

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

Administrative Board Meeting Minutes  
December 20, 2022

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

**Meeting ID: 410 355 9226 Passcode: PWFD**

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 (*arrived later in the meeting*), Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

Email from Vince Silva, Re: Thank You to Nathan Lister and Maria Leal-Abreu – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 15, 2022

Approve Administrative Board Executive Meeting Minutes of November 15, 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 November 15, 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. Faerber, seconded by Mr. Czech, made a motion to approve payment of bills listed in the amount of \$285,141.40.**

**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. Czech, made a motion to approve payment to Tighe & Bond in the amount of \$4,167.50.**

**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.**

Budget to Actual – Presented

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Summary of Bank Accounts – Presented

Purchase of Treasury Bills – Update

**Mr. Faerber, seconded by Mr. Douglas, made a motion to invest an additional \$250,000 in a 6-month Treasury Bill and another \$250,000 in Treasury Bill as determined by Wells Fargo.**

**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.**

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

Present Schedule of 2023 Administrative Board Meetings

**Mr. Faerber, seconded by Mr. Reise, made a motion to change the February 20, 2023 meeting to Monday, February 13, 2023 at 5:00pm and change the September 19, 2021 meeting to Thursday, September 21, 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.**

Present Schedule of 2023 Holidays – Presented

Performance Review Update

Mr. Driscoll noted that Ms. Lynch has proposed not to hold an Administrative Subcommittee Meeting regarding employee evaluations; evaluations will still occur, but will be discussed at the January Administrative Board Meeting.

Holiday Luncheon – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

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Demand Report – Presented

Operations Report

Ms. Lynch noted the operators are working on leak repairs and winterizing hydrants. Ms. Lynch noted she received an invoice from Zenner this afternoon that she needs to review further.

Operation Exceedance Level and Locational Running Average Exceedance – TTHM Update

*Andrew Kelly joined the meeting.*

Ms. Lynch noted that the District is required to test for TTHMs and HAA5s quarterly; sampling locations are the VFW (extremity point), Georgetown Apartments (extremity point), SHS Pest Control and the Fire Department. She noted that TTHMs are disinfectant byproducts that are created when chlorine is added to the water and reacts with the organics in the water. She noted that Newport Water put in advanced water treatment to combat TTHMs, however, they had an issue with their AWT system. She noted that they corrected the issue relatively quickly, however, samples were taken at VFW prior to the treated water making it to the VFW. She noted that it was required to send a violation notice to all the customers in the District; those were sent via Every Door Direct Mailing.

Ms. Lynch noted that it would be beneficial for the District to do a water age study before deciding to do anything else. She did note the water is safe to drink.

Sakonnet River Pipeline Project Update

Ms. Lynch noted the project is pretty much finalized; the plans and specs are being reviewed by the Water Resources Board.

Sprague Street / Memorial Drive

Ms. Lynch noted that last year there was a break at the Sprague Street Bridge; she noted that she has been working with Tighe & Bond about replacement options for the future. She also noted that the school department is paving Memorial Drive into the high school; she noted putting a line under Memorial Drive is a good option.

**Mr. Kelly, seconded by Mr. Faerber, made a motion to authorize the General Manager to execute Option 4, work with the School District and School District's engineering team, solicit a bid from East Coast Construction and order materials for the project using cash on hand.**

**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.**

Rate Study

Ms. Lynch noted the study is moving along.

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RIDOT – East Main Road Paving Project – No update

Leak Detection Update

Ms. Lynch noted that Conservation Technologies was only able to complete half of the system but did find several leaks.

Office RFP

Ms. Lynch noted that the RFP is in draft form. She noted the RFP is to analyze the existing office and land and determine if anything can be done with the current location and also look at a potential new office at a new location.

Safety Grant Award

Ms. Lynch noted that the District was awarded a safety grant to purchase harness equipment.

Solar Credits – Follow up

Ms. Lynch noted that Hampshire Power reached out offering 25% in credits based on the West Main Road solar field. Mr. Fox recommended that Ms. Lynch reach out to the current provider for their thoughts.

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. Gleason, 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

Investment of Public Funds

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.

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RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Kelly, made a motion to Seal the Executive Session Meeting Minutes of December 20, 2022. Discussed were:

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 update.

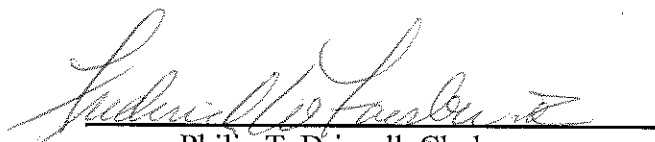
Investment of Public Funds – No update.

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.

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  
