

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

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

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

**Meeting ID: 842 3963 0851**

**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 — Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise.

Absent – Andrew Kelly

Also Present – Jessica Lynch and David F. Fox

**CORRESPONDENCE**

Banking Updates – Presented

Phone Call from 29 Cornell Dr., Re: Zack Guerette's Excellent Customer Service – Presented

Thank you note from NEWWA for Donation – Presented

Email from T. Logan re: CCR – Presented

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of June 16, 2020

Approve Administrative Board Executive Meeting Minutes of June 16, 2020

**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 June 16, 2020.**

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

**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 \$391,946.56.**

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

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**Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$46,765.43 to Tighe & Bond out of the Union Street Pump Station Bond.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, 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

Financial Statements – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals

Mr. Fox explained why this document is presented to the Board each month.

Demand Report – Presented

Operations Report – Presented

AMI Update – Presented

Union Street Pump Station Update

Ms. Lynch noted there will be a change order for the electric; she noted that underground electric is needed.

**Mr. Faerber, seconded by Mr. Shers, made a motion to authorize the General Manager to spend up to \$3,500 on hiring a specialist to ensure the proper operation of the PRV for the startup and testing of the new pump station.**

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

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Coronavirus Discussion – Continuity of Service – Update

Ms. Lynch noted that everyone is back in the office; all employees were given masks. She also noted that the office is not open to the public yet. She would like to hold off a little on opening the office at this time.

Audit Update

Ms. Lynch noted that the audit started remotely last week. They came in for inventory; which scored 100%. They may be back in to view some items that are larger and hard to upload.

Policy Manual Update – Presented

Shut-off Discussion

Ms. Lynch noted that the PUC ended the moratorium on shut offs on July 17, 2020; however, they are requesting that penalties and interest be suspended. Because of this, the District will hold off on starting the shut off process at this time.

**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 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.**

**General Manager's Annual Review and Merit Pay Consideration per Policy**

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

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

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

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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 July 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.

General Manager's Annual Review and Merit Pay Consideration per Policy

One vote was taken to approve merit pay in the amount of 6% and special merit pay in the amount of 2% to the General Manager.

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

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


No votes were taken.

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

ADJOURNMENT

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

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

  
Philip T. Driscoll, Clerk