

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

Administrative Board Meeting Minutes  
May 19, 2020

The meeting was held at Portsmouth Water and Fire District's office via Zoom for the public.

**Meeting ID: 858 0036 6511**

**Password: PWFD**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Chairman Philip Driscoll.

Present –David Gleason (via Zoom), Andrew Kelly (via Zoom), Philip Driscoll, Theodore Czech (via Zoom) and David Reise.

Absent – Frederick Faerber and Allen Shers

Also Present – Jessica Lynch and David F. Fox

OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING

**Mr. Reise, seconded by Mr. Czech, made a motion to open the Tax Assessor's meeting for the purpose of canvassing.**

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

CORRESPONDENCE

Bradley Hierholzer, 87 Indian Avenue, re: Auxiliary Use

**Mr. Reise, seconded by Mr. Czech, made a motion to approve an exception to the rule that requires a separate meter and curb stop for each building and allow an after-meter extension of the water serviceline at 87 Indian Avenue from the house to a pool cabana on the same property, consistent with past practice, and with the proviso that said approval is for auxiliary use only and is not an approval for a separate living unit.**

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

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 28, 2020

Approve Administrative Board Executive Meeting Minutes of April 28, 2020

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of April 28, 2020.**

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

**Administrative Board Meeting Minutes  
May 19, 2020**

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

**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Reise, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$248,456.84.**

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

**Mr. Reise, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$12,920.00 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, 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

Ms. Lynch noted that there are two invoices for projects from 2016 that were not sent out; she's not sure why as it was prior to her time at the District. She noted an additional bill is for a new home that was built; the contractor did not pay the bill and she is exploring the possibility of passing it on to the homeowner. She noted another outstanding sundry is for damage done to a water main by a contractor. She noted a final outstanding sundry is for the Newport Beach Club water main extension project that has not been paid; she noted that NBC is under receivership.

Financial Statements – Presented

Quarterly Fire District Reports for Period Ending 4/30/20 per RIGL 45-12-22.2

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the filing of the Quarterly Fire District Reports for Period Ending 4/30/20 per RIGL 45-12-22.2.**

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

**Administrative Board Meeting Minutes**  
May 19, 2020

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

Adopted FY-21 Budget Report per RIGL 44-5-69

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the filing of the Adopted FY-21 Budget Report per RIGL 44-5-69.**

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

Annual Administrative Board Election

Accept and Certify Nomination Papers

**Mr. Reise, seconded by Mr. Czech, made a motion to:**

- **Certify the Nomination Papers, all having at least 25 signatures of registered voters of the District, as required, for the District's annual election on June 10, 2020 submitted by:**

**Philip T. Driscoll for the position of Clerk  
Andrew V. Kelly for the position of Moderator**

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

Approve Ballot

**Mr. Reise seconded by Mr. Czech, made a motion to approve the official ballot as presented.**

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

Approve News Release

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the News Release dated May 20, 2020.**

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

**REPORT FROM GENERAL MANAGER**

Water Service Application Approvals – Presented

Demand Report – Presented

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

**Administrative Board Meeting Minutes  
May 19, 2020**

Analysis on Potential Billing Issues

Ms. Lynch noted that the purchases are up but sales are down; possible reasons could be a large leak, several leaks throughout the system, or an issue with billing. She noted that Mr. McGlinn offered to help research. She noted that it appears there is not a billing issue, which is good, however, it means there is something going on with the system. She noted leak detection was just completed, so it could have been leaks or the percentages with the Newport meter.

Operations Report

Ms. Lynch noted she is still trying to minimize the number of operators in the office at a given time. The operators are working in the field with hydrant maintenance, leak detection, and stealth reader replacement.

Water Quality – TTHM Update – Presented

Union Street Pump Station Update and Change Order Review

Ms. Lynch noted that the District has been waiting on the motors. She noted the District had required extra testing of the motors which was not done. The motors were sent back to the factory to be tested; the tests were completed and the results sent to Tighe & Bond. If the tests are approved, the motors will be shipped. She noted the next big thing will be to get the pump station up and running; Tighe & Bond is working on a schedule for that and it will be reviewed by herself, Mr. Lister and Biszko. She noted they will work with Newport Water once a plan is in place and request what the District needs; she noted that they will need to work with them on the pressure release valve. Ms. Lynch noted that the back of the Pump Station was shown on the design plans with loam and seed. After bidding the project, it was decided to use the back of the pump station property as temporary storage which would require gravel vs. loam and seed. She noted that Biszko filled the area with gravel and the change order reflects that. She noted that she is seeking a credit for the loam and seed.

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the change order for gravel for the parking /storage area in the amount of \$13,494.65.**

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

Leak Detection – Update

Ms. Lynch noted that leak detection is complete and most of the leaks have been repaired. She noted she will hopefully have a report for the next meeting. She also noted that they hope to do leak detection again in the fall to see if anything was missed.

AMI Infrastructure Update

Ms. Lynch noted they did receive additional units from Baystate. She noted that it was reported that there are approximately 40 dead units in the system.

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

Administrative Board Meeting Minutes  
May 19, 2020

Insurance Renewal Update

Ms. Lynch noted that she would suggest having the insurance reviewed by Mr. Curtin.

Coronavirus Discussion – Continuity of Service

Ms. Lynch noted that the office is still closed to the public. She noted she is trying to limit the number of operators in the building.

REPORT FROM LEGAL COUNSEL

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

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

**Mr. Gleason, seconded by Mr. Czech, made a motion to go into Executive Session to discuss:**

**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 and David Reise voting in the affirmative.**

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

ADJOURNMENT OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

**Mr. Gleason, seconded by Mr. Czech, made a motion to adjourn the tax assessors' meeting for the purpose of canvassing.**

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

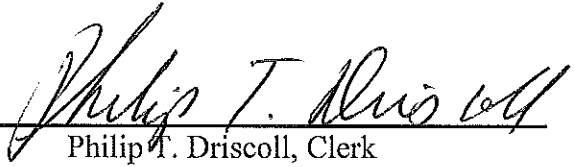
**PORTSMOUTH WATER AND FIRE DISTRICT  
1944 East Main Road, Portsmouth, Rhode Island**

**Administrative Board Meeting Minutes  
May 19, 2020**

ADJOURNMENT

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

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

  
Philip T. Driscoll, Clerk