

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

**Administrative Board Meeting Minutes
July 14, 2026**

OPENING BY CHAIRMAN AND ROLL CALL

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

Also Present – Jessica Lynch and David J. Fox

GUESTS

Leak Relief – 32 Musselbed Shoal Road

Mr. Gleason, seconded by Mr. Grieb, made a motion, based on past practice, to offer a credit of \$203.76 for the above referenced water bills/usage to 32 Mussel Bed Shoal Rd., which credit is calculated based on 42,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$7.598 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet malfunctioning**
- **It appears that the owner was apparently unaware that the leak was occurring**
- **The toilet has been repaired**

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

60 Gormley Avenue – Great Job – Zack Guerrette – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of June 16, 2026

Approve Administrative Board Executive Meeting Minutes of June 16, 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 June 16, 2016.

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 \$605,340.20.

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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.

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

Board Vacancy

Ms. Lynch noted that she emailed a resume to the Board members of a candidate who would be interested. Mr. Grieb noted he also had a candidate but they haven't submitted their resume to him yet. He will reach back out. Mr. Faerber suggested that the Board interview the two candidates.

Mr. Gleason, seconded by Mr. Czech, made a motion to table the topic until the next meeting.

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 GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Leak Detection Update – Presented

Water Quality – TTHMs

Ms. Lynch noted the District will be sampling again the first week of August.

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Office Study Update

RIDOT Update – Presented

Holiday Policy

Mr. Gleason, seconded by Mr. Grieb, made a motion to approve the updated holiday policy with revised wording as recommended by District counsel.

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.

Cell Lease

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)

Mr. Gleason, seconded by Mr. Grieb, 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.

Upcoming Operator Retirement

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

Leak – Customer Damage Incurred

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

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Mr. Gleason, seconded by Mr. Grieb, made a motion to Seal the Executive Session Meeting Minutes of July 14, 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.

Upcoming Operator Retirement – One vote was taken.

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

Leak – Customer Damage Incurred – No update.

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

Negotiating the Purchase of Property – No update.

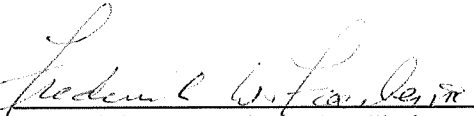
Investment of Public Funds – One vote was taken.

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.

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