

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

**Administrative Board Meeting Minutes
January 16, 2018**

OPENING BY CHAIRMAN AND ROLL CALL

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

Present – Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech

Absent – Ronald Molleur

Also Present – Jessica Lynch and David Fox

GUESTS

Linn Freedman, Sunset Ln, re: Water Main Extension

Mrs. Lynch noted that Mr. Dunn, owner of Map 29, Lot 93, declined to allow for an easement on his property. Mr. Shers inquired if the District had approved any other hydraulically designed water main in the past; Mrs. Lynch noted that Mr. Chappell has a hydraulically designed line. Mrs. Freedman noted that it is her understanding that she is not responsible for any work to the Borges' water line. Mrs. Lynch noted that the line to the Borges' home is a spaghetti line which is in the way of where the Freedman's water main extension needs to go and the replacement would be part of the Freedman's project. Mr. Shers noted that the Borges' don't have to pay any money to have their water line changed. Mr. Fox noted that the recommendation to the Board is that the Borges' connection to the new water main be included as part of the project, which is extremely common. Mrs. Freedman does not feel that she needs to "upgrade" the Borges' water line. Mr. Fox noted that it is not an upgrade to the Borges' water line. Mr. Czech inquired who would pay for the Borges' connection to the new water main. Mr. Fox responded that the Freedman's are responsible for paying for the connection because their project will be the cause for disruption to the Borges' current connection.

Mr. Faerber, seconded by Mr. Nott, made a motion to table further discussion until a future meeting.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Mrs. Freedman thanked the Board and left the meeting.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 19, 2017

Approve Administrative Board Executive Meeting Minutes of December 19, 2017

Mr. Nott, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and Administrative Board Meeting Executive Session Minutes of December 19, 2017.

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A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Administrative Subcommittee Meeting Minutes of January 12, 2018 – Presented
Administrative Subcommittee Executive Meeting Minutes of January, 12, 2018 – Presented

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment of bills listed in the amount of \$248, 219.03.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

BCC Reimbursement for General Manager and Office Manager

Mrs. Lynch noted that the Office Manager and General Manager have submitted reimbursement for the accounting course taken at BCC. They were not able to receive a grade for the course because they did not pay full-price for credits; the class was audited in order to save the District half the cost of the course. She also noted that they were offered to pay full price for the course in order to receive a grade.

Approve Interim Payments

Mr. Nott, seconded by Mr. Kelly, made a motion to approve the interim payment listed in the amount of \$137.79.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Financial Statements – Presented

Request Authorization for Joint Tax Sale with Town of Portsmouth on June 14, 2018

Mr. Faerber, seconded by Mr. Kelly, made a motion to authorize the Joint Tax Sale with the Town of Portsmouth on June 14, 2018.

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**Administrative Board Meeting Minutes
January 16, 2018**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Disposal of Assets

Mrs. Lynch noted that there is a printer that requires disposal; it no longer works and has no value.

AMI Infrastructure

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment of the Zenner invoice in the amount of \$8,400.36.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Union Street Pump Station Update

Mrs. Lynch noted that the borings are scheduled for next Thursday, January 25, 2018. She also noted that a meeting is scheduled for next week with the RIDOH and RI Infrastructure Bank to discuss the project schedule and understand what is required.

Requests Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System

Mr. Faerber, seconded by Mr. Kelly, made a motion to authorize the Solicitation of Proposals for Miscellaneous Construction and Repairs to Water System.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Approve General Manager Vacation Schedule

Mr. Nott, seconded by Mr. Faerber, made a motion to approve the General Manager's vacation schedule as presented.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

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January 16, 2018**

REPORT FROM LEGAL COUNSEL

Mr. Fox noted that he had nothing to discuss in Open Session.

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

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

Personnel: 42-46-5(a) (1): Any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

Review and Acceptance of Employee Annual Reviews for 2017 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

Review and Approval of Employee Merit Pay for 2017 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

Accountant Contract

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

Middle Creek Farms, LLC – Update

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Nott, seconded by Mr. Faerber, made a motion to seal the Executive Session Meeting Minutes of January 16, 2018. Discussed were:

Personnel: 42-46-5(a) (1): Any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

Review and Acceptance of Employee Annual Reviews for 2017 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

One vote was taken to approve the Employee Annual Reviews as presented.

**PORTSMOUTH WATER AND FIRE DISTRICT
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**Administrative Board Meeting Minutes
January 16, 2018**

Review and Approval of Employee Merit Pay for 2017 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

One vote was taken to approve the Employee Merit Pay in the total amount of \$31,295.74.

One vote was taken to approve Special Merit Pay to Yvonne Alves, Alda Araujo, and Nathan Lister in the amount of 2% of their 2017 Base Salary.

Accountant Contract

One vote was taken to extend and approve the employment contract for Accountant Norman John Larsen for a one-year period, with the possibility for an additional year extension if both parties agree, with the following salaries and dates:

- **\$56,500 for March 1, 2018 to February 28, 2019**
- **\$58,000 for March 1, 2019 to February 29, 2020**

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

Middle Creek Farms, LLC – Update

No vote was taken.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

ADJOURNMENT

Mr. Kelly, seconded by Mr. Faerber, made a motion to adjourn.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers and Theodore Czech voting in the affirmative.

Philip T. Driscoll, Clerk