

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

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

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

Meeting ID: 882 6948 5570 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., Thomas Grieb, Theodore Czech and David Reise

Present via Zoom - Philip Driscoll

Also Present – Jessica Lynch and David J. Fox

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

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

GUESTS

KMR Construction – 760 Wapping Road – Auxiliary Use and Distance Exemption Request

Mr. Gleason, seconded by Mr. Reise, made a motion to:

- **Approve a 40-foot exception to the 150-foot maximum distance requirement for 776 Wapping Road as requested by the property owner.**
- **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 776 Wapping Road from the proposed house to the existing garage/barn 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, William Douglas, Jr., Theodore Czech, and David Reise voting in the affirmative.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of February 18, 2025

Approve Administrative Board Executive Meeting Minutes of February 18, 2025

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Mr. Grieb, seconded by Mr. Gleason, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of February 18, 2025 with a note that the vote under TTHMs was to ratify a previous vote.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Thomas Grieb, 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 \$342,087.22 which includes ACH, auto pays and wires.

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

Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills

Mr. Douglas inquired about the interest rates for the money market accounts at Banknewport; he recommends asking about increased interest rates.

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

Administrative Board Election – 2025 – Presented

Positions:

David Reise – Moderator

William Douglas, Jr. – Treasurer

Schedule: Nomination Papers Available April 11th; Due May 12th; Election June 11th

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REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Request Authorization for 37 Additional Pre-Approved Water Service Connections

Mr. Gleason, seconded by Mr. Douglas, made a motion to authorize 37 Additional Pre-Approved Water Service Connections.

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

Demand Report – Presented

Operations Report – Presented

Office Update – Nothing Presented

Shut Off Policy for Non-Payment and Non-Compliance

Mr. Douglas, seconded by Mr. Gleason, made a motion to approve the shut off policy, as presented, effective March 18, 2025.

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

RIDOT Update

Ms. Lynch noted RIDOT has an upcoming project; areas of concern for the District are the Schoolhouse/McCorrie Lane area and West Main Road at Union Street. She noted RIDOT has offered to pay for the work at Schoolhouse and McCorrie Lane but will not pay for the work at Union Street and West Main Road.

Project Priority List / Drinking Water State Revolving Fund

Ms. Lynch noted she will add the water main work near Clement's to the Project Priority List.

Emergency Construction Contractor Discussion

Ms. Lynch noted East Coast Construction will hold their current emergency rates for an additional year, and have presented small increases for the following two years.

Mr. Grieb, seconded by Mr. Gleason, made a motion to approve the Emergency Construction Contract with East Coast Construction as presented.

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

Summer Intern Discussion

Ms. Lynch noted she would like to hire an intern for Operations this summer.

Audit Results

Ms. Lynch noted the District received proposals from CBIZ and Hague Sahady; the Auditor General needs to approve an auditor before the Board can vote.

Bethune Senior Center Pipe Issue

Ms. Lynch noted the pipe manufacturer is offering a 10-year extended warranty for the pipe.; she noted the District and the District's Legal Counsel are both comfortable with the warranty as presented.

Mr. Douglas, seconded by Mr. Grieb, made a motion to approve the 10-year special extended warranty as presented.

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

Fire Service – Cost of Service Analysis

Mr. Douglas, seconded by Mr. Grieb, made a motion to establish fire protection charges for FY-26 predicated on the Fire Protection Cost of Service Analysis as follows:

Public Fire Hydrants	-	\$500 per each
Private Fire Services	-	\$28.00 per each for 2-inch and smaller
		\$172.00 per each for 4-inch
		\$500.00 per each for 6-inch
		\$1,065.00 per each for 8-inch
		\$1,915.00 per each for 10-inch

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

April Meeting – Proposed Tuesday April 29 OR Thursday April 24

Mr. Gleason, seconded by Mr. Grieb, made a motion to change the April meeting to April 24, 2025.

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

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REPORT FROM LEGAL COUNSEL

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

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

Mr. Gleason, seconded by Mr. Grieb, 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, 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 March 18, 2025. Discussed were:

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 – Ongoing discussion continues.

Investment of Public – A settlement was reached on the PUC filing by Newport Water and its impact on Portsmouth Water and Fire District.

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

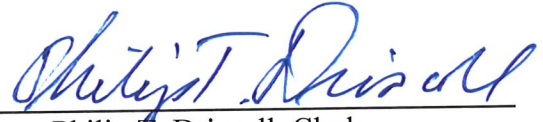
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ADJOURNMENT

Mr. Grieb, seconded by Mr. Czech, made a motion to adjourn.

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



Philip T. Driscoll, Clerk