

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

**Administrative Board Meeting Minutes
May 21, 2024**

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

Meeting ID: 830 9251 5733 Passcode: PWFD

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, Thomas Grieb, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING

Mr. Faerber, seconded by Mr. Gleason, made a motion to open the Tax Assessor's meeting for the purpose of canvassing.

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

GUESTS

Plat/Lot: 21-122 – 0 Seaconnet Blvd; Pauline Berube – Validity of Tax Debt

Mr. Grieb, seconded by Mr. Reise, made a motion to deny the request of Ms. Berube to abate the taxes or fees on the basis that proper notice was attempted and the owner or Trustee has reasonable expectations that there was a bill.

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

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 25, 2024

Approve Administrative Board Executive Meeting Minutes of April 25, 2024

Mr. Douglas, seconded by Mr. Faerber, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of April 25, 2024.

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

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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 \$283,577.74.

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

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$7,336.52 to Tighe & Bond out of the RI Infrastructure Loan.

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

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve supplemental payment of bills listed in the amount of \$2,094.04.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Thomas Grieb, Philip Driscoll, William Douglas, 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

Quarterly Fire District Reports for Period Ending 4/30/24 per RIGL 45-12-22.2 – Presented

Adopted FY-25 Budget Report per RIGL 44-5-69

Mr. Faerber, seconded by Mr. Reise, made a motion to adopt the FY-25 Budget.

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

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Annual Administrative Board Election

Accept and Certify Nomination Papers
Approve Ballot
Approve News Release

Mr. Faerber, seconded by Mr. Grieb, made a motion to certify the Nomination Papers, all having at least 25 signatures of registered voters of the District, as required, for the District's annual election on June 12, 2024 submitted by:

**Theodore T. Czech – Tax Assessor
David M. Gleason – Tax Assessor
Frederick W. Faerber, III – Tax Collector**

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

Mr. Faerber, seconded by Mr. Grieb, made a motion to approve the sample ballot for the June 12, 2024 election.

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

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the News Release dated May 22, 2024.

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Mr. Driscoll asked about hydrant maintenance; Ms. Lynch noted that the operators have been working on them. Mr. Driscoll asked about the increase in DigSafe requests. Ms. Lynch responded that RI Energy has had many projects in place plus homeowner's doing work.

AMI Infrastructure Update

Ms. Lynch noted that the District finally received the AMI units and the operators have been changing them out.

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Leak Detection Update

Ms. Lynch noted that Steve Miles, of Miles Leak Detection is out walking the system. She noted he has only found one leak but still has more of the system to check.

Sakonnet River Pipeline Project Update

Ms. Lynch noted some Scada work needs to be completed and they need to chlorinate and pressure test.

Water Quality – TTHMs – Presented

Insurance Renewal Update

Ms. Lynch noted that Terry Curtin thinks the Worker's Comp insurance might be a little high and wants to look into approximate costs to see if it makes sense for next year.

Office Study Update – Nothing Presented

Service Line Inventory – Presented

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. Douglas, 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, Thomas Grieb, Philip Driscoll, William Douglas, 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. Gleason, made a motion to Seal the Executive Session Meeting Minutes of May 21, 2024. Discussed were:

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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 – Updated Board on discussions with prospective property owners

Investment of Public Funds – No Update

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

ADJOURNMENT OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

Mr. Faerber, seconded by Mr. Gleason, made a motion to adjourn the Tax Assessors' meeting for the purpose of canvassing.

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

ADJOURNMENT

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

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


Philip T. Driscoll, Clerk