

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

**Administrative Board Meeting Minutes  
April 29, 2026**

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

**Meeting ID: 864 0744 0251 Passcode: PWFD**

Present – Frederick Faerber, David Gleason, Thomas Grieb, Murray Norcross, Theodore Czech and David Reise

Absent – Philip Driscoll

Also Present – Jessica Lynch and David J. Fox

**Mr. Grieb, seconded by Mr. Gleason, made a motion to nominate Frederick Faerber as Chairman Pro Tem.**

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

**CORRESPONDENCE**

95 Flint Corn – Great Job – Zack Guerrette – Presented

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of March 17, 2026

Approve Administrative Board Executive Meeting Minutes of March 17, 2026

Approve Special Administrative Board Meeting Minutes of April 7, 2026

Approve Special Administrative Board Executive Meeting Minutes of April 7, 2026

**Mr. Gleason, seconded by Dr. Norcross, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of March 17, 2026 and the Special Administrative Board Meeting Minutes and the Special Administrative Board Meeting Executive Session Minutes of April 7, 2026.**

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

**NEW BUSINESS**

Review and Approval of FY-27 Operating and Capital Budget

**Mr. Grieb, seconded by Mr. Gleason, made a motion to approve the FY-27 Operating and Capital Budget as presented by the General Manager.**

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

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Dr. Norcross asked about the penalty fee and whether it should be increased. Mr. Grieb questioned the tax rate only going down 1 cent with property reevaluation. Ms. Lynch noted that the rate expert she was working with stated he would never decrease a 24-cent tax.

**Dr. Norcross, seconded by Mr. Gleason, made a motion to tentatively increase the late fee penalty to \$5 per quarter.**

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

Approve Schedule of Rates and Charges for FY-27

**Mr. Gleason, seconded by Mr. Grieb, made a motion to approve the Schedule of Rates and Charges for FY-27 as presented.**

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

Approve Payment of Bills Listed

**Dr. Norcross, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$392,941.99.**

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

Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills

**Mr. Grieb, seconded by Mr. Gleason, made a motion to invest the money from the matured Beacon Bank CD with Wells Fargo.**

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

PARS OPEB Summary – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

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Financial Statements – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Office Update

RIDOT Update

Ms. Lynch noted the District billed RIDOT for the damage when RI Energy struck the water main.

Project Priority List / Drinking Water State Revolving Fund – Presented

Water Quality – TTHM

Ms. Lynch noted the results of the samples have not been received yet.

Vacation Carryover – N. Lister

**Mr. Grieb, seconded by Mr. Gleason, made a motion to authorize up to 87 hours of vacation time to be carried-over for an additional 6 months for Nathan Lister.**

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

SHUT-OFF Policy – Approved updated rates

**Mr. Gleason, seconded by Mr. Grieb, made a motion to update the shut off rates in the policy to current schedule of rates and charges for FY-27.**

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

RI General Laws in Chapter 24-8.1 entitled "Relocation of Utility Services"

Ms. Lynch noted there is a hearing today at 4:00pm for the local legislators to introduce a change to this law. She noted that she submitted written testimony on behalf of the District and RIWWA.

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REPORT FROM LEGAL COUNSEL

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

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

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

**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, 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. Gleason, seconded by Mr. Grieb, made a motion to Seal the Executive Session Meeting Minutes of April 29, 2026. Discussed were:**

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

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

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

**Negotiating the Purchase of Property – One vote was taken to engage a realtor on behalf of the District to pursue the purchase of land at a not to exceed amount.**

**Investment of Public Funds – No vote taken.**

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

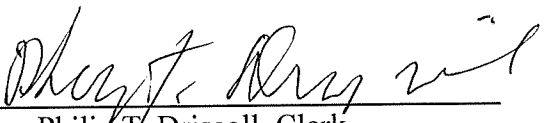
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**ADJOURNMENT**

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

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

  
Philip T. Driscoll, Clerk