

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

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

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 849 9424 3243 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 Norcross, Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

GUESTS

511 Vanderbilt Lane – Distance Exemption

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve a 40-foot exception to the 150-foot maximum distance requirement for 511 Vanderbilt Lane as requested by the property owners, since:

- **A water main extension is not necessary for looping or to service the customer.**
- **A main extension is not required to service future customers.**
- **There is adequate fire protection in the area.**

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

Borden Farm Estates LLC, Condo/ Subdivision, re: Water Main Extension

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

- **Approve a water main extension for the five building (4 quad) subdivision/condo complex “Borden Farm Estates”.**
- **Require a 20-foot easement for the water main within the condo/subdivision 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.**
- **Require the developer to assist the District in procuring the easement for a loop in as requested by the General Manager.**
- **Water main extension predicated on final approval of plans by District Staff.**
- **Construction as stated includes acquisition of the easement.**

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

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MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 18, 2025

Approve Administrative Board Executive Meeting Minutes of November 18, 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 November 18, 2025.

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

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 \$363,992.56 and an additional payment of \$667.50.

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

Present Schedule of 2026 Administrative Board Meetings - Presented

Present Schedule of 2026 Holidays – Presented

Performance Review Update – Presented

Holiday Luncheon – Presented

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REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality – TTHM

Ms. Lynch noted the OEL was over the limits. She noted that a violation does not need to be sent to customers but a report does need to be completed for DOH.

Service Line Inventory Update – Presented

Prudence Island Water District Request

Ms. Lynch noted that Prudence Island Water is looking for help. She suggested that Mr. Beaudoin may be interested in helping.

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)

Mr. Faerber, seconded by Mr. Gleason, 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 Goals and Objectives

Review candidate qualifications and hire Water System Operator

Litigation: 42-46-5 (a) (2)

Pending or Threatened Litigation

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

Negotiating the Purchase of Property

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

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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 December 16, 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 Goals and Objectives – One vote was taken to approve the goals and objectives.

Review candidate qualifications and hire Water System Operator – One vote was taken to approve the hiring of Jack Duponte as Distribution System Operator II, Step 1, at a pay rate of \$33.22 per hour with fringe benefits per District policy, with the offer contingent on:

- a clean Rhode Island BCI record (this has been completed)
- the successful completion of a comprehensive pre-employment medical examination, including testing for illegal substances, paid for by the District
- a physical fitness test to determine compatibility with the posted job requirements paid for by the District
- a one-year probationary period during which employee must:
 - demonstrate satisfactory performance and
 - earn T-1 and D-1 Operator Certification Licenses from the State of Rhode Island
- the pay rate during the probationary period being \$32.22 per hour for the first six months or until completion of D-1 certification, whichever occurs later

Litigation: 42-46-5 (a) (2)

Pending or Threatened Litigation – No update

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

Negotiating the Purchase of Property – Negotiations continue with respect to the prospective purchase of property.

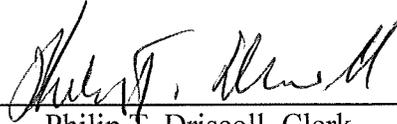
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ADJOURNMENT

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

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



Philip T. Driscoll, Clerk