

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

Administrative Board Meeting Minutes  
November 17, 2020

The meeting was held at via Zoom.

**Meeting ID: 899 6021 3183 Passcode: PWFD**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 5:00 PM by Chairman Philip Driscoll.

Present — Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

OPENING BY CHAIRMAN AND ROLL CALL

CORRESPONDENCE

Email from Nancy Howard, Re: Thank You to General Manager, Administrative Board and David Fox – Presented

Email from Victor Howard, Re: Thank You to the Office for the Tax Assistance – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of October 20, 202

Approve Administrative Board Executive Meeting Minutes of October 20, 2020

**Mr. Faerber, seconded by Mr. Reise, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of October 20, 2020.**

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

NEW BUSINESS

Approve Payment of Bills Listed

**Mr. Faerber, seconded by Mr. Reise, made a motion to approve payment of bills listed in the amount of \$288,516.80.**

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

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Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment of bills in the amount of \$148,633.42 to Biszco Building Systems Inc. out of the USPS loan.

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

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis

Ms. Lynch noted that she will come up with a plan for shut offs, potentially beginning in January.

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements - Presented

Line of Credit

Mr. Faerber, seconded by Mr. Reise, made a motion to change loan to a Demand Facility Line of Credit at prime+1, which would automatically renew each year.

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

*Mr. Shers joined the meeting.*

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality Update – TTHM – Presented

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AMI Update

Ms. Lynch noted there are about 200 dead Fireflies in the system with only two boxes of replacements left. She noted she reached out to Baystate to request more. She noted she also reached out to Zenner to let the District know when Baystate places the order.

Leak Detection Update

Ms. Lynch noted that Conservation Technologies is out right now listening for leaks. She noted that two leaks on the customer side and three leaks on the District side have been found by Conservation Technologies so far. She noted one of the customer leaks and two of the District leaks have been repaired and the other two repairs are in the works. She also noted that over the past two or three weekends, additional leaks have been identified either by phone calls from the homeowner or by District staff. There have been two leaks on the District side and three on the customer side. One on the District side has been repaired and two on the customer side have been repaired and the other two repairs are in the works.

Union Street Pump Station Update

Ms. Lynch noted there is a change order for underground electric work; she noted that it was designed for overhead but National Grid came back and said it had to be underground. Unfortunately, this happened after the work was done.

**Mr. Faerber seconded by Mr. Shers, made a motion to approve change order #2 for the underground electric service in the amount of \$28,651.52.**

**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.**

Ms. Lynch noted that Biszco gave a quote of approximately \$64,000 to demolish the old Union Street Pump Station. East Coast gave a price of \$33,710 but the price does not include any electrical. She noted that she has reached out to National Grid to see if it is just a matter of them disconnecting the service. She has not heard back from them. She noted she recommends demolishing the building as it could be costly to make the old building usable and look nice for the area. Mr. Fox asked about the possibility of selling the building as is. Ms. Lynch noted she had not thought of that. Mr. Fox asked if AVS would be interested; Mr. Shers replied that it is always a good thing to ask the abutter if they are interested.

Mr. Driscoll asked if East Coast Construction put a bid on the PRV. She noted they did not but that Mr. Lister put together a price for a day's worth of ECC work and materials

**Mr. Faerber, seconded by Mr. Shers, made a motion to table this item until the next meeting.**

Mr. Gleason asked if the item was being tabled but the Board is giving permission for Ms. Lynch to approach the neighbor about purchasing the property. Ms. Lynch responded that the District will ask the neighbor if they are interested in purchasing the property, will tell Biszco that they are not interested in having them do the demo work and the District will have East Coast Construction do the PRV.

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**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.**

Sakonnet River Pipeline Inspection Update

Ms. Lynch noted she spoke to Ian and they have two vendors scheduled for a site visit. She noted the goal is to have the vendors comfortable with the site and work, come up with a firm price, and inform the District what they would need to do to get access for the vendor's technology to get into the pipe. She noted Ian would start work on a potential contract and help the District move forward with the project. She noted the District will have a contract with Tighe & Bond and with the vendor to avoid a markup. She also noted there is remaining money from the current loan that could potentially be used for this project.

Quarterly Fire District Reports for Period Ending 10/31/20 per RIGL 45-12-22.2 – Presented

Request Authorization to Solicit Bids for Lawn Mowing Services

**Mr. Faerber, seconded by Mr. Shers, made a motion to authorize the General Manager to solicit bids for Lawn Mowing Services.**

**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.**

Vacation Carryover

**Mr. Faerber, seconded by Mr. Shers, made a motion to authorize vacation time to be carried over for all staff that go over the allowed annual allotment up until June 1, 2021.**

**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.**

Purchasing Procedure

**Mr. Faerber, seconded by Mr. Shers, made a motion to accept the new purchasing procedure as presented by the General Manager.**

**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.**

Employee Manual

**Mr. Faerber, seconded by Mr. Shers, made a motion to approve the new employee manual as presented by the General Manager.**

**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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Coronavirus Discussion – Continuity of Service – Update

Ms. Lynch noted she is contemplating possibly rotating staff again.

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (2) (7)

**Mr. Faerber, seconded by Mr. Shers, 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 for the Purchase of Property**

**Notice of Receivership**

**Negotiating the use of Public Funds: 42-46-5 (a) (7)**

**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.**

*Mr. Shers left the meeting.*

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

**Mr. Faerber, seconded by Mr. Czech, made a motion to Seal the Executive Session Meeting Minutes of November 17, 2020. Discussed were:**

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

**Middle Creek Farms, LLC – Update – Status Unchanged**

**Failed Water Meter – Customer Damage Incurred – Status Unchanged**

**Negotiating for the Purchase of Property – Status Unchanged**

**Notice of Receivership – Status Unchanged**

**Negotiating the use of Public Funds: 42-46-5 (a) (7)**

**No votes were taken.**

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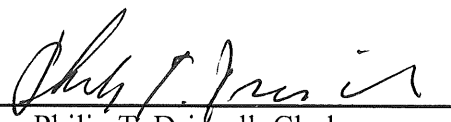
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**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Theodore Czech and David Reise voting in the affirmative.**

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, Andrew Kelly, Philip Driscoll, Theodore Czech and David Reise voting in the affirmative.**



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Philip T. Driscoll, Clerk