

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

**Administrative Board Meeting Minutes**  
**February 18, 2025**

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

**Meeting ID: 870 9781 0190 Passcode: PWFD**

**OPENING BY CHAIRMAN AND ROLL CALL**

The Administrative Board Meeting was called to order at 7:00 PM by Frederick Faerber.

Present – Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise

Present via Zoom - Thomas Grieb and Philip Driscoll

Also Present – Jessica Lynch, Nathan Lister and David F. Fox

**Mr. Douglas, seconded by Mr. Czech, made a motion to appoint Frederick Faerber as Chairman Pro Tem.**

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

**GUESTS**

Steve Bakios - East Coast Construction, Phil Brooks & Josh Fonte - Lindon Group, Hal Eddings & Jeff Houser from McWane Ductile – Bethune Senior Center Pipe Issue

Ms. Lynch noted affordable housing units are being built with the senior center; the requirement for that project was the installation of a new hydrant off Bristol Ferry Rd. and a 6" line with a 4" domestic service, 6" fire service and an additional hydrant at the end. She noted the single hydrant was installed first; they tried to pressure test the line but it wouldn't hold pressure. She noted upon investigation; they found an issue and it was repaired. She noted the 6" line was installed and also did not hold pressure when pressure tested. Upon further investigation, they found there was an issue with a portion of the pipe. She noted they met on site to discuss some issues and they decided to take both pieces of pipe and have McWane do an investigation. McWane noted it was a manufacturing defect on the 6" line and they feel confident to give an extended warranty .

Ms. Lynch noted the portion of the defective pipe was cut out and repaired. A 10-year warranty is being negotiated for the pipe and once complete, it will be brought back to the Board for a vote.

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of January 21, 2025

Approve Administrative Board Executive Meeting Minutes of January 21, 2025

**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 21, 2025 with the edit discussed of Mr. Driscoll voting in opposition for the vote of Investment of Public funds.**

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

**Administrative Board Meeting Minutes  
February 18, 2025**

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

**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Douglas, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$327,091.32.**

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

Approve Electronic Payment of \$35,849.90 to RIIB to Pay the 2007 and 2019 Loans Due 3/1

**Mr. Douglas, seconded by Mr. Gleason, made a motion to approve the wire transfer for the loan payment in the amount of \$35,849.90 to RIIB.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, 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 & PARS Update – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Financial Statements – Presented

Request Authorization for Joint Tax Sale with Town of Portsmouth on June 12, 2025

**Mr. Douglas, seconded by Mr. Gleason, made a motion to authorize the Joint Tax Sale with the Town of Portsmouth on June 12, 2025.**

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

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**REPORT FROM GENERAL MANAGER**

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Office Update – Nothing Presented

Legislation

Ms. Lynch noted the resolution was drafted and approved last year. She noted that the legislators are going to reintroduce the resolution on behalf of the District.

**Mr. Gleason, seconded by Mr. Douglas, made a motion to approve Resolution 2025-02-18.**

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

Shut Off Policy – Update

Ms. Lynch noted she is working on updating the shut off policy for both non-payment and non-compliance to make it consistent.

Service Line Inventory – No Update

TTHM Update

**Mr. Gleason, seconded by Mr. Douglas, made a motion to approve the contract with Tighe & Bond in an amount up to \$25,000.00.**

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

Miscellaneous Construction Contracts

Ms. Lynch noted that East Coast Construction did not bid this year; the District currently has an emergency construction contract with them.

**Mr. Czech, seconded by Mr. Gleason, made a motion to negotiate extending the existing contract with East Coast Construction for up to 3 additional years.**

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

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**Administrative Board Meeting Minutes  
February 18, 2025**

**Award Contracts**

**Mr. Gleason, seconded by Mr. Douglas, made a motion to award full-service contracts for 2025 Miscellaneous Construction and Repairs to Water System to Tiger Tree and Landscaping 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 South Shore Excavation and Tiger Tree and Landscaping working on the District's system.**

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

**Approve Billing Rates**

**Mr. Gleason, seconded by Mr. Douglas, made a motion to approve the "PWFD Billing" prices as shown on the "Tabulation of 2025 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, William Douglas, Jr., Theodore Czech, and David Reise voting in the affirmative.**

**Fire Service – Cost of Service Analysis – Presented**

**Quarterly Fire District Reports for Period Ending 1/31/25 per RIGL 45-12-22.2**

**Mr. Douglas, seconded by Mr. Gleason, made a motion to authorize the chairman and finance officer to sign the quarterly report as presented.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, 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.**

***Mr. Lister left the meeting.***

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

**Mr. Gleason, seconded by Mr. Douglas, made a motion to go into Executive Session to discuss:**

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

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**Administrative Board Meeting Minutes  
February 18, 2025**

**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, 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 18, 2025. Discussed were:**

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

**Failed Water Meter – Customer Damage Incurred – The failed water meter has been put on the trial calendar. Additionally, discussed the shut off policy for non-compliance.**

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

**Negotiating the Purchase of Property – Continuing to evaluate the final design and method of acquisition of a new office.**

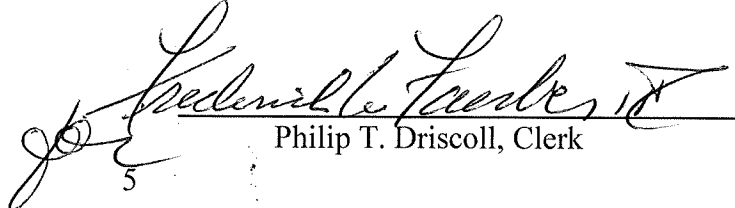
**Investment of Public – Tentative settlement reached on the PUC Filing by Newport and its impact on Portsmouth.**

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

  
Philip T. Driscoll, Clerk