

PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island
401-683-2090
Administrative Board Meeting Minutes
October 19, 2021

The meeting was held at Portsmouth Water and Fire District's office.

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, Frederick Faerber, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and David Reise.

Also Present – Jessica Lynch and David F. Fox

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of September 21, 2021

Approve Administrative Board Executive Meeting Minutes of September 21, 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 September 21, 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 \$310,871.15.

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

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

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Audit Proposal

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the retention of the current auditors, Hague and Sahady, for another three years at the rates quoted in the proposal.

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.

Approve Tax Resolution for FY-22 Water District Property Taxes

Mr. Faerber, seconded by Mr. Shers, made a motion to approve a tax rate of \$0.23 per \$1,000 of assessed property value.

Mr. Shers asked if there was any thought of raising the tax rate to \$0.25; his reasoning is the idea to put away money towards new pipe, etc. Mr. Driscoll responded he would like to hold off until after the rate study.

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. Kelly recommended sending news releases to Newport This Week and What's Up Newport.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals -Request Authorization for 40 Additional Pre-Approved Water Service Connections

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the addition of 40 additional pre-approved residential equivalent water connections.

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.

Demand Report – Presented

Operations Report – Presented

Water Quality - Lead and Copper

Ms. Lynch noted the District's 90th percentile was 3.6. She noted there was one exceedance; there is not any lead in the system so it is related to the customer's plumbing.

AMI Update – Presented

Union Street Pump Station Update

Ms. Lynch noted there was an issue with the cupola which has since been repaired.

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Sakonnet River Pipeline Update

Ms. Lynch noted that the district is going to open up a pit the Friday before the work begins. She noted the pre-work will be done with PWFD and East Coast Construction; that will be done on October 29. She noted Berry will begin work November 1st. Mr. Gleason noted that Mr. Lister used his own equipment to clear the path; he noted Mr. Lister goes above and beyond. Ms. Lynch noted the work will take anywhere between 4-8 days.

Rate Study Update – Presented

Flushing Update – Presented

Leak Detection 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.

General Manager's Goals and Objectives

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

Failed Water Meter – Customer Damage Incurred

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

Negotiating the Purchase of 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.

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 October 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.

General Manager's Goals and Objectives – One vote was taken.

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

Failed Water Meter – No votes taken.

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

Negotiating the Purchase of Property – Two votes were taken regarding the investment of public funds which will remain sealed until brought to a close.

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. Kelly, 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