

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

Administrative Board Meeting Minutes
February 13, 2023

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

Meeting ID: 410 355 9226 Passcode: PWFD

BY CHAIRMAN AND ROLL CALL

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 5:00 PM by Frederick Faerber.

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

Also Present – Jessica Lynch and David F. Fox

Public Guests via Zoom – Timothy Grissett

Mr. Gleason, seconded by Mr. Reise, 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.

GUESTS

Peter & Katrina Ressler; 0 Newport Beach Drive; Re: Auxiliary Use

Mr. Gleason, seconded by Mr. Czech, made a motion to approve an exception to the rule that requires a separate meter and curb stop for each building and allow an after-meter extension of the water serviceline at 0 Newport Beach Drive from the proposed house to the proposed garage on the same property, consistent with past practice, and with the approval predicated on home occupational use and with the proviso that said approval is for auxiliary use only and is not an approval for separate living units.

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.

Alexander Rodriguez Re: Tampering, 26 Butts Street

Mr. Gleason, seconded by Mr. Douglas, made a motion to assess a fine of \$100 to Alexander Rodriguez of 26 Butts Street for tampering.

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.

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MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of January 17, 2023

Approve Administrative Board Executive Meeting Minutes of January 17, 2023

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 January 17, 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.

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 \$319,279.95 and also to approve payment to Tighe & Bond in the amount of \$1,025.00.

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. Gleason, seconded by Mr. Czech, made a motion to approve the wire transfer for the loan payment in the amount of \$11,080.10 to RIIB.

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. Gleason, seconded by Mr. Czech, made a motion to approve the wire transfer for the loan payment in the amount of \$30,479.15 to RIIB.

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

Summary of Bank Accounts

Mr. Driscoll asked if there was a chance to invest Berkshire Bank funds elsewhere. Ms. Lynch noted she would look into options.

Purchase of Treasury Bills – Update – Presented

PARS OPEB Summary – Presented

Cash Flow Summary – Presented

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Administrative Board Meeting Minutes
February 13, 2023

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis

Ms. Lynch noted the tax sale process is beginning. She also noted there is proposed legislation that would not allow Districts to sell properties at tax sale for delinquent water, sewer or tax.

Mr. Reise, seconded by Mr. Czech, made a motion to oppose proposed legislation H5035 regarding tax sale.

A vote was taken and the motion passed with Frederick Faerber, , Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative. David Gleason voted in opposition.

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 operations has started replacing meters as part of a meter replacement program based on age of the meter.

Water Quality – TTHM Update

Ms. Lynch noted that she has not received the latest results but she doesn't anticipate getting out of a violation notice.

AMI Update

Ms. Lynch noted there are about 900 dead units. She noted that the District has 250 units in stock and 200 units on the way.

Sakonnet River Pipeline Project Update

Ms. Lynch noted the project was submitted to the Water Resources Board in December. She noted that they are down a staff member and Kathy Crawley is working on another review option. Ms. Lynch noted that she also offered to meet in person with WRB and the District's engineer.

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Sprague Street / Memorial Drive

Ms. Lynch noted she met with the School team on January 31. The meeting included Portsmouth Schools, the Peregrine Group, Studio JAED, WSP, and East Coast Construction. She noted the group has approved the project; however, school vacation week will not work so the work will begin June 12 after graduation when less students would need the parking. She noted she is awaiting word from the Fire Department about placement of hydrants. She noted with materials and East Coast Construction, the estimated cost of the project is \$230,000.

Rate Study

Ms. Lynch noted that she met on Friday via Zoom to do some edits and discuss different options for rate structure.

Andrew Kelly joined the meeting.

RIDOT – East Main Road Paving Project

Ms. Lynch noted she submitted her markups to RIDOT regarding the proposed roundabout in September with a bunch of edits and notes to the water work. She received an email on Friday requesting an engineering estimate and edits; the plans did not have any of the edits submitted in September. She noted that she replied that none of the edits had been done and the plans are unacceptable.

Receive Bids for 2023 Lawn Mowing Service and Award Contract

Mr. Gleason, seconded by Mr. Reise, made a motion to award the 2023 Lawn Mowing Service Contract to the low bidder, VMA Lawn Care, of Portsmouth, RI, based on the company's:

- **low bid,**
 - **quality of references and**
 - **fair and reasonable prices;**
- for the unit bid prices per cut of:**
- \$65.00 for Main Office,**
 - \$35.00 for New Union St. Pump Station,**
 - \$30.00 for Turkey Hill Pump Station,**
 - \$35.00 for Butts St. Tank Site,**
 - \$25.00 for Hall St. Tank Site**

and a total estimated price of \$3,315.00.

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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Miscellaneous Construction Contracts

Award Contracts
Approve Billing Rates

Mr. Czech , seconded by Mr. Gleason, made a motion to award full-service contracts for 2023 Miscellaneous Construction and Repairs to Water System to East Coast Landscaping and Construction, Inc. and South Shore Excavation, Inc for full-service work, including paving, predicated on:

- **Satisfactory response to the request for proposals,**
- **Fairness and reasonableness of the prices, generally.**
- **Prior satisfactory performance of East Coast Landscaping and Construction, Inc. working on the District's system.**
- **Satisfactory references for South Shore Excavation, Inc.**

And also to Approve the "PWFD Billing" prices as shown on the "Tabulation of 2023 Approved Construction Contractors and PWFD Billing Rates", which will be used to bill customers for the various types of construction work performed by the District, particularly for curb stop installations.

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.

Fire Service – Cost of Service Analysis

Mr. Reis, seconded by Mr. Czech, made a motion to establish fire protection charges for FY-24 predicated on the Fire Protection Cost of Service Analysis as follows:

Public Fire Hydrants	-	\$502 per each
Private Fire Services	-	\$28.00 per each for 2-inch and smaller
		\$173.00 per each for 4-inch
		\$501.00 per each for 6-inch
		\$1,068.00 per each for 8-inch
		\$1,921.00 per each for 10-inch

A vote was taken and the motion passed with Frederick Faerber, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative. Mr. Gleason recused himself from the vote.

Quarterly Fire District Reports for Period Ending 1/31/23 per RIGL 45-12-22.2 – Presented

REPORT FROM LEGAL COUNSEL

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

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

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February 13, 2023

Mr. Douglas, 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.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Gleason, seconded by Mr. Douglas, made a motion to Seal the Executive Session Meeting Minutes of February 13, 2023. 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 – Progress made with Elm Street Water Main Extension.

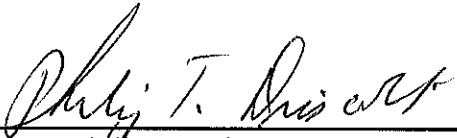
Investment of Public Funds – No vote taken.

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.

ADJOURNMENT

Mr. Gleason, seconded by Mr. Douglas, 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