

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

**Administrative Board Meeting Minutes
October 18, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.

Meeting ID: 815 4926 2468 Passcode: PWF

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

Absent – Andrew Kelly (joined meeting during Executive Session)

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

S&P Global Rating Letter – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of September 22, 2022

Approve Administrative Board Executive Meeting Minutes of September 22, 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 September 22, 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. Gleason, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$394,072.75.

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.

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment in the amount of \$8,657.50 to Tighe & Bond.

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.

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

**Administrative Board Meeting Minutes
October 18, 2022**

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills – Update – Presented

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Ms. Lynch noted the Zenner system has been having issues; she noted there are about 250 units in stock right now.

Sakonnet River Pipeline Project Update

Ms. Lynch noted the plan has been updated and she will schedule a meeting to go over them with Tighe & Bond. She thinks they should be final, but they don't want to bid until closer to the spring. Mr. Driscoll asked if the permitting is satisfactory; Ms. Lynch responded it should be.

Sprague Street

Ms. Lynch has the draft report that was sent on Friday but hasn't had a chance to review it yet.

Rate Study – Presented

RIDOT – East Main Road Paving Project – Presented

District Logo Update

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

**Administrative Board Meeting Minutes
October 18, 2022**

Mr. Faerber, seconded by Mr. Czech, made a motion to accept the new District logo.

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.

Tank Inspection Update

Ms. Lynch noted the tanks were inspected and nothing major was found. She noted they cleaned some minor amount of silt out of the bottom of the tanks.

Flushing Update

Ms. Lynch noted that the operators have completed flushing of the south end of town the past two weeks. Ms. Lynch noted that while the operators were shutting down one of the hydrants, there was a malfunction and it caused the water main to break in several spots near DPW. We are going to replace about 250 feet of pipe, and purchased an additional 250 feet of pipe in case more to be replaced.

Leak Detection Update

Ms. Lynch noted that Conservation Technologies will be performing leak detection after flushing is finished.

Office RFP

Ms. Lynch noted she is working on the RFP.

Vacation Carryover

Mr. Faerber, seconded by Mr. Gleason, made a motion to authorize vacation time to be carried-over for all staff that go over the allowed annual allotment up until April 30, 2023.

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.

REPORT FROM LEGAL COUNSEL

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

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

Mr. Faerber, seconded by Mr. Reise, 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.

General Manager's Goals and Objectives

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

**Administrative Board Meeting Minutes
October 18, 2022**

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

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.

Andrew Kelly joined the meeting during Executive Session.

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 October 18, 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.

General Manager's Goals and Objectives – One vote taken

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, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.

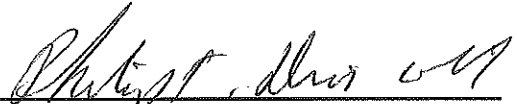
**PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island**

**Administrative Board Meeting Minutes
October 18, 2022**

ADJOURNMENT

Mr. Kelly, seconded by Mr. Faerber, 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