

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

**Administrative Board Meeting Minutes
January 20, 2026**

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

Meeting ID: 871 9272 4160 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 J. Fox

CORRESPONDENCE

23 Baker Road – Great Job – Zack Guerette – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of December 16, 2025

Approve Administrative Board Executive Meeting Minutes of December 16, 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 December 16, 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 \$435,558.51.

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

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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

Water Quality – TTHM – Presented

RIDOT – Upcoming Projects

Ms. Lynch noted the District received cut sheets on the upcoming work by RIDOT at McCorrie Lane and Sprague Street.

Service Line Inventory

Ms. Lynch noted they are still working on the service line inventory with 120 Water and RI Rural Water; she noted there have been some customers who have gotten repeated contact even though they have self-reported.

Accessory Dwelling Units

Ms. Lynch noted the potential for an accessory dwelling unit at a property and requested that the Board consider how to address the District's requirement for an individual curb stop for each unit. Mr. Fox noted he thinks the District still has the option to require a separate curb stop for a separate building.

Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve authorization for the General Manager and staff to solicit proposals for Miscellaneous Construction and Repairs to the Water system.

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.

REPORT FROM LEGAL COUNSEL

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

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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.

Review and Acceptance of Employee Annual Reviews for 2025 as Presented and Recommended by General Manager per Policy

Review and Approval of Employee Merit Pay for 2025 as Presented and Recommended by General Manager per Policy

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.

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 January 20, 2026. 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.

Review and Acceptance of Employee Annual Reviews for 2025 as Presented and Recommended by General Manager per Policy – One vote was taken to accept the Annual Reviews for 2025 as presented by General Manager per policy.

Review and Approval of Employee Merit Pay for 2025 as Presented and Recommended by General Manager per Policy – One vote was taken to approve merit pay for 2025 as presented and recommended by General Manager per policy in the amount of \$59,523.36.

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**Administrative Board Meeting Minutes
January 20, 2026**

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 – One vote was taken to reject a construction proposal from a developer for the proposed project and offer to buy the land rather than a lease to buy option.

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.

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


Philip T. Driscoll, Clerk