

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

**Administrative Board Meeting Minutes
February 16, 2021**

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

Meeting ID: 410 355 9226

Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

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

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

Also Present – Jessica Lynch and David F. Fox

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of January 19, 2021

Approve Administrative Board Executive Meeting Minutes of January 19, 2021

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 January 19, 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.

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 \$308,723.52.

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 \$39,998.83 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 – Presented

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Water Accounts Receivable Analysis

Ms. Lynch noted the application of penalties and interest will resume effective March 1, 2021.

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report

Ms. Lynch noted that for the last month or two, there have been issues with the totalizer not reading correctly through SCADA. She noted the demand report is not an accurate picture due to this.

Operations Report – Presented

Water Quality – TTHMs – Presented

Legislative Update – Presented

AMI System Update

Ms. Lynch noted that there is cold weather and the units typically die off in the winter months. She noted it appears there are approximately 400 units that are not reading.

Leak Detection Update – Presented

Sakonnet River Pipeline Study

Mr. Faerber, seconded by Mr. Shers, made a motion to notify Tiverton that we are inclined to do a study for the Sakonnet River Pipeline and request Tiverton to consider paying half the cost.

Mr. Czech would like the letter to remind Tiverton that they have been the ones using the pipeline.

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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Mr. Faerber, seconded by Mr. Shers, made a motion to approve the resolution to Obtain Bond Funding, up to \$3,500,000.00 from the Rhode Island Infrastructure Bank Drinking Water State Revolving Fund for the District's Union Street Pumping Station replacement project and, in the event of excess funds available from that project, to apply any such excess to the District's Sakonnet River Pipeline project, and duly authorizes its Moderator to sign on behalf of the Administrative 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.

Union Street Pump Station Update

Ms. Lynch noted that the Building Inspector was at the Pump Station to do a final inspection today. She noted the project is basically complete; there are a few minor things but she expects to have a final pay requisition at next month's meeting.

Receive Bids for 2021 Lawn Mowing Service and Award Contract

Mr. Faerber, seconded by Mr. Shers, made a motion to Award the 2021 Lawn Mowing Service Contract to the low bidder, VMA Lawn Care, of Portsmouth, RI, based on the company's:

- **low bid,**
- **quality of references and**
- **fair and reasonable prices; for the unit bid prices per cut of:**
 - \$45.00 for Main Office,**
 - \$25.00 for New Union St. Pump Station,**
 - \$20.00 for Turkey Hill Pump Station,**
 - \$20.00 for Butts St. Tank Site,**
 - \$25.00 for Hall St. Tank Site**

and a total estimated price of \$2,340.00.

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.

Miscellaneous Construction Contracts

Award Contracts

Approve Billing Rates

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

Award full-service contracts for 2021 Miscellaneous Construction and Repairs to Water System to East Coast Landscaping and Construction, Inc. for full-service work, including paving, predicated on:

- **Satisfactory response to the request for proposals,**
- **Fairness and reasonableness of the prices, generally.**

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- **Prior satisfactory performance of East Coast Landscaping working on the District's 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.

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the "PWFD Billing" prices shown on the "Tabulation of 2021 Approved Construction Contractors and PWFD Billing Rates", which will be used to bill customers for the various types of construction work performed by the District, particularly for curb stop installations.

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.

Fire Service – Cost of Service Analysis

Mr. Faerber, seconded by Mr. Shers, made a motion to establish fire protection charges for FY-22 predicated on the Fire Protection Cost of Service Analysis as follows:

Establish fire protection charges for FY-22 predicated on the Fire Protection Cost of Service Analysis as follows:

Public Fire Hydrants	-	\$453.00 per each
Private Fire Services	-	\$25.00 per each for 2-inch and smaller \$156.00 per each for 4-inch \$453.00 per each for 6-inch \$965.00 per each for 8-inch \$1,736.00 per each for 10-inch

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.

Quarterly Fire District Reports for Period Ending 1/31/21 per RIGL 45-12-22.2 – Presented

REPORT FROM LEGAL COUNSEL

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

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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.

GIS Contract

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 February 16, 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.

GIS Contract – No vote was taken.

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

Middle Creek Farms, LLC – The Supreme Court will be open for Oral Argument in March.

Failed Water Meter – Customer Damage Incurred – Status Unchanged

Notice of Receivership –Status Unchanged

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

West Side Infrastructure Study – The District is being kept informed.

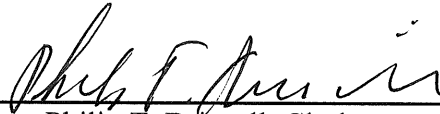
Existing Union Street Pump Station - One vote was taken regarding the sale of the property.

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