

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

**Administrative Board Meeting Minutes
July 15, 2025**

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

Meeting ID: 899 8252 1465 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, Thomas Grieb, Philip Driscoll, Murray Norcross and Theodore Czech

Absent – David Reise and David Gleason (Arrived during Executive Session)

Also Present – Jessica Lynch and David F. Fox

GUESTS

84 Power Street – Leak Relief

Mr. Faerber, seconded by Mr. Grieb, made a motion based on past practice, to offer a credit of \$203.76 to Michael Lalli, owner of 84 Power Street., which credit is calculated based on 42,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$7.598 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet malfunctioning**
- **It appears that the owner was apparently unaware that the leak was occurring**
- **The toilet has been repaired**

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

34 Buckwheat Avenue - Request to Waive Shut-off Fees

Mr. Faerber, seconded by Mr. Grieb, made a motion to deny the request to waive shut-off fees for 34 Buckwheat Avenue.

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

78 Independence Court – Request to Waive Shut-off Fees

Mr. Faerber, seconded by Mr. Grieb, made a motion to deny the request to waive shut-off fees for 78 Independence Court.

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

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CORRESPONDENCE

337 Riverside Street – Good Job Z. Silveira – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of June 17, 2025

Mr. Faerber, seconded by Mr. Czech, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Minutes of June 17, 2025.

A vote was taken and the motion passed with Frederick Faerber, Philip Driscoll, Murray Norcross, Thomas Grieb and Theodore Czech 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 \$441,196.59.

A vote was taken and the motion passed with Frederick Faerber, Philip Driscoll, Murray Norcross, Thomas Grieb and Theodore Czech 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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report – Presented

Office Study Update – Nothing Presented

Water Storage Evaluation Update – Presented

Service Line Inventory – Presented

Shut-off Policy Update

Mr. Fox noted some minor changes to the policy presented in the package.

Mr. Faerber, seconded by Mr. Norcross, made a motion to approve the shut off policy with revisions discussed at this evening's meeting.

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

Vacation Carryover Request

Mr. Faerber, seconded my Mr. Czech, made a motion to authorize 21 hours of vacation time to be carried-over for Maria Abreu and require the extra hours to be used by the end of 2025.

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

REPORT FROM LEGAL COUNSEL

Mr. Fox had nothing to discuss in Open Session

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

Mr. Faerber, seconded by Mr. Norcross, made a motion to go into Executive Session to discuss:

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.

General Manager's Annual Review and Merit Pay Consideration per Policy

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

Negotiating the Purchase of Property

Investment of Public Funds

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

Administrative Board Meeting Minutes
July 15, 2025

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

RETURN TO OPEN SESSION

David Gleason arrived during Executive Session.

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Grieb, made a motion to Seal the Executive Session Meeting Minutes of July 15, 2025. 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.

General Manager's Annual Review and Merit Pay Consideration per Policy - One vote was taken to approve merit pay in the amount of 5.63% and 2% special merit pay to the General Manager, for a total amount of \$11,041.91.

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

Negotiating the Purchase of Property – Reviewing plans for a new office space.

Investment of Public Funds – No update.

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

ADJOURNMENT

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

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


Philip T. Driscoll, Clerk