

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

**Administrative Board Meeting Minutes  
September 16, 2025**

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

**Meeting ID: 821 2105 8990 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, Theodore Czech and David Reise

Absent – Murray Norcross

Also Present – Jessica Lynch and David F. Fox

**GUESTS**

Tiverton Investments, LLC, Malkin Estates/Seaside Landing, Re: Water Main Extension

**Mr. Faerber, seconded by Mr. Gleason, made a motion to:**

- **Approve a water main extension for the eight-unit (4 duplex) subdivision "Malkin Estates".**
- **Developer shall work with the District to update the design as required once final approval from the Portsmouth Planning Board is granted.**
- **Require a 20-foot easement for the water main with the owners of the right-of-way being responsible for roadway restoration in the event that PWFD is required to make future repairs to the main.**
- **Water main extension predicated on final approval of plans by District Staff.**

**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.**

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of August 19, 2025

Approve Administrative Board Executive Meeting Minutes of August 19, 2025

**Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of August 19, 2025.**

**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.**

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**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$508,508.04.**

**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.**

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

Operations Report – Presented

Office Study Update – Presented

Service Line Inventory Update – Presented

Water Storage Evaluation Update

Ms. Lynch reviewed the water storage evaluation with the Board.

VFW Fire Service Project Update

Ms. Lynch noted the curb stop and fire service line was installed and the VFW is happy.

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WRB Annual Report – Presented

Flushing Update

Ms. Lynch noted flushing will begin October 6.

REPORT FROM LEGAL COUNSEL

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

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

**Mr. Faerber, seconded by Mr. Gleason 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**

**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.**

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

**Mr. Faerber, seconded by Mr. Gleason, made a motion to Seal the Executive Session Meeting Minutes of September 16, 2025. Discussed were:**

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

**Negotiating the Purchase of Property – Negotiation continues for a new office building. No votes were taken.**

**Investment of Public Funds – No update**

**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.**

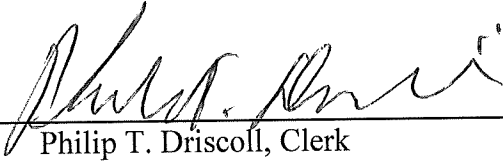
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**ADJOURNMENT**

**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, Thomas Grieb, Theodore Czech and David Reise voting in the affirmative.**



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Philip T. Driscoll, Clerk