

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

**Administrative Board Meeting Minutes
July 17, 2018**

The Administrative Board Meeting was held at the Portsmouth Water and Fire District's office.

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, David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur

Also Present – Jessica Lynch and David Fox

GUESTS

Tighe & Bond – Union Street Pump Station Status Update

Ben Levesque, of Tighe & Bond, noted he met with Ms. Lynch and Mr. Lister to go over the 30% design on June 25, 2018. They reviewed some of the drawings and plans of the project and the configuration of the station and the site layout. Tighe & Bond is currently continuing with the detailed design; Mr. Levesque noted they are targeting an August 10 submittal to DOH for review of the plan and approval of the design for the new pumping station which will allow going out to bid.

Mr. Levesque noted that the current station uses vertical turbine pumps. He noted they were looking at two types of pumps: horizontal split case pumps or vertical turbine can pumps. Previously, they had decided to move forward with the selection of the horizontal split case pump; a basement isn't required for this type of pump and the employees could easily access the pumps for maintenance and repairs. He noted that when selecting a pump, you have to look at the system curve which is the flows and pressures which need to be met for the system to function. When they looked at those and the details, the horizontal split case pump wasn't ideal based on the ranges the District needs to meet. They had a lower pump efficiency and limited operating range; there was some concern about whether they were the best pumps to handle future flows.

Tighe & Bond did an evaluation of the vertical turbine can pumps; they found these pumps would be more efficient, have better operating range, fit better with PWFD system hydraulics and eliminate the need for a PRV either at Newport or the new station. Some of the cons of the vertical can pumps are that there is a need for some subsurface piping and the District would need a gantry crane to be able to lift the pumps out of the cans. The pumps are vertical and taller but take up a little less floor space. Tighe & Bond are proposing a three-foot trench within the facility for subsurface piping that will have a grating so it can be walked over, but there would still be access for the operators to work on the pumps when needed. Mr. Shers inquired if the building could be raised three or four feet so that there wouldn't be a need for the trench. Mr. Levesque noted that it will not require a significant amount of additional excavation; they are going to be diving down to come out anyway. In their experience they have done it as a trench rather than elevating the building and other things. By encasing the cans in concrete, there is more stability.

Mr. Kelly asked how the crane would move around the station with the trench. Mr. Levesque noted that there would be grating over the trench. Mr. Fox inquired where the meter will be; Mr. Levesque replied that it will be located in the trench and connected to SCADA. Mr. Molleur asked if they have used these types of pumps before; Mr. Levesque replied that he has. Mr. Shers asked how water will be kept out of the trench; Mr.

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

**Administrative Board Meeting Minutes
July 17, 2018**

Levesque responded that they will need to discuss a sump pump in case there is a break or condensation. Mr. Levesque noted that these three pumps should provide the District the ability to pump up to 3.5 million gallons. Mr. Faerber asked if there will be some sort of alarm system; Mr. Levesque noted they are meeting with Woodard and Curran to discuss alarms and controls. Ms. Lynch noted that they will have the same alarms as the current station has. Mr. Gleason asked if the building would have to go before the design committee in town for aesthetics; he was curious why a hip roof was chosen. Ms. Lynch and Mr. Fox noted that they were not aware of needing to go before the design committee. Mr. Levesque noted the roof design was for aesthetic reasons. Mr. Shers asked if solar was being looked into; Mr. Levesque noted that the roof will be designed to be able to have solar panels on it.

Mr. Levesque thanked the Board and left the meeting.

Ralph Plumb, 0 Sandy Point Ave, Map 62, Lot 17H, Re: Distance Exception

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve a 125-foot exception to the 150-foot maximum distance requirement for AP 62 Lot 17H as requested by the property owner, since:

- **A water main extension is not necessary for looping or to service the customer.**
- **A main extension is not required to service future customers.**
- **There is adequate fire protection in the area.**

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

CORRESPONDENCE

Letter dated July 6, 2018 from Kermin Liu, re: compliments to District's operations staff - Presented

Email dated July 10, 2018 re: phone call received complimenting District's staff - Presented

Advisory Opinion – Town of Portsmouth Planning Board - Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of June 19, 2018

Approve Administrative Board Executive Meeting Minutes of June 19, 2018

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of June 19, 2018.

