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

**Administrative Board Meeting Minutes
May 17, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 876 8207 7563 Passcode: PWFD

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, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING

Mr. Faerber, seconded by Mr. Gleason, made a motion to open the Tax Assessor's meeting for the purpose of canvassing.

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

GUESTS

Leak Relief – Deborah Natale – 34 Buckwheat Ave.

Mr. Faerber, seconded by Mr. Gleason, made a motion based on past practice, to offer a credit of \$573.40 for the above referenced water bills/usage to Deborah Natale, owner of 34 Buckwheat Ave., which credit is calculated based on 113,000 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 David Gleason, Frederick Faerber, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 26, 2022

Approve Administrative Board Executive Meeting Minutes of April 26, 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 April 26, 2022.

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

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NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment of bills listed in the amount of \$237,318.04.

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

Proposed Payment of Bills Bi-Monthly

Mr. Driscoll noted that some bills are paid late to vendors while waiting for the next Administrative Board meeting and paying bills twice a month would eliminate the issue. Mr. Driscoll noted that it would require two authorized signers to come in during the month to sign checks. Mr. Douglas would like a better understanding of the concern regarding late fees. Mr. Reise asked if some regularly occurring charges could be set up for automatic payments. Ms. Lynch noted she will do some research and present back to the Board.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills

Mr. Faerber, seconded by Mr. Douglas, made a motion to direct the Office staff to set up a TreasuryDirect account.

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

PARS OPEB Summary – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

GL Cleanup

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the General Ledger cleanup dated May 11, 2022 as proposed by the Auditor and approved by the General Manager.

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

Financial Statements – Presented

Quarterly Fire District Reports for Period Ending 4/30/22 per RIGL 45-12-22.2 – Presented

Adopted FY-23 Budget Report per RIGL 44-5-69

Mr. Faerber, seconded by Mr. Reise, made a motion to adopt the FY-23 Budget Report.

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

Annual Administrative Board Election

Accept and Certify Nomination Papers

Approve Ballot

Approve News Release

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

- **Certify the Nomination Papers, all having at least 25 signatures of registered voters of the District, as required, for the District's annual election on June 8, 2022 submitted by:**

David. G. Reise for the position of Moderator

William L. Douglas, Jr. for the position of Treasurer

- **Approve the sample ballot for the June 8, 2022 election.**
- **Approve the News Release dated May 18, 2022.**

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

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Inventory Purchase Request

Ms. Lynch noted that her signing limit is \$5,000. She noted that the District is still going out for three quotes, but sometimes the least expensive is not able to actually get the product. She noted over the next month or so they are going to need to spend more than \$5,000 to replenish the inventory.

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve inventory purchases going forward in an amount not to exceed \$10,000.00.

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

AMI Infrastructure Update

Ms. Lynch noted there are approximately 370 units that need to be replaced. Mr. Driscoll asked if he could get an overall report of stealth readers and how many fireflies have been replaced in the system.

Leak Detection Update – Presented

Sakonnet River Pipeline Project Update

Ms. Lynch read the letter received from Tighe & Bond to the Board regarding the status of the project.

Sprague Street Water Main Update

Ms. Lynch noted Tighe & Bond is working on costs associated with the work as well as different options. She also noted she requested they look into what would happen if the District does nothing with the pipe. They are putting together an anticipated timeline of permitting for different options as well.

Ms. Lynch also discussed the upcoming East Main Road improvements. She noted they are currently working on Aquidneck Avenue in Middletown and patching East Main Road in Portsmouth. She noted she has been back and forth with RIDOT; their goal is to do full resurfacing from Turnpike to Aquidneck Avenue in Middletown and add a roundabout at Turnpike/East Main Road. She noted RIDOT is working on the design and plan to start work in Spring of 2024.

Community Solar

Ms. Lynch noted the State PUC and National Grid developed a state solar program with the goal of fast-tracking renewable energy in the state. She noted the way it works is a third party (Arcadia) builds a large-scale solar farm where National Grid customers and municipalities are eligible. She noted National Grid receives the energy, the developer receives the monetary credit and then the developer can allocate credits to the customers. The District will be paying Arcadia instead of National Grid with a 10% credit. Ms. Lynch noted the District doesn't pay anything for infrastructure.

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Mr. Douglas, seconded by Mr. Czech, made a motion to participate in the Arcadia Community Solar Program, subject to clearance by the District's Counsel after reviewing the documents.

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

Insurance Renewal Update

Mr. Faerber, seconded by Mr. Kelly, made a motion to remain with Glatfelter Insurance and to approve the insurance agents to secure a cyber policy as recommended by Mr. Curtin.

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

Proposed Meeting Schedule Changes

Mr. Faerber, seconded by Mr. Kelly, made a motion to change the schedule changes as presented with meetings being held Wednesday, June 22, Wednesday, August 24, and Thursday, September 22.

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

REPORT FROM LEGAL COUNSEL

EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)

Mr. Faerber, 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.

Contract Updates

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

Investment of Public Funds

Newport Rate Case

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

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Reise, made a motion to Seal the Executive Session Meeting Minutes of May 17, 2022. 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.

Contract Updates – One vote was taken to approve contract updates as presented.

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 vote taken.

Investment of Public Funds – No vote taken.

Newport Rate Case – No vote taken.

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

ADJOURNMENT OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

Mr. Faerber, seconded by Mr. Kelly, made a motion to adjourn the tax assessors' meeting for the purpose of canvassing.

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

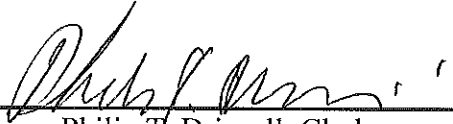
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ADJOURNMENT

Mr. Faerber, seconded by Mr. Kelly, 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

