

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

**Administrative Board Meeting Minutes
April 26, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 410 355 9226 Passcode: 798948

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Philip Driscoll.

Present – David Gleason, Frederick Faerber, Philip Driscoll, William Douglas, Jr., and David Reise

Absent – Andrew Kelly and Theodore Czech

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

Thank you from NEWWA; Re: Donation in memory of Allen Shers – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of March 15, 2022

Approve Administrative Board Executive Meeting Minutes of March 15, 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 March 15, 2022.

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

NEW BUSINESS

Review and Approval of FY-23 Operating and Capital Budget

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the FY-23 Operating and Capital Budget as presented.

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

Approve Schedule of Rates and Charges for FY-23

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the Schedule of Rates and Charges for FY-23 as presented.

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

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Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$264,889.06.

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

Mr. Faerber, seconded by Mr. Reise, made a motion to approve payment to Tighe & Bond in the amount of \$480 from the USPS Bond.

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

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Bank of Newport Brokerage Account

Mr. Driscoll noted that he has reached out to BankNewport regarding Treasury Bills.

PARS OPEB Summary – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis

Ms. Lynch noted she wants to talk with the auditors about the sundries to see what the District can write off.

Financial Statements – Presented

Low Income Household Water Assistance Program – Presented

American Water Resources – Service Line Protection Program – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report – Presented

AMI Infrastructure Update

Ms. Lynch noted that transmitters are being replaced as the District goes out for meter readings.

Leak Detection Update

Ms. Lynch noted Conservation Technologies has been out walking the system.

Sakonnet River Pipeline Study

Ms. Lynch noted she met with Tighe & Bond last week to do a site walk, specifically of the Tiverton side. She noted they were out using a 3-D printer that scans the inside and the outside of the building which will develop a drawing for what the District wants to do on the inside of the station. She noted the timeline is dependent upon permitting, design completion and obtaining a contractor and materials.

Sprague Street Water Main Update – Presented

RIDOT – East Main Road Paving Project – Presented

Community Solar – Presented

NEWWA RI State Director Update

Mr. Driscoll noted he signed a letter in support of Jessica serving another 3-year term as RI Director of NEWWA.

Mr. Douglas, seconded by Mr. Faerber, made a motion to ratify the letter of recommendation.

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

Continuity of Operations

Ms. Lynch noted that Mr. Perry, from the Town of Portsmouth, reached out to her regarding funds they are receiving from the State to hire a company to put together a Continuity of Operations Plan. He wanted to know if the District would also be interested. She believes it is free of charge but needs to do some more research.

REPORT FROM LEGAL COUNSEL

Mr. Fox noted he had nothing to discuss in Open Session.

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

Ms. Faerber, seconded by Mr. Douglas, made a motion to go into Executive Session to discuss:

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

AMI System Update

Failed Water Meter – Customer Damage Incurred

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

Negotiating the Purchase of Property

Investment of Public Funds

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr. 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 April 26, 2022. Discussed were:

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

AMI System Update – No update.

Failed Water Meter – Customer Damage Incurred – No update.

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

Negotiating the Purchase of Property – Discussions moving in a positive direction.

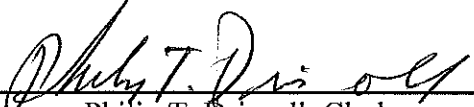
Investment of Public Funds – No update.

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


Philip T. Driscoll, Clerk