

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

**Administrative Board Meeting Minutes  
January 18, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.  
Meeting ID: 837 5575 7764 Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Frederick Faerber.

Present – David Gleason (via Zoom), Frederick Faerber, Andrew Kelly, William Douglas, Jr., Theodore Czech and David Reise.

Absent – Philip Driscoll

Also Present – Jessica Lynch and David F. Fox

**Mr. Douglas, seconded by Mr. Czech, made a motion to appoint Frederick Faerber as chairman pro tem.**

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

GUESTS

Jack Domingoes Construction Company, 48 Hall Rd., Re: Auxiliary Use

**Mr. Kelly, seconded by Mr. Czech, 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 48 Hall 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, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 21, 2021

Approve Administrative Board Executive Meeting Minutes of December 21, 2021

**Mr. Reise, seconded by Mr. Czech, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of December 21, 2021.**

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

Administrative Subcommittee Meeting Minutes of January 18, 2022 – Presented

Administrative Subcommittee Executive Meeting Minutes of January 18, 2022 - Presented

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NEW BUSINESS

Approve Payment of Bills Listed

**Mr. Kelly, seconded by Mr. Reise, made a motion to approve payment of bills listed in the amount of \$388,791.03.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, William Douglas, Jr., 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

Request Authorization for Joint Tax Sale with Town of Portsmouth on June 14, 2022

**Mr. Douglas, seconded by Mr. Kelly, made a motion to authorize the Joint Tax Sale with the Town of Portsmouth on June 14, 2022.**

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Ms. Lynch noted that RIDOT is talking about resurfacing East Main Road and putting a roundabout in by Clements. She noted that there are some water mains under the road and it may be a good time to check to see if they need to be replaced while RIDOT does their work. She will work with RIDOT to gather more information.

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Ms. Lynch noted that on days when the snow is bad and the office closes, the operators come in to clear the parking lot, hydrants and pump stations.

AMI System Update

Ms. Lynch noted that there has been some back and forth with Zenner regarding the warranty policy on the units. She will work with Mr. Fox to gather more information.

Leak Detection Update

Ms. Lynch noted that performing leak detection twice a year continues to be beneficial.

Sakonnet River Pipeline Study

Ms. Lynch noted she had a call with Primus Liner, which is a type of liner for water mains. She noted that they think they can line the pipe. They would require milling the sharp edges with a milling robot. She noted that the price would be approximately \$700,000. She also noted she reached out to the Water Resources Board, and they have a grant program that could cover up to 50% of the cost. Ms. Lynch noted that she will reach out to Stone Bridge regarding the project and costs.

Rate Study Update – Presented

Sprague Street Water Main Update

Ms. Lynch noted that she received a proposal from Tighe & Bond regarding an engineering evaluation on the water main at Sprague Street.

**Mr. Kelly, seconded by Mr. Douglas, made a motion to approve the proposal for preliminary engineering evaluation of the Sprague Street main from Tighe & Bond as presented.**

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

On-Call Engineering Services

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

**Mr. Kelly, seconded by Mr. Douglas, made a motion to approve authorization for the General Manager and staff to solicit proposals for Miscellaneous Construction and Repairs to the Water system.**

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

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Sale of 2005 Ford Explorer

Ms. Lynch noted that the 2005 Ford Explorer was sold for \$5,500.

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. Douglas, seconded by Mr. Kelly, 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.**

Accountant Contract

Review and Acceptance of Employee Annual Reviews for 2021 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 2021 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

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, 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. Douglas, seconded by Mr. Kelly, made a motion to Seal the Executive Session Meeting Minutes of January 18, 2022. Discussed were:

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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.

Accountant Contract – One vote was taken to approve the accountant contract as presented.

Review and Acceptance of Employee Annual Reviews for 2021 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee – One vote was taken to accept the reviews.

Review and Approval of Employee Merit Pay for 2021 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee – One vote was taken to approve merit pay in the amount of \$48,294.48 and special merit pay in the amount of 2% base salary each for four eligible employees.

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

Failed Water Meter – Customer Damage Incurred – No update

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

Negotiating the Purchase of Property – No votes taken

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

ADJOURNMENT

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

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

  
Philip T. Driscoll, Clerk