

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

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

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.  
**Meeting ID: 824 3803 0593 Passcode: 820553**

**OPENING BY CHAIRMAN AND ROLL CALL**

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

Present – Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, and David Reise

Absent – William Douglas, Jr. and Theodore Czech

Also Present – Jessica Lynch, John Larsen, and David F. Fox

**GUESTS**

Mary Sahady – Hague, Sahady & Co. – Audit Presentation

**Mr. Faerber, seconded by Mr. Kelly, made a motion to approve and accept the FY-22 Financial Audit.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, and David Reise.**

*Mr. Larsen and Ms. Sahady left the meeting.*

**CORRESPONDENCE**

Sprint/T-Mobile – Termination of Lease – Presented

56 Pine Tree – Employee Appreciation – Ed Raposa – Presented

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of August 24, 2022

Approve Administrative Board Executive Meeting Minutes of August 24, 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 August 24, 2022.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, and David Reise.**

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

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

**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Gleason, seconded by Mr. Kelly, made a motion to approve payment of bills listed in the amount of \$450,143.99.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, and David Reise.**

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills – Update

Ms. Lynch noted that she had a call with Wells Fargo and they will be able to help the District invest in Treasury Bills.

**Mr. Faerber, seconded by Mr. Kelly, made a motion to authorize the General Manager to open an account with Wells Fargo Advisors for the purpose of purchasing Treasury Bills and authorize Jessica Lynch and Lauren Bogues as POA.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, 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

Financial Statements – Presented

Approve Tax Resolution for FY-23 Water District Property Taxes

**Mr. Faerber, seconded by Mr. Reise, made a motion to approve a tax rate of \$0.24 per \$1,000 of assessed property value.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, and David Reise.**

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

Administrative Board Meeting Minutes  
September 22, 2022

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Sakonnet River Pipeline Project Update

Ms. Lynch noted that she received the draft plans but has not reviewed them just yet. She said she is hoping for a late winter bid with an early spring project. She noted the permitting takes some time. Mr. Driscoll asked if DOH has to give their approval; she noted that the Water Resources Board does need to approve but she isn't sure if DOH also needs to review.

Sprague Street

Ms. Lynch noted the Tighe & Bond is working on their memo. She also would like them to run their model to see if that piece of pipeline is needed.

Rate Study – Presented

Tank Inspection

Ms. Lynch noted that the tanks inspections were done last week, but she has not received the reports yet.

RIDOT – East Main Road Paving Project – Presented

District Logo Update – Presented

WSSMP FY – 22 – Presented

Water Audit – Presented

Flushing Update – 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. Kelly, made a motion to go into Executive Session to discuss:**

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

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

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

**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, Andrew Kelly, Philip Driscoll, 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 September 22, 2022. Discussed were:**

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

**Failed Water Meter – Customer Damage Incurred – No vote taken**

**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**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll and David Reise.**

**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, and David Reise.**

  
Philip T. Driscoll, Clerk