

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

**Administrative Board Meeting Minutes
December 17, 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 7:02 PM by Administrative Subcommittee Chairman Frederick Faerber.

Present – Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise

Absent – Philip Driscoll and Theodore Czech

Also Present – Jessica Lynch and David F. Fox

Mr. Shers, seconded by Mr. Kelly, made a motion to appoint Frederick Faerber as Pro Tem Chairman for this meeting.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

CORRESPONDENCE

Certified Letter – Re: Ferreira Farms OWTS

Ms. Lynch noted that plans were brought in by Ferreira Farms Engineer; the plans needed work but she noted that the Planning Board meeting minutes have not been posted to know if the project has been approved. Mr. Shers noted that the communal sewer system is located uphill; he inquired how the sewerage will be pumped uphill and noted that the water lines aren't shown and the lines for the sewerage from each home is not shown either. Ms. Lynch noted they would have to meet DEM requirements. Mr. Shers recommended that Ms. Lynch watch the proceedings very carefully in her expert abilities. Mr. Reise asked if the District has 18 water connections available. Ms. Lynch noted that availability is assessed when they come in to apply for water; they are told that there is water in the area but connection is not guaranteed. Ms. Lynch noted that they would need a water main extension.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 25, 2019

Approve Administrative Board Executive Meeting Minutes of November 25, 2019

Mr. Shers, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of November 25, 2019.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

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NEW BUSINESS

Approve Payment of Bills Listed

Mr. Kelly, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$286,541.07.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

Mr. Kelly, seconded by Mr. Shers, made a motion to pay bills for the Union Street Pump Station in the amount of \$749,860.82 out of the Infrastructure Bond.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

Present Schedule of 2020 Administrative Board Meetings – Presented

Present Schedule of 2020 Holidays – Presented

Assign Performance Reviews to Administrative Subcommittee – P. Driscoll

Ms. Lynch noted she would send an email with dates to meet with a goal of meeting prior to the January Board meeting.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report – Presented

Ms. Lynch noted that metal was scrapped last week.

Water Quality

Discussion on recent story about Swansea’s desalinization plant.

Union Street Pump Station Update

Ms. Lynch noted the pump station is going along well; there haven’t been any requests for change orders. Ms. Lynch noted that the road entrance will need to be dealt with at some point in the future. Mr. Gleason asked what will happen with the old building; Ms. Lynch noted that the building will have the equipment removed and be used for storage. Mr. Reise asked if the new building will be more energy efficient; Ms. Lynch did not know.

Sakonnet River Pipeline Study

Ms. Lynch noted that Tighe & Bond is still working on the memo; she noted once it is received, she will review and send to the Board.

AMI Update

Ms. Lynch noted that there are approximately 250 dead fireflies; she noted that some have a low battery and with the cold temperatures, the reads are intermittent. She noted that Baystate sent 100 stealth readers; she hasn’t heard a status update on the battery replacements. She noted that Mr. Beaudoin is also working with Zenner on adding infrastructure.

Banking Update

Ms. Lynch noted that the bank had accidentally not been charging the fees; starting January 1, 2020, they will start charging.

Request Holiday Closing

Mr. Kelly, seconded by Mr. Shers, made a motion to close the office at noon on December 24, 2019 and to close the office at 1:00pm on December 31, 2019.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

REPORT FROM LEGAL COUNSEL

Mr. Fox noted he had nothing to discuss in open session.

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

Mr. Kelly, seconded by Mr. Shers, made a motion to go in to Executive Session to discuss:

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

**Middle Creek Farms, LLC – Update
Failed Water Meter – Customer Damage Incurred
Negotiating for the Purchase of Property**

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Allen Shers and David Reise voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Kelly, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of December 17, 2019. Discussed were:

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

**Middle Creek Farms, LLC – Update
Failed Water Meter – Customer Damage Incurred
Negotiating for the Purchase of Property**

No votes were taken.

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

ADJOURNMENT

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

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

Philip T. Driscoll, Clerk