

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

Administrative Board Meeting Minutes
April 26, 2023

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

Meeting ID: 818 8320 2252 Passcode: 471100

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Philip Driscoll.

Present – Frederick Faerber, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Absent – David Gleason

Also Present – Jessica Lynch and David F. Fox

GUESTS

Patricia Lynch; Leak Relief - 314 Middle Rd.

Mr. Faerber, seconded by Mr. Kelly, made a motion Based on past practice, to offer a credit of \$161.14 for the above referenced water bill/usage to Patricia Lynch, owner of 314 Middle Rd., which credit is calculated based on 46,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$6.986 per thousand gallons, predicated on the following:

- It appears that the excess water use was due to a hose leak
- It appears that the owner was apparently unaware that the leak was occurring.

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.

Judith McCann; Leak Relief – 43D Glen Meade Dr.

Mr. Faerber, seconded by Mr. Kelly, made a motion to grant leak relief in the amount of \$29.78 to Judith McCann of 43D Glen Meade Drive.

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.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of March 21, 2023

Approve Administrative Board Executive Meeting Minutes of March 21, 2023

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of March 21, 2023.

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NEW BUSINESS

Review and Approval of FY-24 Operating and Capital Budget

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the FY-24 Operating and Capital Budget as presented by the General Manager.

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.

Approve Schedule of Rates and Charges for FY-24

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve Schedule of Rates and Charges for FY-24 as presented.

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.

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment of bills listed in the amount of \$254,472.93.

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.

Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills – Presented

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

Resignation of Andrew Kelly

Mr. Kelly has rescinded his resignation.

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REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

AMI Infrastructure Update

Ms. Lynch noted that the AMI system has been down since April 14 so she cannot say how many units in the system are dead.

Leak Detection Update

Ms. Lynch noted the RFP went out and is due May 3rd.

Fluoride Tracer Study – Presented

Sakonnet River Pipeline Study

Ms. Lynch noted that Tighe & Bond has put the RFP out; there will be a pre-bid meeting on May 11 and bid opening will be May 30.

Memorial Drive Water Main Update – Presented

RIDOT – East Main Road Paving Project – Presented

Rate Study Update – Presented

Vacation Carryover

Mr. Faerber, seconded by Mr. Kelly, made a motion to authorize vacation time to be carried over for all staff that go over the allowed annual allotment up until December 31, 2023.

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.

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. Faerber, seconded by Mr. Kelly, 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.

Contract Updates

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

**AMI System Update
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, 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 April 26, 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.

Contract Updates – One vote was taken to convert independent contractors, John Larsen and Thomas Mayo, to salaried employees as stated in the budget and extend the contract to a third year for the General Manager, Jessica Lynch and match the salary amount stated in the budget.

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

AMI System Update – No Update

Failed Water Meter – Customer Damage Incurred – No vote taken

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

Negotiating the Purchase of Property – No vote taken

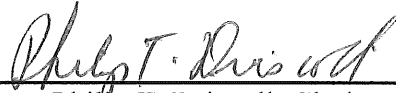
Investment of Public Funds – No Update

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.

ADJOURNMENT

Mr. Kelly, seconded by Mr. Faerber, made a motion to adjourn.

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.


Philip T. Driscoll, Clerk