

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

**Administrative Board Meeting Minutes
May 19, 2026**

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

Meeting ID: 889 3100 0213 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, Murray Norcross, Theodore Czech and David Reise

Absent - Philip Driscoll

Also Present – Jessica Lynch and David J. Fox

Mr. Gleason, seconded by Dr. Norcross, 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.

OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING

Mr. Gleason, seconded by Mr. Grieb, made a motion to open the Tax Assessor's meeting for the purpose of canvassing.

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.

GUESTS

Narragansett Bay Club Equestrian Village – Phase I, re: Water Main Extension

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

- **Approve an 8-inch water main extension for Phase I Narragansett Bay Club Equestrian Village.**
- **Require a waterline easement from the developer with all pavement and sidewalk restoration resulting from water main maintenance and repair to be the responsibility of the property owner or property owner's association**
- **Make approval contingent upon detailed design drawing and appropriate fire hydrant coverage being approved 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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CORRESPONDENCE

167 Spring Hill Rd – Exemplary Employees – Max Powers and Zach Silveira – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of April 29, 2026

Approve Administrative Board Executive Meeting Minutes of April 29, 2026

Mr. Gleason, seconded by Mr. Grieb, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of April 29, 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

Approve Payment of Bills Listed

Dr. Norcross, seconded by Mr. Grieb, made a motion to approve payment of bills listed in the amount of \$307,413.21.

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 – 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

Quarterly Fire District Reports for Period Ending 4/30/26 per RIGL 45-12-22.2

Dr. Norcross, seconded by Mr. Gleason, made a motion to approve the Quarterly Fire District Reports for Period Ending 4/30/26 per RIGL 45-12-22.2.

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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.

Adopted FY-27 Budget Report per RIGL 44-5-69

Mr. Gleason, seconded by Dr. Norcross, made a motion to approve the Adopted FY-27 Budget Report per RIGL 44-5-69.

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.

Annual Administrative Board Election

Accept and Certify Nomination Papers
Approve Ballot
Approve News Release

Mr. Gleason, seconded by Mr. Czech, made a motion to certify the Nomination Papers, all having at least 25 signatures of registered voters of the District, as required, for the District's annual election on June 10, 2026 submitted by:

**Philip T. Driscoll – Clerk
Thomas Grieb – Water Commissioner**

And to approve the ballot and news release 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.

Contractor Engagement & Administration – Tabled

Rate Attorney Performance – Tabled

Fire Hydrants – Tabled

Auditor Performance – Tabled

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Leak Detection Update – Presented

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Water Quality – TTHMs – Presented

Insurance Renewal Update – Presented

Office Study Update

RIDOT Update – Presented

Late Fee Follow Up Discussion

Dr. Norcross, seconded by Mr. Czech, made a motion to increase the late penalty fee to \$3.00 per month for past due accounts, effective July 1, 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.

REPORT FROM LEGAL COUNSEL

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

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

Mr. Grieb, 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, 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. Grieb, seconded by Mr. Gleason, made a motion to Seal the Executive Session Meeting Minutes of May 19, 2026. Discussed were:

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

Negotiating the Purchase of Property – One vote was taken to appoint David Reise, the Moderator, to be authorized to execute documents on behalf of the District for the purchase of property and to authorize

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the General Manager to hire subcontractors as needed for the due diligence period in a not to exceed amount of \$25,000.

Investment of Public Funds – Nothing 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.

ADJOURNMENT OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

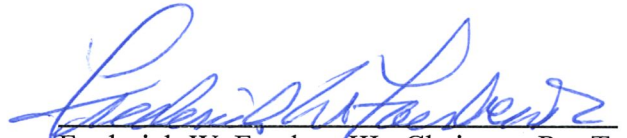
Mr. Gleason, seconded by Mr. Grieb, made a motion to adjourn the Tax Assessors' meeting for the purpose of canvassing.

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.

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.



Frederick W. Faerber ,III, Chairman Pro Tem