

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

**Administrative Board Meeting Minutes
April 28, 2020**

The meeting was held via Zoom.

Meeting ID: 410 355 9226

Password: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:04 PM by Chairman Philip Driscoll.

Present –David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and David Reise. Allen Shers joined the meeting in Executive Session.

Absent – Fred Faerber

Also Present – Jessica Lynch and David F. Fox

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

Mr. Reise, seconded by Mr. Gleason, 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.

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

Middle Creek Farms, LLC – Update

Failed Water Meter – Customer Damage Incurred

Negotiating the Purchase of Property

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

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Reise, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of April 28, 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.

One vote was taken to approve the promotion of Zachary Silveira to Distribution System Operator II, Step 1.

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

Middle Creek Farms, LLC – Update

No vote was taken.

Failed Water Meter – Customer Damage Incurred

No vote was taken.

Negotiating for the Purchase of Property

No vote was taken.

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

CORRESPONDENCE

T-Mobile/Sprint Lease Information

Ms. Lynch noted that T-Mobile and Sprint have recently merged together and each company has their own lease. She noted one of the leases is up in November and there is the potential of losing one of the leases at that time.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of March 17, 2020

Approve Administrative Board Executive Meeting Minutes of March 17, 2020

Mr. Gleason noted his name was missing from the vote approving the General Manager Contract.

Mr. Gleason, seconded by Mr. Shers, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of March 17, 2020 with the one correction mentioned.

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

Review Special Board Meeting Minutes of April 22, 2020 - Presented

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UNFINISHED BUSINESS

Review and Approval of FY-21 Operating and Capital Budget

Mr. Shers, seconded by Mr. Czech, made a motion to approve the FY-21 Operating and Capital Budget as presented.

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

Approve Schedule of Rates and Charges for FY-21

Mr. Reise, seconded by Mr. Shers, made a motion to approve the Schedule of Rates and Charges for FY-21.

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

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Shers, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$255,010.86.

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

Mr. Shers, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$13,447.50 to Tighe & Bond out of the Union Street Pump Station Bond.

A vote was taken and the motion passed with 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

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

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Financial Statements – Presented

Drinking Water Week Proclamation and News Release

Mr. Shers, seconded by Mr. Czech, made a motion to Proclaim May 3-9, 2020, Drinking Water Week.

A vote was taken and the motion passed with 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 Infrastructure Update

Ms. Lynch noted there are about 45 dead units in the system. She noted that Baystate will be sending 160 additional units.

Leak Detection Update

Ms. Lynch noted that 9 leaks have been discovered; averaging 81 gallons per minute total.

Union Street Pump Station Update – Presented

Vacation Carryover

Mr. Shers, seconded by Mr. Czech, made a motion to authorize vacation time to be carried-over for all staff that go over the allowed annual allotment for an additional four months after the stay at home order and quarantine requirements are relaxed.

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

Coronavirus Discussion – Continuity of Service – Presented

Election Discussion – Presented

It was suggested that the Board Members email Jessica any suggestions so she can research with the State of RI.

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NEWWA Conference Cancelation

Ms. Lynch noted that the NEWWA conference was canceled due to COVID-19. She noted that the refund can be issued or a donation could be made to NEWWA.

Mr. Czech, seconded by Mr. Reise, made a motion to approve the donation of \$300 to NEWWA.

A vote was taken and the motion passed with 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.

ADJOURNMENT

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

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

Philip T. Driscoll, Clerk