

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

**Administrative Board Meeting Minutes
August 18, 2026**

Meeting ID: 889 1710 7698 Passcode: 883800

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

Timothy Cathcart, Eric Chappell & John Braga (via zoom) – Cathcart Project – Anthony Road Land Locked Lot – Water Request Follow Up

Mr. Grieb, seconded by Dr. Norcross, made a motion to authorize the installation of two curb stops along Anthony Road and Portsmouth Avenue with the service lines owned by the property owners and encased in conduit and also require the property owners to request a distance variance if needed.

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

CORRESPONDENCE

Great Job - Michael Rodrigues – Presented

Great Job – Ed Raposa – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of July 14, 2026

Approve Administrative Board Executive Meeting Minutes of July 14, 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 July 14, 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.

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NEW BUSINESS

Approve Payment of Bills Listed, including Electronic Payment of RIIB Loans

Mr. Gleason, seconded by Dr. Norcross, made a motion to approve payment of bills listed in the amount of \$810,739.56.

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 7/31/26 per RIGL 45-12-22.2 – Presented

Board Vacancy

Mr. Faerber noted that two candidates submitted their resumes to fill the board vacancy. He noted one has an engineering background while the other has a financial background.

Mr. Grieb, seconded by Mr. Reise, made a motion to ask Lisa Lasky if she would take the position on the Board.

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.

Fire Hydrants – Presented

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SEP Policy

Mr. Grieb, seconded by Mr. Gleason, made a motion to table a decision until the next Board 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

Ms. Lynch noted leak detection is complete; 6 leaks were found.

Water Quality – TTHMs

Ms. Lynch noted the TTHM results were good.

Office Study Update - No Update

Project Priority List

Ms. Lynch noted the office project is back on the project priority list.

Sanitary Survey - Presented

Cybersecurity – Presented

September Meeting Conflict

Ms. Lynch noted she has a conflict for the September meeting. She will email the members with a few potential dates.

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. 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.

GM Review

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

Mr. Gleason, seconded by Mr. Grieb, made a motion to Seal the Executive Session Meeting Minutes of August 18, 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.

GM Review – One vote was taken to approve 5.81% merit pay in the amount of \$8,907.31 to the General Manager.

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 – Board received an update.

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Investment of Public Funds – Board received an update.

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