

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

**Administrative Board Meeting Minutes
June 22, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 831 4490 2427 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, Andrew Kelly (joined later in meeting), Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Absent – Frederick Faerber

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

ADMINISTRATIVE BOARD 2022 ELECTION

Certification of Election Results

Mr. Reise, seconded by Mr. Gleason, made a motion to certify the results of the June 8, 2022 Administrative Board election:

- **For the Position of Moderator for a Three-Year Term:**
 - **David G. Reise**
- **For the Position of Treasurer for a Three-Year Term:**
 - **William L. Douglas, Jr.**

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

Swearing In of New Members

Mr. Driscoll swore in Mr. Reise and Mr. Douglas.

ADMINISTRATIVE BOARD ORGANIZATION

Election of Chairperson

Mr. Gleason, seconded by Mr. Czech, made a motion to nominate Philip Driscoll as Chairperson.

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

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

Administrative Board Meeting Minutes
June 22, 2022

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Douglas, seconded by Mr. Reise, made a motion to approve payment of bills listed in the amount of \$252,084.08 and \$38,903.58.

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

Mr. Douglas, seconded by Mr. Czech, made a motion to approve payment to Tighe & Bond in the amount of \$2,905.00 from the USPS bond.

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

Mr. Kelly joined the meeting.

ACH Autopayments

Mr. Driscoll noted that the office provided a list of vendors that will be set up for automatic payment from the District bank account; the payments made will be presented to the Board at the subsequent Board meeting.

Mr. Kelly, seconded by Mr. Douglas, made a motion to approve autopay proposal as presented.

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

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills

Mr. Reise, seconded by Mr. Douglas, made a motion to approve the Office Staff to open an account with SLG Safe in the amount of \$10,000 to purchase treasury bills.

A vote was taken and the motion passed with David Gleason, 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

**PORTSMOUTH WATER AND FIRE DISTRICT
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Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Sundries Cleanup

Ms. Lynch explained the accounts that the District is seeking to write off. She noted the list was presented to the District's auditor and they agree that the accounts can be written off.

Financial Statements – Presented

Open Government - Appoint Filing Coordinator

Mr. Kelly, seconded by Mr. Douglas, made a motion to appoint Lauren Bogues as Filing Coordinator.

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

General Manager Annual Review – P. Driscoll – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals -Request Authorization for 40 Additional Pre-Approved Water Service Connections

Mr. Kelly, seconded by Mr. Douglas, made a motion to approve the addition of 40 additional pre-approved residential equivalent water connections.

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

Demand Report – Presented

Operations Report – Presented

Tax Sale Update – Presented

Leak Detection

Mr. Lister noted that a leak was found by Conservation Technologies in Fox Run condos and that 5 services were repaired while the ground was open.

PORTSMOUTH WATER AND FIRE DISTRICT
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Administrative Board Meeting Minutes
June 22, 2022

Sakonnet River Pipeline

Ms. Lynch noted that when they met in the field, they noticed there were structural issues at the Tiverton Station. Tighe & Bond structural team are reviewing the concrete damage to the chemical containment but their initial observations appear to be minor. They are reviewing the limits of their excavation based on the records to update the drawings for CRMC review. She noted that the permitting is taking a while. She noted that needs to be done before moving forward.

New Office Discussion

Ms. Lynch noted that if the District is interested in a new office, it can be paid for using RIIB funding. She noted she is working on an RFP.

Carry Over Funds

Mr. Douglas, seconded by Mr. Kelly, made a motion to approve the carryover of previous years' operating funds to FY-23 as follows:

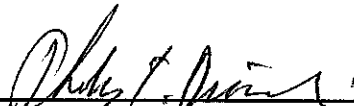
- **\$88,000 of unspent FY-01 operating funds for the Fractured Bedrock Groundwater Study.**

A vote was taken and the motion passed with David Gleason, Andrew Kelly, William Douglas, Jr., Theodore Czech and David Reise. Mr. Driscoll voted in opposition.

ADJOURNMENT

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

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


Philip T. Driscoll, Clerk