

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

**Administrative Board Meeting Minutes  
March 17, 2026**

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

**Meeting ID: 828 6367 0592 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, and David Reise

Absent - Theodore Czech

Also Present – Jessica Lynch and David J. Fox

GUESTS

Cort Chapell – 80 Evans Way ADU- Distance Exemption Request

**Mr. Faerber, seconded by Mr. Gleason, made a motion to approve a 152-foot exception to the 150-foot maximum distance requirement for 80 Evans Way ADU 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 and David Reise voting in the affirmative.**

MINUTES OF MEETINGS

Approve Amended Special Administrative Board Meeting Minutes of February 5, 2026

Approve Amended Special Administrative Board Executive Meeting Minutes of February 5, 2026

**Mr. Faerber, seconded by Mr. Gleason, made a motion to approve the Amended Special Administrative Board Meeting Minutes and the Amended Special Administrative Board Meeting Executive Session Minutes February 5, 2026.**

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

Approve Administrative Board Meeting Minutes of February 17, 2026

Approve Administrative Board Executive Meeting Minutes of February 17, 2026

**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 February 17, 2026.**

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**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Thomas Grieb, Philip Driscoll, Murray Norcross 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 \$322,389.40.**

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

Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills – Presented

PARS OPEB Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Financial Statements – Presented

Administrative Board Election – 2026 – Presented

Positions:

Philip T. Driscoll - Clerk

Thomas A. Grieb – Water Commissioner

Schedule: Nomination Papers Available April 10th; Due May 11th; Election June 10th

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

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Operations Report / Storm Effort Update

Ms. Lynch noted the office was closed Monday and Tuesday. The operations staff cleared hydrants, even plowing some streets for the town in order to reach the hydrants. She noted that Mr. Perry, the Director of the Portsmouth Emergency Management Agency, reached out requesting information for possible reimbursement from FEMA.

**Mr. Faerber, seconded by Mr. Gleason, made a motion to purchase \$100 gift cards for each of the Operators who shoveled out the hydrants and to the Office Manager for coming in on Saturday before the storm to complete payroll.**

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

Office Update - Nothing Presented

RIDOT Update

Ms. Lynch noted that RIDOT is paving a portion of Boyds Lane, Point Street and Hummock Ave; the Operators will conduct leak detection beforehand.

Ms. Lynch noted that RI Energy and RIDOT started their work on West Main Road; they are relocating poles for the road widening project. She noted that RI Energy nicked the water main on Wednesday and most of the employees were out making the repair at night. She also noted that RI Energy wanted to move the poles too close to the water main; she and Mr. Lister argued with them to have the location moved. Ms. Lynch noted she will submit a Dig Safe violation.

Project Priority List / Drinking Water State Revolving Fund

Ms. Lynch noted she placed the office project on the Project Priority List.

Water Quality – TTHM

Ms. Lynch noted that the TTHM results are typically available in February. She noted the lab has had some changes and is experiencing some hiccups. She noted the results are good but they are just taking longer than usual to receive.

Service Line Inventory

Ms. Lynch noted that there are about 200 properties left on the list.

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Fire Service – Cost of Service Analysis

**Mr. Gleason, seconded by Mr. Norcross, made a motion to establish fire protection charges for FY-27 predicated on the Fire Protection Cost of Service Analysis as follows but to look at a more uniform price and different process to develop the price of approximately \$500 the following year:**

<b>Public Fire Hydrants</b>	<b>-</b>	<b>\$457 per each</b>
<b>Private Fire Services</b>	<b>-</b>	<b>\$25.00 per each for 2-inch and smaller</b>
		<b>\$157.00 per each for 4-inch</b>
		<b>\$456.00 per each for 6-inch</b>
		<b>\$972.00 per each for 8-inch</b>
		<b>\$1748.00 per each for 10-inch</b>

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

April Meeting – Proposed Tuesday April 28 OR Wednesday April 29

**Mr. Gleason, seconded by Mr. Grieb, made a motion to tentatively change the April meeting to April 30, 2026.**

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

Budget Discussion/ Wage and Benefits Survey

Ms. Lynch noted she thinks a full salary survey would be beneficial to the District as it can be difficult to compare jobs across other water systems; she noted this will ensure employees are being paid appropriately. She noted it will require some work in rewriting job descriptions.

**Mr. Faerber, seconded by Mr. Grieb, made a motion to approve the wage schedule with a 5% increase for FY-27.**

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

**Contract Updates**

**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**

**Investment of Public Funds**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Thomas Grieb, Philip Driscoll, Murray Norcross 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 March 17, 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.**

**Contract Updates – One vote was taken to approve a 6.5% increase for each of the next 3 years for the General Manager subject to the results of a wage survey within the first two years to see if an adjustment needs to be made.**

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

**Pending or Threatened Litigation – No vote taken.**

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

**Negotiating the Purchase of Property – One vote was taken to negotiate the acquisition of a parcel of land on East Main Road up to \$2,000,000 subject to due diligence.**

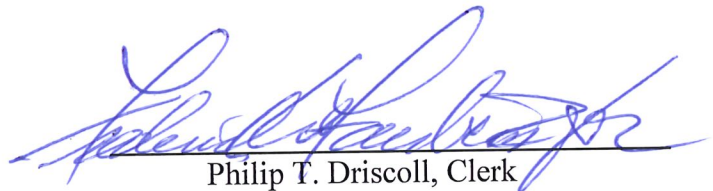
**Investment of Public Funds – Nothing presented**

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

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

  
Philip T. Driscoll, Clerk