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

UNFINISHED BUSINESS

Updated Organizational Chart - Presented

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

**Administrative Board Meeting Minutes
July 17, 2018**

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 \$321,758.69.

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

Request Authorization to Transfer Funds

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the transfer of funds in the amount of \$100,000 from the money market account at BankNewport to Citizens Bank.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur 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

Schedule Administrative Subcommittee – Audit Review

Ms. Lynch said she will send an email with prospective dates for the Administrative Subcommittee meeting; most likely the meeting will be scheduled the week before the next meeting.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report/AMI Update

Ms. Lynch noted that from Sunday we were at 99.6 reporting in a three-day window and 97.1 reporting in a one-day window. She noted this is what Zenner had promised we would get to and the District has not replaced any infrastructure, this is just based on replacing the Stealth Readers. Zenner ran the system and doesn't think anything needs to be added to the infrastructure. Ms. Lynch noted that in the winter there may be a need to add to the infrastructure as it gets colder.

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

**Administrative Board Meeting Minutes
July 17, 2018**

Disposal of Assets – Nothing presented

Water Quality Update

RIDOH Annual Report – Presented

Lead and Copper Update – Presented

AMI Update – Previously presented

Leak Detection Update – Nothing presented

Union Street Pump Station Update

Ms. Lynch noted that the design submitted by Northeast Engineers for the drainage and road cut for Benzine is acceptable and works with the design of the new pump station. She noted that they are going to Zoning on Thursday and she doesn't anticipate any issues; she will attend with Nathan Godfrey, David Fox and Joshua Rosen from Principe Engineering.

Banking Update – Presented

Carry Over Funds

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the carryover of previous years' operating funds to FY-19 as follows:

- 1. \$88,000 of unspent FY-01 operating funds for the Fractured Bedrock Groundwater Study**

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

Mr. Faerber noted that he thought about putting the \$88,000 towards OPEB instead of setting it aside for this study.

Future Policy Updates (Water Main Extension & Purchasing Procedure)

Ms. Lynch noted that she is working on updating these policies as they haven't been updated in quite a while.

OWTS Variance Discussion

Ms. Lynch noted that DEM is enforcing that everyone in Portsmouth have their septic systems tested and if they fail, they are required to replace the septic system. Because of this, the District is seeing a lot of new septic systems being installed; the problem is that many of the lots are small and there isn't a lot of area for a new septic. DEM has guidelines which state that the leach field should be no closer than 25 feet from the water line and the septic tank no closer than 10 feet; if it is less than that, there needs to be a variance from the District.

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

**Administrative Board Meeting Minutes
July 17, 2018**

What she is finding is that some of the systems are going in without the variance either because the designer is not placing the water appropriately or DEM is not paying attention.

Mr. Kelly, seconded by Mr. Faerber, made a motion to authorize the General Manager and District's legal counsel to meet with DEM to resolve these conflicts with septic systems and water lines.

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

REPORT FROM LEGAL COUNSEL

Mr. Fox noted that he has nothing to discuss.

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

Mr. Faerber, seconded by Mr. Kelly, 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.

General Manager's Annual Review and Merit Pay Consideration per Policy

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

Middle Creek Farms, LLC – Update

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, 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. Faerber, seconded by Mr. Kelly, made a motion to Seal the Executive Session Meeting Minutes of July 17, 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.

General Manager's Annual Review and Merit Pay Consideration per Policy

One vote was taken to approve the General Manager's annual review.

One vote was taken to approve Merit pay in the amount of 5.55% for General Manager, Jessica Lynch.

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

**Administrative Board Meeting Minutes
July 17, 2018**

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


Philip T. Driscoll, Clerk