nathan Lister.

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

Mr. Nott, seconded by Mr. Faerber made a motion to Authorize 68.75 hours of vacation time to be carried over for Alda Araujo.

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

Mr. Faerber suggested that an agenda item be added to follow up on discussion from the Administrative Board Meeting of April 18, 2017 regarding a cash-out option for vacation time. Mr. Driscoll assigned this to the Administrative Subcommittee.

Request Authorization to Purchase:

Plotter for CAD, GIS and As-builts

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to authorize the General Manager to purchase a replacement Plotter direct from HP for up to \$4,000.00.

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

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Two Replacement Pick-up Trucks

Mr. Nott, seconded by Mr. Faerber, made a motion to execute the purchase of two Pick-Up trucks at the cost of \$27,052 for one and \$21,762 for the second vehicle.

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

REPORT FROM LEGAL COUNSEL

Mr. Fox stated that he had nothing to present in Open Session.

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

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

Personnel: 42-46-5(a) (1)

Special Subcommittee: Discuss Applicants for Replacement of General Manager and Chief Engineer and Recommend Selected Candidate

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

Middle Creek Farm

Acquisition or Lease of Real Property: 42-46-5 (a) (5)

AT&T Wireless

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, 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 May 16, 2017. Discussed were:

Personnel: 42-46-5(a) (1)

Special Subcommittee: Discuss Applicants for Replacement of General Manager and Chief Engineer and Recommend Selected Candidate

This topic has been referred for contract preparation.

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

Middle Creek Farm

No Vote was taken

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Acquisition or Lease of Real Property: 42-46-5 (a) (5)

AT&T Wireless

No vote was taken.

ADJOURNMENT OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

Mr. Nott, seconded by Ms. Cortvriend, made a motion to adjourn the Tax Assessors' Meeting for the Purpose of Canvassing.

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

ADJOURNMENT

Mr. Faerber, seconded by Mr. Nott, 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, and Ronald Molleur voting in the affirmative.

Philip T. Driscoll, Clerk