

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

**Administrative Board Meeting Minutes
August 19, 2025**

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

Meeting ID: 838 8405 3628 Passcode: 851750

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 Norcross and David Reise

Absent – Theodore Czech

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

GUESTS

John Weishaupt – 0 Park Avenue – Water Request

Mr. Reise, seconded by Mr. Faerber, made a motion to approve the application for water at 0 Park Ave subject to applicant installing the service line in conduit and paying for the title search.

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

CORRESPONDENCE

60 Summit Rd – Good Job Zack Guerette – Presented

Mr. Gleason, seconded by Mr. Faerber, made a motion to move item 6J, VFW Fire Service, before Minutes of Meetings.

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

VFW Fire Service Project

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the District to partner with the VFW to tap the existing 10" AC water main with a 4" tapping sleeve and valve which would be performed by the District and its contractors as well as install a 4" service line from the new tapping sleeve and valve to the VFW building.

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

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MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of July 15, 2025

Approve Administrative Board Executive Meeting Minutes of July 15, 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 July 15, 2025.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Murray Norcross, Thomas Grieb 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 \$813,983.45.

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

Quarterly Fire District Reports for Period Ending 7/31/25 per RIGL 45-12-22.2 – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report – Presented

Hydrant Maintenance

Ms. Lynch noted that customer's landscaping around fire hydrants is becoming problematic and the Operations Department is spending a lot of time monitoring the clearance around the hydrants. She is requesting Board support for the District to contact the customer two times to ask for compliance with clearing around the hydrant and if it is not done, the District will clear the area and bill the customer for their time, which is in line with the Town Ordinance regarding hydrants.

Water Quality Update – TTHM – Presented

Office Study Update – Nothing Presented

Service Line Inventory Update – Presented

Water Storage Evaluation Update – Nothing Presented

Shut off Policy – minor updates

Ms. Lynch noted some minor corrections needed in the Shut Off Policy.

Mr. Faerber, seconded by Mr. Grieb, made a motion to approve the Shut Off Policy with the corrections presented.

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

SCADA Vendor Update

Ms. Lynch noted that Woodard & Curran notified the District that they would no longer be working on SCADA for the District. She noted one of their former employees who has worked with the District previously, has branched out on his own and she is proposing to use Imperium System Integrators for SCADA.

REPORT FROM LEGAL COUNSEL

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

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

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

**Negotiating the Purchase of Property
Investment of Public Funds**

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

RETURN TO OPEN 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 August 19, 2025. Discussed were:

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

Negotiating the Purchase of Property – Planning progress continues on a new office acquisition.

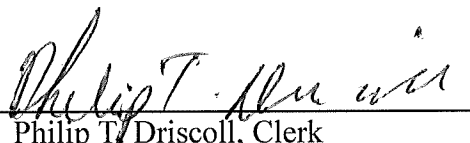
Investment of Public Funds – No update

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


Philip T. Driscoll, Clerk