

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

**Special Subcommittee Meeting Minutes
October 18, 2019**

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 9:00 AM by Chairman Philip Driscoll.

Present – Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise

Also Present – Jessica Lynch and Lauren Bagues

EXECUTIVE SESSION 42-46-5 (a) 1

Mr. Faerber, seconded by Mr. Shers, 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.

Potential New Hire for Office Clerk Position

Succession Planning

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

RETURN TO OPEN SESSION

Vote Regarding Disclosure of Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of October 18, 2019. 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.

Potential New Hire for Office Clerk Position

One vote was taken to authorize the General Manager to offer the position of Office Clerk to Bethany Cook at \$22.47 an hour.

Succession Planning

One vote was taken to authorize the General Manager to offer Alda Araujo to continue working part-time from January 1 through December 31, 2020 between the hours of 9 am and 1 pm, as needed by Office Staff under her currently hourly salary of \$25.62.

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AJOURNMENT

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

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



Philip T. Driscoll, Clerk