

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

**Administrative Board Meeting Minutes
July 18, 2017**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Chairman Philip Driscoll.

Present – Frederick Faerber, Michael Nott, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur

Absent – Andrew Kelly (Arrived later in the meeting)

Also present – William McGlenn, Jessica Lynch, and David Fox

GUESTS

Benzine Development/Patriot Petroleum, 0 West Main Rd; Map 56, Lot 6, re: Distance Exception and Auxiliary Use Exception

Mr. Faerber, seconded by Mr. Nott, made a motion to approve a 50-foot exception to the 150-foot maximum water service distance requirement for the new gas station/car wash/retail convenience store on Map 56 Lot 6, as requested by the property owner, since:

- **A water main extension is not necessary to service the new Patriot Petroleum**
- **A main extension is not required to service future customers.**
- **Require the serviceline to be installed in a conduit.**

The developer shall add a fire hydrant in front of Patriot Petroleum on West Main Road as required by the Portsmouth Fire Department to provide adequate fire protection in the area.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Mr. Nott, seconded by Mr. Faerber, made a motion to approve an exception to the rule that requires a separate meter and curb stop for each building and allow an after-meter extension of the water serviceline at 0 West Main Road from the new gas station/retail convenience store to a new car wash on the same property, consistent with past practice, and with the proviso that said approval is for auxiliary use only.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Christopher Harkins; re: Water Main Extension for Portsmouth Heights Development, Map 63, Lot 15

Mr. Nott asked if the three (3) required hydrants should be added to the motion. Mr. McGlenn responded that they appear on the attached drawing but will also be part of the final approved

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

**Administrative Board Meeting Minutes
July 18, 2017**

plans. Mr. Fox inquired if the hydrants are part of the plans included in the package. He made a recommendation to include in the motion “as per the plans attached”. He informed the Board that by approving this motion, they are approving a dead end line until the water main is connected, if it does get connected. Ms. Lynch noted that the developer is providing an easement on their property through the cul-de-sac to the Moitoza Lane property. Mr. Shers noted that he thought that the property owner at Moitoza Lane was asked to provide an easement in the past and the District was turned down. Mr. McGlinn noted that there had been a conversation in the past about the easement and Mr. Moitoza wasn’t keen on the idea. Mr. McGlinn sent Mr. Moitoza a letter on Friday, July 14, 2017. He and Ms. Lynch will contact him this week to discuss the easement. Mr. Faerber asked what an easement donation meant. Mr. McGlinn responded that there would be no cost to Mr. Moitoza and it may be a tax write-off for the future.

Mr. Faerber, seconded by Mr. Molleur, made a motion to accept the recommendation of the General Manager, as per the plans attached, for the following:

- **Approve a water main extension for the eight (8) lot Portsmouth Heights Subdivision with a loop-in from Elm Street to Moitoza Lane through easements on the developer’s property and on adjacent private property.**
- **Require the developer to assist the District in procuring the easement as requested by the General Manager.**
- **Water main extension predicated on final approval of plans by District Staff.**
- **The developer shall install the loop-in to Moitoza Lane whenever the district obtains the easement, within five (5) years of final acceptance of the water main within Elm Street, and shall provide a performance bond for this purpose.**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Andrew Kelly joined the meeting.

Kurt Poulton; re: Water Main Extension for Windrock Estates Development, Map 48, Lot 19

Mr. Nott, seconded by Mr. Faerber, made a motion to:

- **Approve a water main extension for the eleven (11) lot Windrock Acres Subdivision with a double-back loop.**
- **Require the developer to provide an easement to the District to allow for future loop-in to Ferreira Farms.**
- **Developer shall work with the District to update the design as required once final approval from the Portsmouth Planning Board is granted.**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

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

**Administrative Board Meeting Minutes
July 18, 2017**

CORRESPONDENCE

Thank you note from Plane View Nurseries re: Operator Customer Service with Backflow Valve – Presented

Thank you note from Betsy Akin re: Office Customer Service with Billing Error – Presented

Linn Freedman, Records Request re: Water main Extension – Presented

PWFD Response to Linn Freedman Data Request – Presented

Mr. Nott inquired what Ms. Freedman’s original request was. Mr. McGlinn noted that she requested a water main extension down Sunset Lane just for her property. The District is requesting a loop in to Morningside Lane which is another dead end main that runs parallel to the proposed water main extension.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of June 20, 2017

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes of June 20, 2017.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Theodore Czech and Ronald Molleur voting in the affirmative. Allen Shers abstained from voting.

UNFINISHED BUSINESS

Tampering- Meter (re)install

Mr. McGlinn noted when the District has a tampering issue and the owner is directly involved, a meter will not be installed until the matter is addressed by the Board. At the Administrative Board Meeting held on June 20, 2017, Mr. Fox discussed possibly revising the current policy so that the owner is held accountable even if they were not involved in the tampering. Mr. McGlinn asked the Board what their preference would be until they decide on a new policy; should he wait for the property owner to address the Board or use his discretion to make a decision about when the meter can be installed. Mr. Faerber feels that Mr. McGlinn should use his discretion as the Board meets only once a month.

Tax Sale Summary

Mr. McGlinn informed the Board that one (1) property was sold at the Tax Sale.

Updated Organizational Chart - Presented

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

**Administrative Board Meeting Minutes
July 18, 2017**

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve Payment of Bills Listed in the amount of \$316,314.38.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Theodore Czech, Allen Shers and Ronald Molleur voting in the affirmative.

Budget to Actual

Mr. Driscoll noted that the adjusting entries for year-end FY-17 are not included. He also noted that he would like a balance sheet.

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis – Presented

Cash Flow Summary – Presented

Schedule Administrative Subcommittee – Audit Review, August 8, 2017

Mr. Nott noted that he had a conflict with the date presented and offered several alternative dates.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Mr. Driscoll noted that he met with Mr. Lister and found that the District has four hundred (400) backflow devices in use.

Water Quality – Update

Mr. McGlinn noted that the Rhode Island Department of Health has made a statement that the water coming from St. Mary's Pond is safe to drink with the treatment used by the District.

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

**Administrative Board Meeting Minutes
July 18, 2017**

Leak Detection – Update

Mr. McGlinn noted that leakage is down slightly comparative to the winter two years ago, but there is still an upward trend of leaks for the year which he attributes to the age of the system. He noted that most of the leaks found are the corporations directly tapped into the asbestos cement pipe.

RIDOT – Update

Mr. McGlinn noted that there have not been any issues with the contractor doing the sidewalk work on East Main Road. The District is keeping an eye on curb boxes and curb stops.

Legislation – Update

Mr. McGlinn noted that the Bill regarding funds held by the Infrastructure Bank has stalled in the General Assembly and will most likely not resurface until the next General Assembly.

REPORT FROM LEGAL COUNSEL

Mr. Fox notes that he had nothing to present in Open Session.

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

Mr. Faerber, seconded by Mr. Kelly, made a motion to go into Executive Session to discuss:

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

Middle Creek Farm – Update

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Theodore Czech, Allen Shers and Ronald Molleur voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Nott, seconded by Mr. Kelly, made a motion to seal the Executive Session meeting minutes of July 18, 2017. Discussed were:

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

Middle Creek Farm – Update

No vote was taken.

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

**Administrative Board Meeting Minutes
July 18, 2017**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Theodore Czech, Allen Shers and Ronald Molleur voting in the affirmative.

ADJOURNMENT

Mr. Faerber, seconded by Mr. Kelly, made a motion to adjourn.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, Philip Driscoll, Theodore Czech, Allen Shers and Ronald Molleur voting in the affirmative.

Philip T. Driscoll, Clerk