

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

**Administrative Board Meeting Minutes  
June 17, 2025**

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

**Meeting ID: 895 8193 1560 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, Murray C. Norcross, Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

**ADMINISTRATIVE BOARD 2025 ELECTION**

Certification of Election Results

**Mr. Faerber, seconded by Mr. Gleason, made a motion to certify the results of the June 11, 2025 Administrative Board election:**

- **For the Position of Moderator for a Three-Year Term:**
  - **David G. Reise**
- **For the Position of Treasurer for a Three-Year Term:**
  - **Murray Charles Norcross**

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

Swearing In of New Members

Mr. Faerber, moderator pro tem, swore in David G Reise and Murray C. Norcross.

**ADMINISTRATIVE BOARD ORGANIZATION**

Election of Chairperson

**Mr. Faerber, seconded by Mr. Gleason, made a motion to nominate Philip Driscoll as Chairperson.**

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

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Assignment by Chairperson of Subcommittee Members and Chairpersons

Mr. Driscoll appointed the following Board Members to Subcommittees:

Administrative Subcommittee

Frederick Faerber, III – Chairman  
Thomas Grieb  
Murray Norcross

Engineering Subcommittee

Theodore Czech – Chairman  
David Reise  
David Gleason

**Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the organizational chart as modified by the chairperson.**

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

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of May 20, 2025

Approve Administrative Board Executive Meeting Minutes of May 20, 2025

**Mr. Faerber, seconded by Mr. Grieb, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of May 20, 2025.**

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

**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Faerber, seconded by Mr. Grieb, made a motion to approve payment of bills listed in the amount of \$333,958.80.**

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

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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

Open Government - Appoint Filing Coordinator

**Mr. Faerber, seconded by Mr. Grieb, made a motion to appoint Lauren Bagues as Filing Coordinator for the District.**

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

General Manager Annual Review – P. Driscoll – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Ms. Lynch noted a summer intern has been hired.

Leak Detection Update

Ms. Lynch noted that Mr. Miles found 5 leaks.

Consumer Confidence Report (CCR)

Ms. Lynch noted that the CCR is complete; they should be mailed out in the next day or so.

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Tax Sale Update

Ms. Lynch noted three properties were sold at the tax sale on June 12, 2025.

Office Study Update – No Update

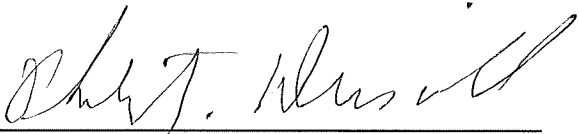
Service Line Inventory – Presented

Shut-off Policy Update – Presented

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, Philip Driscoll, Murray Norcross, Thomas Grieb, Theodore Czech, and David Reise voting in the affirmative.**

  
Philip T. Driscoll, Clerk