

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

**Administrative Board Meeting Minutes
June 16, 2026**

OPENING BY CHAIRMAN AND ROLL CALL

Dr. Norcross, seconded by Mr. Reise, made a motion to appoint 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.

The Administrative Board Meeting was called to order at 7:00 PM by Frederick Faerber.

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

ADMINISTRATIVE BOARD 2026 ELECTION

Certification of Election Results

Dr. Norcross, seconded by Mr. Gleason, made a motion to certify the results of the June 10, 2026 Administrative Board election:

- **For the Position of Clerk for a Three-Year Term:**
 - **Philip T. Driscoll**
- **For the Position of Water Commissioner for a Three-Year Term:**
 - **Thomas A. Grieb**

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.

Swearing In of New Members

Mr. Reise swore in Thomas A. Grieb.

ADMINISTRATIVE BOARD ORGANIZATION

Mr. Faerber noted that Philip Driscoll resigned from the position of Clerk. Mr. Fox noted that the Board can appoint someone in the interim until the next election in June of 2027. He also noted the Board can also continue with the vacancy for a year until the next election. Ms. Lynch recommended that anyone with a candidate in mind should have them submit a resume.

Mr. Gleason, seconded by Mr. Grieb, made a motion to accept the resignation of Philip Driscoll dated June 14, 2026.

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**Administrative Board Meeting Minutes
June 16, 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.

Election of Chairperson

Mr. Reise nominated Dr. Norcross as Chairman.

Mr. Czech nominated Mr. Faerber as Chairman.

Dr. Norcross declined the position. No other nominations were made.

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 to appoint Frederick Faerber as Chairman.

Assignment by Chairperson of Subcommittee Members and Chairpersons

Mr. Grieb was appointed to Chairman of the Administrative Subcommittee to replace Mr. Faerber.

GUESTS

The Aquidneck Club TAC Shack – Distance Exemption

Mr. Gleason, seconded by Mr. Grieb, made a motion to approve a 628-foot exception to the 150-foot maximum distance requirement for The Aquidneck Club TAC Shack 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, Murray Norcross, Theodore Czech and David Reise voting in the affirmative.

CORRESPONDENCE

43 Sherman Ave – Exemplary Employee – Jack DuPonte – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of May 19, 2026

Approve Administrative Board Executive Meeting Minutes of May 19, 2026

Mr. Grieb, seconded by Mr. Gleason, made a motion to approve the Administrative Board Meeting Minutes of May 19, 2026.

**PORTSMOUTH WATER AND FIRE DISTRICT
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**Administrative Board Meeting Minutes
June 16, 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.

Mr. Grieb, seconded by Mr. Gleason, made a motion to approve the Administrative Board Meeting Executive Session Minutes of May 19, 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. Gleason, made a motion to approve payment of bills listed in the amount of \$478,662.69.

Mr. Grieb questioned the duplicate bills on the register and whether the total amount is correct.

Dr. Norcross, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$478,662.69 with an amended motion to correct the amount as verified by the General Manager if the total includes the duplicated bills.

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

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Open Government - Appoint Filing Coordinator

Mr. Gleason, seconded by Mr. Grieb, made a motion to appoint Lauren Bogues as Filing Coordinator for the District.

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.

General Manager Annual Review – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Leak Detection Update

Ms. Lynch noted leak detection will begin in July.

Consumer Confidence Report (CCR)

Ms. Lynch noted the CCR is being mailed this week.

Tax Sale Update

Ms. Lynch noted four properties are on the tax sale list for the sale on June 18, 2026.

RIDOT Update – Presented

Project Priority List / Drinking Water State Revolving Fund – Presented

Water Quality – TTHM – Presented

Office Update

Service Line Inventory – Presented

Request to move July meeting

Ms. Lynch proposed moving the July meeting to July 16. The date doesn't work for Mr. Fox so Ms. Lynch will email some proposed alternative dates.

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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. Gleason, seconded by Mr. Grieb, 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

Dr. Norcross, seconded by Mr. Czech, made a motion to Seal the Executive Session Meeting Minutes of June 16, 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 withdraw the offer to purchase a piece of property.

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.

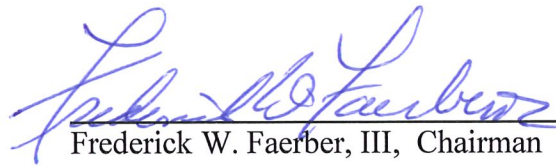
**PORTSMOUTH WATER AND FIRE DISTRICT
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**Administrative Board Meeting Minutes
June 16, 2026**

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