

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

**Administrative Board Meeting Minutes
January 19, 2021**

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

Meeting ID: 834 4688 3696

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 – Philip Driscoll, Allen Shers, and David Reise. Frederick Faerber, David Gleason, Andrew Kelly and Theodore Czech joined the meeting via Zoom.

Also Present – Jessica Lynch and David F. Fox

GUESTS

Margaret Mulholland, 3338 East Main Road, Re: Auxiliary Use

Mr. Shers, seconded by Mr. Reise, 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 3338 East Main Road from the existing house to the existing garage on the same property, consistent with past practice, and with the approval predicated on home occupational use and with the proviso that said approval is for auxiliary use only and is not an approval for separate living units.

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.

CORRESPONDENCE

Tiverton Zoning Board of Review Petition – Presented

Card from Alda Araujo, Re: Thank you – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 15, 2020

Approve Administrative Board Executive Meeting Minutes of December 15, 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 December 15, 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.

Administrative Subcommittee Meeting Minutes of January 14, 2021 – Presented

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Administrative Subcommittee Executive Meeting Minutes of January 14, 2021 – 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 \$267,996.52.

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.

Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment to Tighe & Bond in the amount of \$1,550.00 out of the USPS 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

Mr. Driscoll noted that one of the OPEB CDs matured and was put into the ICS account until interest rates improve.

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 15, 2021

Mr. Faerber, seconded by Mr. Shers, made a motion to authorize the Joint Tax Sale with the Town of Portsmouth on June 15, 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.

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Potential to Hire-Out GIS Analyst to Tiverton Wastewater District

Ms. Lynch noted she has not heard directly from Tiverton Wastewater District yet but they have talked to Mr. Mayo about using him approximately one day a week as North Tiverton Fire District does.

Mr. Reise, seconded by Mr. Shers, made a motion to authorize the General Manager to engage a contract with Tiverton Wastewater District in the matter of employment of Thomas Mayo.

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.

Portsmouth Town Council – 2021 Legislative Priorities

Ms. Lynch noted that Mr. Hamilton of the Portsmouth Town Council listed the District's increased tax rate as one of his legislative priorities of the year.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

AMI System Update

Ms. Lynch noted that 48.4% of the Fireflies have been replaced or in need of being replacement since the inception of the system. She noted there is a year or two left on the warranty to have them replaced free of charge; after that the District would need to pay for the replacements.

Leak Detection Update

Ms. Lynch noted that this was the first time leak detection was done in the spring and fall. She noted it cost about \$34,000 to have Conservation Technologies perform leak detection biannually. She noted that the cost equals approximately 5.5 million gallons of leaked water; last year, the District saw approximately 75 million gallons of leaked water. She noted quite a few leaks were found. She noted it is a huge benefit to the District to have leak detection performed biannually. Mr. Shers noted he thinks that the District should budget additional money for replacement of the lines. Ms. Lynch noted she did budget money to hire a rate expert to perform a rate study to look at how the District can smooth out raising rates and how the rates can be increased for future projects. She also thinks that the Capital Improvement Plan needs a fresh set of eyes. The plan is done every five years but she thinks it is a good idea to have a consultant look at the plan and the pipelines and how the District should assess them for future replacement. Ms. Lynch noted she updated the plan last time and Mr. McGlenn prior to that so it may be time to have a consultant look at it again.

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Sakonnet River Pipeline Study

Mr. Faerber, seconded by Mr. Shers, made a motion to table discussion until a future date.

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.

Union Street Pump Station Update – Presented

Water Main Extensions – Deposit Requirement

Ms. Lynch noted that if a customer is seeking to have a curbstop installed, they are required to leave a deposit. She noted that this is not the case for water main extensions but she thinks it would be a good idea to require one. She also noted it will not be a set fee, but will be a deposit based on each project.

Mr. Faerber, seconded by Mr. Gleason made a motion to approve the change to the water main extension policy 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.

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

Mr. Faerber, seconded by Mr. Shers, 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.

Coronavirus Discussion – Continuity of Service – Update – Presented

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)

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.

Review and Acceptance of Employee Annual Reviews for 2020 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

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Review and Approval of Employee Merit Pay for 2020 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
Notice of Receivership**

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

**West Side Infrastructure Study
Existing Union Street Pump Station**

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 19, 2021. 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 2020 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

Review and Approval of Employee Merit Pay for 2020 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

One vote was taken to approve Employee Merit pay for 2020 in the amount of \$42,631.49.

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

**Middle Creek Farms, LLC – Update – Status Unchanged
Failed Water Meter – Customer Damage Incurred – Status Unchanged
Notice of Receivership – Status Unchanged**

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

West Side Infrastructure Study – No vote taken

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Existing Union Street Pump Station

One vote was taken enter into negotiations to sell property owned by the District leaving it to the General Manager and attorney for the District to finish off terms as directed by the Board.

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. Shers, made a motion to adjourn.

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.



Philip T. Driscoll, Clerk