

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

Administrative Board Meeting Minutes
November 15, 2022

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

Meeting ID: 831 6427 3050 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, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Absent – Andrew Kelly and Frederick Faerber

Also Present – Jessica Lynch and David F. Fox

GUESTS

Moira Maloney – Overtime Charge Relief for 127 Foxboro Avenue

Mr. Douglas, seconded by Mr. Czech, made a motion to deny the request by Ms. Maloney for overtime charge relief.

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.

Lawrence Mott – Mayflower Wind Presentation

Mr. Mott introduced himself; he is a transmission development manager for Mayflower Wind, a Boston based company with offices also in Fall River. He gave a presentation on the proposed offshore wind project. Mr. Driscoll asked if the time put in from the District and the District's attorney will be reimbursed especially since it is not budgeted. Mr. Mott said that he will bring the question back to his colleagues; he noted that he is glad to engage on that. Mr. Mott also noted that they are working with the Town of Portsmouth on a host community agreement that would contemplate some of the efforts that the Town goes through and if there be a benefit for the town in compensation having the line there.

Mr. Mott thanked the Board and left the meeting.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of October 18, 2022

Approve Administrative Board Executive Meeting Minutes of October 18, 2022

Mr. Gleason, seconded by Mr. Douglas, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of October 18, 2022.

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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.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Gleason, seconded by Mr. Douglas, made a motion to approve payment of bills listed in the amount of \$325,516.35.

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.

Mr. Gleason, seconded by Mr. Douglas, made a motion to approve payment to Tighe & Bond in the amount of \$10,480.00.

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.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills – Update

Ms. Lynch noted that the account is open at Wells Fargo and ready to transfer funds from Banknewport. She informed the Board of the current T-Bill rates as of this day. She also noted that Wells Fargo is recommending more short-term investments because the interest rates are on the rise.

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

Quarterly Fire District Reports for Period Ending 10/31/22 per RIGL 45-12-22.2 – Presented

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REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Ms. Lynch noted Zenner has had some issues with the District's system; it is now back online. She noted there are approximately 370 dead units. She also noted that Noah from Zenner is getting the District 250 additional units.

Operation Exceedance Level – TTHM

Ms. Lynch noted the TTHM levels at some of the sites are higher than she'd like to see, most specifically at the VFW. She noted the numbers were not surprising; Newport water had their advance water treatment on as high as it could go for most of the summer. She noted that when you exceed the operation exceedance level, the requirement is to complete a report for the Department of Health. She noted that Newport also has an operational exceedance they will need to deal with. She noted that additionally, because the District exceeded the locational running average, it is a violation and a public notice will need to be sent out to the customers.

Ms. Lynch noted the exceedance is due to water age, temperature, and organics. She noted that next steps are sending out a violation notice and she noted that the District will have to do the operational exceedance report again. She noted her goal is to work with Newport water to do a water age study.

Sakonnet River Pipeline Project Update

Ms. Lynch noted that she met with Tighe & Bond to review the plans and had some comments which Tighe & Bond is working on updating. She noted that Tighe & Bond is catching up with the Water Resources Board to make sure all the requirements are in the plans and specifications for grant funding. She noted the goal is to have a spring/summer project for the pipeline.

Sprague Street

Ms. Lynch noted that Tighe & Bond looked at rehab options; they noted Primus liner would be an option. She noted that the cost estimate to line the pipe is \$475,000. She noted Tighe & Bond also looked at replacement options and an estimate of \$900,000 was given. She noted another alternative would be to run a water main extension through Memorial Drive at the high school. She noted that Memorial Drive is slated to be paved at the end of the school year so a decision and any work would need to be completed by then. Ms. Lynch noted she will provide better back up for the next meeting.

Rate Study – Presented

RIDOT – East Main Road Paving Project – No update

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Flushing Update

Ms. Lynch noted that flushing of the entire system is complete. She also noted that the 500 feet of pipe from DPW to Hedley street was replaced. Mr. Driscoll noted that he stopped by the work site several times and was very impressed with Ed Raposa's work on the job.

Leak Detection Update

Ms. Lynch noted that leak detection was performed on half of the system and several leaks were found.

Office RFP

Ms. Lynch noted that the office RFP is coming along.

Request Authorization to Solicit Bids for Lawn Mowing Services

Mr. Gleason, seconded by Mr. Douglas, made a motion to authorize the General Manager to solicit bids for Lawn Mowing Services.

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.

Holiday Luncheon/Staff Recognition

Mr. Czech, seconded by Mr. Gleason, made a motion to approve the holiday luncheon for the staff and Administrative Board and award \$100 to each employee as a recognition for the staff.

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.

REPORT FROM LEGAL COUNSEL

Mr. Fox noted he had nothing to discuss in open session.

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

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

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

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Investment of Public Funds

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.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Gleason, seconded by Mr. Reise, made a motion to Seal the Executive Session Meeting Minutes of November 15, 2022. Discussed were:

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

Failed Water Meter – Customer Damage Incurred – A report with results was received.

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

Negotiating the Purchase of Property – Board was updated.

Investment of Public Funds – Board was updated.

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.

ADJOURNMENT

Mr. Reise, seconded by Mr. Czech, made a motion to adjourn.

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.


Philip T. Driscoll, Clerk