

**PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, RI 02871**

**Administrative Subcommittee Meeting
January 15, 2020**

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

OPENING BY SUBCOMMITTEE CHAIRMAN AND ROLL CALL

Subcommittee members present: Frederick Faerber, David Gleason and Allen Shers

Subcommittee members absent: None

Other Board members present: Philip Driscoll and David Reise

Also Present: Jessica Lynch, Lauren Bogues and Nathan Lister

EXECUTIVE SESSION 42-46-5 (A) (1)

Mr. Gleason, 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 notified and this statement shall be noted in the minutes of the meeting.

Review Employee Annual Performance Reviews with Management

A vote was taken and the motion passed with Mr. Gleason, Mr. Faerber and Mr. Shers voting in favor.

RETURN TO OPEN SESSION

Mr. Gleason, seconded by Mr. Shers, made a motion to seal the Executive Session Minutes of January 15, 2020. Discussed was:

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 Employee Annual Performance Reviews with Management

One vote was taken to award Special Merit Pay to Lauren Bogues.

One vote was taken for the Administrative Board to approve the Employee Merit Pay for 2019 in the amount of \$38,492.04 for eligible employees as presented and recommended by the General Manager per the Merit Pay policy and as reviewed and recommended for approval by the Administrative Subcommittee.

A vote was taken and the motion passed with Mr. Gleason, Mr. Faerber and Mr. Shers voting in the affirmative.

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ADJOURNMENT

Mr. Shers, seconded by Mr. Gleason, made a motion to adjourn Executive Session.

A vote was taken and the motion passed with Mr. Gleason, Mr. Faerber and Mr. Shers voting in the affirmative.

David M. Gleason, Tax Assessor

Frederick W. Faerber III, Tax Collector

Allen J Shers, Treasurer