

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

Administrative Board Meeting Minutes  
May 18, 2021

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

**Meeting ID: 886 0445 9749**

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

Absent – Andrew Kelly

Also Present – Jessica Lynch and David F. Fox

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

**Mr. Driscoll announced the opening of the Tax Assessor's Meeting for the purpose of canvassing.**

CORRESPONDENCE

Trust Health & Dental Pool Member Equity Disbursement – Presented

Email from Marty Easley, re: Office Staff – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 28, 2021

Approve Administrative Board Executive Meeting Minutes of April 28, 2021

**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 April 28, 2021.**

**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 \$211,979.27.**

**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 for the replacement of voided check #1733 in the amount of \$2,885.95**

**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

Ms. Lynch noted that she intends to discuss shut offs at the next meeting.

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis

**Mr. Shers, seconded by Mr. Faerber, made a motion to authorize the General Manager to bring a recommendation of accounts that should be written off to the next meeting.**

**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.**

Financial Statements – Presented

OPEB/Interlocal Trust – Presented

Quarterly Fire District Reports for Period Ending 4/30/21 per RIGL 45-12-22.2 – Presented

Adopted FY-22 Budget Report per RIGL 44-5-69

**Mr. Faerber, seconded by Mr. Shers, made a motion to adopt the approved FY-22 Budget.**

**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.**

Annual Administrative Board Election

Accept and Certify Nomination Papers  
Approve Ballot  
Approve News Release

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**Mr. Faerber, 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 9, 2021 submitted by:**

**Frederick W. Faerber, III for the position of Tax Collector  
Theodore T. Czech for the position of Tax Assessor  
David M. Gleason for the position of Tax Assessor**

- **Approve the sample ballot for the June 9, 2021 election.**
- **Approve the News Release dated May 19, 2021.**

**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.**

**REPORT FROM GENERAL MANAGER**

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality – TTHM Update – Presented

Union Street Pump Station Update

Mr. Driscoll noted he would like to have someone from Tighe & Bond come in to talk to the Board about the gantry crane. Ms. Lynch noted she should have the final pay requisition for Biszko at the next meeting.

America's Water Infrastructure Act: Risk Assessments and Emergency Response Plans – Presented

Leak Detection – Update

Ms. Lynch noted that three leaks on the District's side and four leaks on the customer's side were detected. She noted they are almost done with leak detection.

AMI Infrastructure Update – Presented

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Insurance Renewal

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the insurance premium rates for FY-22 as presented with a an approximately \$2,500 increase for more coverage.

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.

Sakonnet River Pipeline

Ms. Lynch noted Tighe & Bond is working on confirming some scope items in regards to permitting. They need to finish talking to CRMC. She noted she is hoping to have contracts to review for the next meeting. She noted that the District does have money left from the USPS loan that can be used for phase one; she would like to reach out to Tiverton for phase 2 if needed. She also noted there is no requirement to keep the pipeline.

New Office Discussion

Ms. Lynch noted a new office has been on the capital improvement plan for some time now. She noted there is not enough space for employees in the current building. Mr. Shers noted the adjoining property next to the District office is on the market. Ms. Lynch noted she thinks that the District should put out an RFP for a study on a new office.

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

Negotiating the Purchase of Property

Newport Rate Case

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.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

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**Mr. Faerber, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of May 18, 2021. Discussed were:**

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

**Middle Creek Farms, LLC – Awaiting a Supreme Court Decision**

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

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

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

**Newport Rate Case – Status Unchanged**

**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 OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING**

**Mr. Faerber, seconded by Mr. Shers, made a motion to adjourn the Tax Assessors' meeting for the purpose of canvassing.**

**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