

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

**Administrative Board Meeting Minutes
August 17, 2017**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Michael Nott.

Present – Frederick Faerber, Michael Nott, Andrew Kelly, Allen Shers, Theodore Czech and Ronald Molleur

Absent – Philip Driscoll

Also present – William McGlinn, Jessica Lynch, Nathan Lister, Thomas Mayo and David Fox

Mr. Faerber, seconded by Mr. Shers, made a motion to appoint Michael Nott as chairman pro tem.

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

GUESTS

Thomas Mayo – GIS and IT Presentation – Presented

CORRESPONDENCE

Town of Portsmouth, Zoning Board of Review; re: Abutter Notification, 1985 East Main Rd – Presented

Quarterly Fire District Reports for Period Ending 07/31/17 per RIGL 45-12-22.2 – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of July 18, 2017

Approve Administrative Board Executive Session Meeting Minutes of July 18, 2017

Approve Administrative Subcommittee Board Meeting Minutes of August 4, 2017

Mr. Faerber, seconded by Mr. Czech, made a motion to approve the Administrative Board Meeting Minutes of July 18, 2017 and the Administrative Board Executive Session Meeting Minutes of July 18, 2017.

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

Mr. Nott noted that the Subcommittee Board Meeting Minutes of August 4, 2017 do not require approval.

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ADMINISTRATIVE SUBCOMMITTEE

Recommendation for Approval and acceptance of FY-17 Financial Audit

Mr. Faerber, seconded by Mr. Shers, made a motion to accept the Fiscal Year 2017 Financial Audit as presented.

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

Recommendation to Approve Auditor Assistance for Review of Segregation of Duties

Mr. Faerber, seconded by Mr. Shers, made a motion to approve Auditor Assistance for Review of Segregation of Duties within the Portsmouth Water and Fire District.

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

SEP Plan Requirements

Mr. Nott noted that Barbara Milner should still receive SEP payments with her vacation and sick time payout. Mr. McGlenn clarified that her unpaid and accrued vacation time and sick time are considered taxable income and Ms. Milner should receive a SEP payment based on that income.

Mr. Faerber, seconded by Mr. Kelly, made a motion to accept the SEP plan requirements as presented in the package.

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

Request Approval of Accounting Course for New General Manager and Office Manager

Mr. Kelly, seconded by Mr. Faerber, made a motion to approve accounting courses for the New General Manager and Office Manager at Bristol Community College or another suitable educational venue to be paid for by the Portsmouth Water and Fire District.

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

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Kelly, seconded by Mr. Faerber, made a motion to approve Payment of Bills listed in the amount of \$302,470.36.

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

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve payment to the Rhode Island Infrastructure Bank in the amount of \$135,800.47.

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

Approve Interim Payments

Mr. Kelly, seconded by Mr. Faerber, made a motion to approve Interim Payments listed in the amount of \$511.35.

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

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis – Presented

Cash Flow Summary - Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Water Service Application Approvals - Request Authorization for 44 Additional Pre-Approved Water Service Connections

Mr. Kelly, seconded by Mr. Faerber, made a motion to approve 44 Additional Pre-Approved Water Service Connections.

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

Demand Report – Presented

Operations Report

Mr. Nott inquired about the progress of hydrant inspections. Mr. Lister responded that the Operators have been very busy this year with several projects and the tank inspections. Mr. Nott asked if all the hydrants would be inspected by winter. Mr. Lister responded that it is unlikely. Mr. McGlenn noted that the Operators do a winter inspection on every hydrant to prevent any hydrants from freezing.

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Disposal of Assets – Presented

Water Quality

DOH Annual Report

Mr. McGlinn noted that on page 60, PWFD has four Operators licensed as DO Class 4-Full and five Operators listed as TO Class 2 – Full. He also noted that on page 61, the Department of Health (DOH) listed the District as having three violations for submitting sample results nineteen hours late when it should have been listed as only two violations. Mr. McGlinn reported this to the DOH but they will not change the report because they do not want two versions released. The DOH responded to Mr. McGlinn that the correction will be made in the next annual report.

DOH News Release on Legionnaire’s Disease - Presented

Chlorate – Update

Mr. McGlinn noted that the chlorate numbers are higher in the summer months. The DOH has requested that the District continue to sample for chlorates quarterly.

TTHM – Update

RIDOT – Update

Mr. McGlinn noted that there have not been any issues with Lynch while they have been working on East Main Road.

Request Authorization to Purchase Shipping Box

Mr. Faerber, seconded by Mr. Shers, made a motion to provide retroactive authorization for the purchase of a budgeted Outside Storage Box for \$5,300, from Out-Back Storage of Westerly, RI, predicated on the:

- **vendor’s apparent best value for quality and price based on staff research**
- **overall good condition of the selected box, and**
- **functionality of the double door configuration at each end of the selected box.**

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

Request Authorization to Purchase a Replacement File Server for Office

Mr. Faerber, seconded by Mr. Kelly, made a motion to retain Mr. Pishtari, owner of Advanced Cloud Consulting, as a sole source contractor to build and install the District’s replacement file

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server to meet current day hardware, software and security standards for a cost of \$13,825.00, predicated on:

- **Familiarity with the District's IT systems, SCADA system and security needs**
- **Prior demonstrated expertise for this type of work**
- **Fair and reasonable billing rates for the required work**

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

REPORT FROM LEGAL COUNSEL

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

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

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

Personnel: 42-46-5 (a) (1)

Review candidate qualifications and hire replacement Water System Operator

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

Middle Creek Farm, LLC

Acquisition or Lease of Real Property: 42-46-5 (a) (5)

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Andrew Kelly, 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. Faerber, seconded by Mr. Molleur, made a motion to seal the Executive Session Meeting Minutes of August 17, 2017. Discussed were:

Personnel: 42-46-5(a)(1) :

Review candidate qualifications and hire replacement Water System Operator

One vote was taken to hire Zachary Guerette as Distribution System Operator II, Step 1, at a pay rate of \$23.56 per hour with fringe benefits per District policy. The offer is contingent on a one year probationary period. The pay rate during the probationary period being \$22.56 per hour for the first six months or until completion of D-1 certification; whichever occurs later.

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

Middle Creek Farm

No Vote was taken

Acquisition or Lease of Real Property: 42-46-5 (a) (5)

Two votes were taken.

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

ADJOURNMENT

Mr. Kelly, seconded by Mr. Shers, 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