

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

**Administrative Board Meeting Minutes
January 21, 2020**

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 David Reise

Also Present – Jessica Lynch and David F. Fox

GUESTS

Russell Jackson, Seaspray Estates Easement Request for 101 Sunrise Drive – Nothing Presented

CORRESPONDENCE

Denial letter from Town regarding Tax for new Union Street Pump Station lot (FY 20) – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 17, 2019

Approve Administrative Board Executive Meeting Minutes of December 17, 2019

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of December 17, 2019.

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

Administrative Subcommittee Meeting Minutes of January 15, 2020 – Presented

Administrative Subcommittee Executive Meeting Minutes of January 15, 2020 – Presented

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$271,043.11.

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

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January 21, 2020**

Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$17,286.74 to Tighe & Bond out of the Infrastructure Bond.

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

Request Authorization for Joint Tax Sale with Town of Portsmouth on June 16, 2020

Mr. Faerber, seconded by Mr. Shers, made a motion to authorize the Joint Tax Sale with the Town of Portsmouth on June 16, 2020.

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

AMI System Update – Presented

Sakonnet River Pipeline Study

Ms. Lynch noted that she emailed the draft to the Board members.

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Union Street Pump Station Update

Ms. Lynch noted the pump station is coming along really well. She noted that the only issue they are having is that the lead time for the pumps is a little longer than expected.

Newport Rate History – Presented

New RIDOH Requirements

Ms. Lynch noted that RIDOH has a new annual reporting requirement regarding the Cross-Connection Control Program. She also noted that there is another required reporting requirement for the Emergency Response Plan Certification, which is due March 4. She noted there is an emergency response plan within the Water Systems Supply Management Plan but some additional information is required to be added to meet the requirements.

Scanning/digitizing Update

Ms. Lynch noted that the goal is to go through files and try to clear out some of the filing cabinets. She noted that Ms. Bissonnette has been assisting to scan in the meeting minutes dating back to the start of the District. She is scanning into a software system that allows personnel to search for words within the scanned documents.

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

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve authorization to solicit proposals for miscellaneous construction and repairs to water system.

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

REPORT FROM LEGAL COUNSEL

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

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

Mr. Faerber, seconded by Mr. Shers, made a motion to go in to 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 2019 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

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January 21, 2020**

Review and Approval of Employee Merit Pay for 2019 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

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, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of January 21, 2020. 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 2019 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

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

One vote was taken to approve the promotion of Tammy Marques to Senior Engineering Technician.

Review and Approval of Employee Merit Pay for 2019 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 \$38,492.04 as indicated on attached summary.

One vote was taken to approve Special Merit award in the amount of \$999.00 to Lauren Bagues as presented.

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

Middle Creek Farms, LLC – Update

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No vote was taken.

Failed Water Meter – Customer Damage Incurred

No vote was taken.

Negotiating for the Purchase of Property


One vote was taken to authorize Hinckley Allen to hire an independent appraiser to appraise the easement from Seaspray subdivision through Map 54, lot 140.

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

ADJOURNMENT

Mr. Faerber, seconded by Mr. Kelly, 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

