

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

Administrative Board Meeting Minutes  
December 21, 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 (via Zoom), Frederick Faerber, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

Email from Andrew Lyell, Re: Thank You to Michael Hebert – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 16, 2021

Approve Administrative Board Executive Meeting Minutes of November 16, 2021

**Mr. Faerber, seconded by Mr. Czech, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of November 16, 2021.**

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

NEW BUSINESS

Swearing In of New Member

Mr. Reise swore in Mr. Douglas.

*Mr. Gleason joined the meeting via Zoom.*

Approve Payment of Bills Listed (including emergency 10" DI pipe purchase)

**Mr. Faerber, seconded by Mr. Reise, made a motion to approve payment of bills listed in the amount of \$256,847.47.**

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

*Andrew Kelly joined the meeting.*

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**Mr. Faerber, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$76,810.00 to Vortex Services and \$9,006.37 to Tighe & Bond out of the RI Infrastructure loan.**

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

Budget to Actual – Presented

Summary of Bank Accounts

Mr. Kelly asked if the District received written notice about FDIC insurance on the ICS account. Ms. Lynch noted that was the purpose of opening the ICS account, but would get written confirmation if Mr. Kelly would like. Mr. Kelly noted he would like that.

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

Present Schedule of 2022 Administrative Board Meetings – Presented

Present Schedule of 2022 Holidays – Presented

Assign Performance Reviews to Administrative Subcommittee – P. Driscoll – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality Update -TTHM

Ms. Lynch noted that the District's numbers are good, as are Newport Water's numbers.

AMI Update

Ms. Lynch explained the AMI program to Mr. Douglas.

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Leak Detection Update

Ms. Lynch noted that Conservation Technologies performed leak detection in the spring and fall of this year. Ms. Lynch noted that since November, 16 leaks have been detected; 6 were detected on the District's side and 10 were found on the customer's side. She noted there are still 2 leaks on the District's side and 4 on the customer's side that need to be repaired. Mr. Driscoll noted that the leak detection was performed after flushing.

Sprague Street Water Main Repair

Ms. Lynch noted that the District received a call Wednesday morning, that water was cascading down the sidewall of the Sprague Street overpass. She noted the operators got mobilized and had East Coast Construction meet onsite. She noted they found a fitting on the water main was completely rotted out. She noted the pipe is not that old (1988) and that they think the breakdown of the pipe/fittings is due to road salt over the years (the location was right by the sidewalk where one of the seams is located). She noted originally the concern was that the District would have to go into the sidewall. She noted she reached out to Tighe & Bond in the event that specialty contractors were needed. She also noted they reached out to RIDOT and Verizon because their duct bank was overhead; Verizon came out and chipped out their duct bank and supported it. She also noted that Operations and East Coast were amazing. She noted the operators cut out some of the pipe to complete the repair and that the steel pipe for the bridge crossing was tuberculated and pitted on the outside. Ms. Lynch noted they may want to consider cleaning and lining the pipe. She would suggest possibly having an on-call contract with Tighe & Bond for situations like this.

**Mr. Kelly, seconded by Mr. Faerber, made a motion to use Tighe & Bond to evaluate the Sprague Street water main and table a discussion about retaining Tighe & Bond as an on-call engineer until the next meeting.**

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

Sakonnet River Pipeline Inspection Update

Ms. Lynch noted that some defects in the pipe were found during the inspection. She noted there are not a lot of lining options; she noted Primus Liner is a very good option for the District. She noted that there are some sharp edges that Primus may not be able to work with and that the District will need the Primus engineers to let the District know if they are able to line the pipe. If they can line it, the District needs to decide if they want to do that. She noted that the pipe is leaking at a rate of about 540 gallons per hour; the pipeline is currently off. She noted the options are to turn it on and lose the water or leave it off but there is potential for salt water intrusion. Mr. Faerber said he is in favor of shutting it off and having a discussion with Stonebridge about the options and cost when the District knows what they are. Mr. Faerber noted that he doesn't have a problem spending money, but since the pipeline benefits both Stonebridge and the District, the District shouldn't bear the whole burden.

Ms. Lynch made note that this project as well as the Sprague Street water main repair shows how amazing the Operators are. She noted that Mr. Lister, Mr. Silveira, Mr. Raposa, and Mr. Guerette were out three nights in a

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row very late working on the water main repair. Mr. Lister and Mr. Silveira both had vacation days planned, which they canceled to work on the project. She noted it was the same with the Sakonnet pipeline; they all worked on Veteran's Day, stayed late some nights, and did a lot of the prep work which saved the District a lot of money. She wanted to let the Board know that these employees are amazing. She noted she has worked with a lot of utilities and they don't all have employees like this. Mr. Driscoll noted that the operators are an amazing crew.

Rate Study Update

Ms. Lynch noted that she gave everything to Mike Schraeder that he requested; she noted that she spoke with him this week and he is putting together a data validation memo. They will then schedule a meeting to go over the spreadsheet together.

Proposed Donation to NEWWA Technology Campaign in Allen Shers Name

**Mr. Faerber, seconded by Mr. Reise, made a motion to approve a donation in Allen Shers name to the NEWWA Technology campaign.**

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

Vacation Carryover

**Mr. Kelly, seconded by Mr. Faerber, made a motion to authorize vacation time to be carried-over for all staff that go over the allowed annual allotment up until June 30, 2022.**

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

Staff Recognition/Holiday Luncheon

**Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the holiday luncheon for the staff and Administrative Board.**

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

**Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the purchase of \$100 gift cards for each employee as a recognition for the staff.**

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

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REPORT FROM LEGAL COUNSEL

Mr. Fox noted he didn't have anything to discuss in Open Session.

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

Mr. Faerber, seconded by Mr. Kelly, made a motion to go into Executive Session to Discuss:

**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, William Douglas, Jr., 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. Czech, made a motion to Seal the Executive Session Meeting Minutes of December 21, 2021. Discussed were:

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

Failed Water Meter – No vote was taken.

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

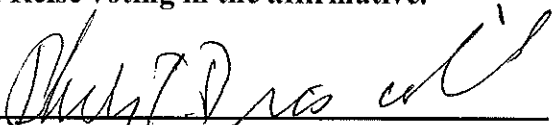
Negotiating the Purchase of Property – Three items discussed, no vote was taken.

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

ADJOURNMENT

Mr. Kelly, seconded by Mr. Faerber, made a motion to adjourn.

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

  
Philip T. Driscoll, Clerk

