

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

**Administrative Board Meeting Minutes
February 14, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 861 5300 4880 Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 3:00 PM by Philip Driscoll.

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

Also Present – Jessica Lynch, Nathan Lister and David F. Fox

GUESTS

Kate Lockett, 18 Willow Lane - Leak Relief

Mr. Faerber, seconded by Mr. Reise, made a motion, based on past practice, to offer a credit of \$523.75 for the above referenced water bills/usage to Kate Lockett & Steve Pasquariello, owners of 18 Willow Ct., which credit is calculated based on 104,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$6.283 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet malfunctioning.**
- **It appears that the owner was apparently unaware that the leak was occurring.**
- **The toilet has been repaired.**

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.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of January 18, 2022

Approve Administrative Board Executive Meeting Minutes of January 18, 2022

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 18, 2022.

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.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Reise, made a motion to approve payment of bills listed in the amount of \$298,172.80.

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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.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Andrew Kelly joined the meeting.

Cash Flow Summary – Presented

Financial Statements – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality – TTHM Update – Presented

AMI System Update

Ms. Lynch noted there are 800 units not reading as of this morning. Ms. Lynch noted she had a call with Zenner to assess the system to get better readings. Zenner said they would send 700 refurbished units even though Baystate hadn't sent the PO yet. She noted Zenner said they would come help with the infrastructure. She also noted 100 units have been received, 100 are on the way, and another 500 will be sent out at the end of the week.

Sakonnet River Pipeline Study

Ms. Lynch noted she met with Tighe & Bond and Primus liner and Primus is confident they can line the pipe with their product. She noted the pipe is hard to line because of the length of the pipe. She noted they reviewed the data and as long as they mill around the sharp bends, they can line the pipe. Ms. Lynch noted that the project is quick but expensive due to the permitting, etc. Ms. Lynch noted that the Town of Portsmouth received ARPA funds which are earmarked for infrastructure; however, the money was only given to cities and

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towns, not any water or fire districts. She noted she reached out to Mr. Rainer to discuss and she will attend the Town Council meeting this evening to request funds.

Ms. Lynch noted she has spoken with DPW regarding extending the water line from the Fire Station to DPW to loop in the dead ends. She noted the Town was going to use ARPA funds and partner with East Coast to install the line but it was decided that PWFd would partner with the DPW to install the line; the District will donate their time and use the project as a learning exercise. The Town will pay for the materials, DPW will donate their time with equipment/excavation and the District will install the water main.

Mr. Lister noted when the River Pipeline was put back together; they made a choice to get rid of a section of AC main, approximately 100 feet. He noted that project was completed last week and was being pressure tested at the moment.

Rate Study Update – Presented

Sprague Street Water Main Update

Ms. Lynch noted that she informed Tighe & Bond that they had been approved to do their analysis so they have started work on that.

RIDOT – East Main Road Paving Project

Ms. Lynch noted she has reached out to RIDOT regarding the project but hasn't heard back from them yet.

Receive Bids for 2022 Lawn Mowing Service and Award Contract

Mr. Faerber, seconded by Mr. Reise, made a motion to award the 2022 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:**
- \$60.00 for Main Office,**
 - \$35.00 for New Union St. Pump Station,**
 - \$25.00 for Turkey Hill Pump Station,**
 - \$35.00 for Butts St. Tank Site,**
 - \$25.00 for Hall St. Tank Site**
- and a total estimated price of \$3,120.00.**

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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Miscellaneous Construction Contracts

Award Contracts

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

- Award a full-service contract for 2022 Miscellaneous Construction and Repairs to Water System to East Coast Landscaping and Construction, Inc. for full-service work, including paving and loaming and seeding, predicated on:
 - Satisfactory response to the request for proposals,
 - Fairness and reasonableness of the prices, generally.
 - 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, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.

Approve Billing Rates

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

- Approve the "PWFD Billing" prices shown on the "Tabulation of 2022 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, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.

Fire Service – Cost of Service Analysis

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

Establish fire protection charges for FY-23 predicated on the Fire Protection Cost of Service Analysis as follows:

Public Fire Hydrants	-	\$456.00 per each
Private Fire Services	-	\$25.00 per each for 2-inch and smaller \$157.00 per each for 4-inch \$456.00 per each for 6-inch \$971.00 per each for 8-inch \$1,747.00 per each for 10-inch

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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Quarterly Fire District Reports for Period Ending 1/31/22 per RIGL 45-12-22.2 – Presented

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. Douglas, 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. Douglas, made a motion to Seal the Executive Session Meeting Minutes of February 14, 2022. Discussed were:

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 – One 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. Faerber, seconded by Mr. Reise, 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