

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

**Administrative Board Meeting Minutes
January 17, 2023 at 7:00 PM**

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

Meeting ID: 889 1590 0164 Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Frederick Faerber.

Present – Frederick Faerber, David Gleason, Andrew Kelly (*arrived later in the meeting*), Philip Driscoll (via Zoom), William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

Mr. Driscoll, seconded by Mr. Gleason, made a motion to appoint Frederick Faerber as chairman pro tem.

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.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 20, 2022

Approve Administrative Board Executive Meeting Minutes of December 20, 2022

Mr. Reise, seconded by Mr. Gleason, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of December 20, 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

Andrew Kelly joined the meeting.

Approve Payment of Bills Listed

Mr. Douglas, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$341,191.94.

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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Mr. Douglas, seconded by Mr. Gleason, made a motion to approve payment to Tighe & Bond in the amount of \$1,605.00.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Andrew Kelly, 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 – 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 that Jack Luizzi of Conservation Technologies, the leak detection company the District uses, has informed her that he can no longer perform leak detection for the District.

AMI Update

Ms. Lynch noted there are 700 dead units.

Sakonnet River Pipeline Project Update

Ms. Lynch noted that CRMC waived the permit fee; Ms. Lynch signed the permit. She noted that the District is still awaiting the Water Resources Board approval to bid the project.

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Sprague Street / Memorial Drive

Ms. Lynch noted she reached out to the Peregrine Group who are working with Superintendent Kenworthy on the project along with other engineering companies. She noted she reached out today and the school building committee was receptive to working together and accomplishing both projects in the summer of 2023. She noted they will meet to discuss further.

Rate Study

Ms. Lynch noted that she spoke with Mr. Schrader today and the discrepancies have been fixed. He is looking at a bunch of different rate structures for the District. He is looking at the current rate structure and looking at the way the District does the base rate charges. She noted she is hoping to have something to present for March.

RIDOT – East Main Road Paving Project

Ms. Lynch noted she met with RIDOT today due to an issue with the stoplight being installed at Oakland Farms; the District had to shut down the project. Ms. Lynch noted another issue at the pedestrian crosswalk installed at Hedly Street. She noted she told RIDOT they need to remove the light and fix the issue.

Office RFP

Ms. Lynch noted she sent the RFP to anyone who wanted to review it. Mr. Driscoll noted he wants the option for expansion of personnel. She is thinking she might push this out until April in order to complete the budget and then be able to focus on this. She noted that when the proposals come in, she would like everyone to review the proposals.

Solar Credits – Follow up

Ms. Lynch noted that Hampshire Power can offer 25% in credits; Arcadia said they cannot go higher than the 10% the District currently has. Ms. Lynch noted she will bring additional information and numbers to compare to the next meeting.

Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System

Mr. Kelly, seconded by Mr. Reise, made a motion to approve authorization for the General Manager and staff to solicit proposals for Miscellaneous Construction and Repairs to the Water system.

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.

REPORT FROM LEGAL COUNSEL

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

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

Mr. Kelly, 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.

Review and Acceptance of Employee Annual Reviews for 2022 as Presented and Recommended by General Manager per Policy

Review and Approval of Employee Merit Pay for 2022 as Presented and Recommended by General Manager per Policy

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.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Kelly, seconded by Mr. Douglas, made a motion to Seal the Executive Session Meeting Minutes of January 17, 2023. 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.

Review and Acceptance of Employee Annual Reviews for 2022 as Presented and Recommended by General Manager per Policy

Review and Approval of Employee Merit Pay for 2022 as Presented and Recommended by General Manager per Policy - One vote was taken to approve merit pay in the amount of \$46,891.32 and special merit pay in the amount of 1% base salary for Lauren Bagues.

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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 – One vote was taken to secure the services for a rate consultant for upcoming PUC matters.

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. Gleason, 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