

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

**Administrative Board Meeting Minutes
December 17, 2024**

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

Meeting ID: 894 2304 8651 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, Thomas Grieb, Philip Driscoll, William Douglas, Jr, Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

GUESTS

Brittany Grant from Rowse Architects - Evaluation and Analysis of a New Office Facility

Mr. Faerber, seconded by Mr. Gleason, made a motion to move Ms. Grant's presentation into Executive Session and therefore begin with Executive Session.

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

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

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.

Operator Retirement

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**

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

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Mr. Faerber, seconded by Mr. Gleason, made a motion to Seal the Executive Session Meeting Minutes of December 17, 2024. 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.

Operator Retirement – 1 vote (6-1) was taken to approve a check for \$500 for Armand Beaudoin upon his retirement.

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 – Update on office study provided.

Investment of Public Funds – Update on the Newport Rate Case provided.

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

Auxiliary use for 55 Bayberry Road

Mr. Faerber, seconded by Mr. Reise, 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 service line at 55 Bayberry Road 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, Thomas Grieb, Philip Driscoll, William Douglas, Jr., Theodore Czech, and David Reise voting in the affirmative.

CORRESPONDENCE

John Cooper; 55 Anne Hutchinson Court – Called to Report a Good Job by Bethany Cook – Presented

Debra Seddon, 211 Fairview Ave – Called to Report a Good Job by Operations – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 18, 2024

Approve Administrative Board Executive Meeting Minutes of November 18, 2024

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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 November 18, 2024.

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

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Douglas, made a motion to approve payment of bills listed in the amount of \$362,954.79.

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

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Financial Statements – Presented

Present Schedule of 2025 Administrative Board Meetings – Presented

Present Schedule of 2025 Holidays – Presented

Performance Review Update – Presented

Holiday Luncheon – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report – Presented

Water Quality – TTHM Update

Ms. Lynch noted the most recent number was 57.6. She noted she met with a company that does TTHMs removal systems; they will guarantee a certain amount of removal. She noted the price for the system is between \$300,000 and \$350,000 per tank not including the cost of bringing the 3-phase electric to the tanks or any Scada work. She noted the most important thing to do is a water quality evaluation to look at water age how the District is running the system and how the water is leaving. She noted the tank turnover isn't great.

Mr. Gleason, seconded by Mr. Douglas, made a motion to authorize the General Manager to request a proposal from Tighe & Bond to perform a water quality evaluation.

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

Sakonnet River Pipeline Project Update

Ms. Lynch noted almost all the Scada work is complete. She also noted there is a minor leak that needs to be addressed by Hart; they are going to come out to fix it. She noted she requested the final invoicing for the project because the Water Resources Board needed them prior to the end of the year in order to get 50% reimbursement.

RIDOT – Upcoming Projects

Ms. Lynch noted that Mr. Lister and Mr. Hebert have a call tomorrow to discuss the West Main Rd/Sprague St project with RIDOT.

Service Line Inventory

Ms. Lynch noted they are down to 465 unknowns for water service line material.

Accept Proposals for General Legal Counsel and Award Contract

Mr. Faerber, seconded by Mr. Reise, made a motion to retain the Law Offices of David Fox, Middletown, RI, for general legal services for calendar years 2025, 2026 and 2027 at the hourly rate of \$350, \$350, \$375, respectively for Attorneys; and other rates and charges for miscellaneous services and expenses as stated in the proposal, based on the responsiveness of the proposal, the attorney qualifications, past performance and fair and reasonable fees and charges; and predicated on the Legal Counsel serving at the pleasure of the Administrative Board as stipulated in the Request for Proposals.

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

Water System Supply Management Plan

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Water System Supply Management Plan

Ms. Lynch noted the report has been submitted.

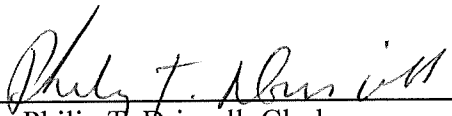
REPORT FROM LEGAL COUNSEL

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

ADJOURNMENT

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

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


Philip T. Driscoll, Clerk