

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

**Administrative Board Meeting Minutes
March 21, 2023**

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

Meeting ID: 896 7608 9413 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, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

GUESTS

Alia Tariq Re: Distance Exemption for 38 Mitchells Ln

Mr. Gleason, seconded by Mr. Faerber, made a motion to approve a 66-foot exception to the 150-foot maximum distance requirement for 38 Mitchells Lane as requested by the property owner, since:

- **A water main extension is not necessary for looping or to service the customer.**
- **A main extension is not required to service future customers.**
- **There is adequate fire protection in the area.**

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.

CORRESPONDENCE

Email from P. Green Re: Excellent Customer Service from Zachary Guerette – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of February 13, 2023

Approve Administrative Board Executive Meeting Minutes of February 13, 2023

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 February 13, 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.

Andrew Kelly joined the meeting.

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NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$305,427.24.

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.

Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills

Mr. Kelly, seconded by Mr. Czech, made a motion to approve the investment of funds held at Berkshire Bank into a 6-month CD.

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.

PARS OPEB Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

Request Authorization to Solicit Proposals for Comprehensive Leak Detection Survey

Mr. Faerber, seconded by Mr. Kelly, made a motion to authorize the General Manager to solicit proposals for comprehensive leak detection survey.

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.

Consent Agenda Discussion – Presented

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Administrative Board Election – 2023 – Presented

Positions:

Philip Driscoll - Clerk
Andrew Kelly – Water Commissioner

Schedule: Nomination Papers Available April 14th; Due May 15th; Election June 14th

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Request Authorization for 44 Additional Pre-Approved Water Service Connections

Mr. Douglas, seconded by Mr. Faerber, made a motion to authorize 44 Additional Pre-Approved Water Service Connections.

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.

Demand Report – Presented

Operations Report

Ms. Lynch noted there are 844 dead Firefly units and 32 dead Stealth readers. Ms. Lynch noted that 200 warranty units have been received. Ms. Lynch also noted the operators have been working on replacing water meters that are 21+ years old.

Ms. Lynch noted that the EPA is coming out with strict regulations regarding PFAS in drinking water.

Fluoride Tracer Study

Ms. Lynch noted that the District has partnered with the City of Newport to conduct a fluoride tracer study. She noted that baseline samples were taken at various locations within the District's system and within Newport's system. She noted that Newport turned the fluoride off and the District has been sampling daily to see how long it takes for the fluoride to get out of the water which will give an idea of what the water age is. She additionally noted that water demand is low right now and water age is high.

Sakonnet River Pipeline Project

Ms. Lynch noted that the Water Resources Board needs to approve the project for the funding, but not in order for the project to go out to bid. She noted that 50% of the project is being funded by a grant; ARPA funds will also be used to fund the project.

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Rate Study Update – Presented

Memorial Drive Project Update

Ms. Lynch noted the projected start date is June 12.

RIDOT – East Main Road Paving Project – Presented

Project Priority List / Drinking Water State Revolving Fund

Ms. Lynch noted she submitted the new office project and a water main project for the project priority list.

Portsmouth Community Electricity/Solar

Mr. Reise, seconded by Mr. Gleason, made a motion to opt out of the Portsmouth Community Electricity plan.

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.

Ms. Lynch presented different solar credit options.

Miscellaneous Construction Contractor Discussion

Summer Intern Discussion

Ms. Lynch noted that in previous years the District has employed a summer intern with an engineering/GIS interest. However, she pointed out that it is not a huge benefit to the District. She would prefer to hire an intern for operations.

Budget Discussion/ Wage and Benefits Survey

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the wage schedule of 6% increase for 3 years beginning with FY-24.

Mr. Kelly asked if the District could increase the hourly payment bracket for Operators. Ms. Lynch noted that with the proposed increase, the District will be in line with other wages for the same position elsewhere. Mr. Kelly just wants to confirm the District will be competitive regarding wages.

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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Meter Purchasing

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the purchase of 160 water meters for approximately \$20,000.

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.

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

Mr. Faerber , seconded by Mr. Kelly, made a motion to go into Executive Session to discuss:

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

Failed Water Meter – Customer Damage Incurred
AMI System Update

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. Faerber, seconded by Mr. Kelly, made a motion to Seal the Executive Session Meeting Minutes of March 21, 2023. Discussed were:

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

Failed Water Meter – Customer Damage Incurred – No update.

AMI System Update – No Update

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

Negotiating the Purchase of Property – No Update

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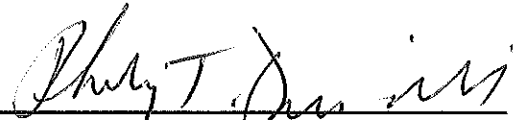
Investment of Public Funds – One vote taken to revise rates for Miscellaneous Construction Contracts.

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