

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

**Administrative Board Meeting Minutes
February 20, 2018**

OPENING BY CHAIRMAN AND ROLL CALL

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

Present – Frederick Faerber, Andrew Kelly, Philip Driscoll, Allen Shers and Ronald Molleur

Absent – Michael Nott and Theodore Czech

Also Present – Jessica Lynch, Nathan Lister and David Fox

GUESTS

Linn Freedman, Sunset Ln, re: Water Main Extension Appeal – Not in attendance

Joyce Rolfe, 0 Mare Ter, re: Water Main Extension

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

- **Approve an approximate 100 foot water main extension just for 0 Mare Terrace, predicated on the fact that Northern Waterfront Associates (Newport Beach Club) has already received approval to loop the water main to the new Development and plans to do so in a future phase of work.**
- **Make approval contingent upon detailed design drawing being approved by the General Manager.**

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

CORRESPONDENCE

Douglas Bernon, re: Leak Relief Request for 13 Baker Rd.

Mr. Kelly, seconded by Mr. Faerber, made a motion to table a decision until the next meeting.

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

Lisa & Shane Hopkins, re: Leak Relief Request for 32 Gorton St

Mr. Faerber, seconded by Mr. Shers, made a motion, based on past practice, to approve a credit of \$898.34 for the January 2018 water bill to Lisa Hopkins, owner of 32 Gorton Street, which credit is calculated based on 171,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$5.437 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a leak in the service line**
- **It appears that the owner and tenant were apparently unaware that the leak was occurring.**

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- **The service line was promptly repaired once the owner and tenant became aware of the leakage.**

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

Insurance Services Office, Inc. – Info Request and Meeting - Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of January 16, 2018

Approve Administrative Board Executive Meeting Minutes of January 16, 2018

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of January 16, 2018.

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

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 \$266,726.59.

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

Budget to Actual – Presented

Mr. Driscoll noted that sales are running behind.

Summary of Bank Accounts – Presented

Mrs. Lynch noted that the office is working on banking options. Mr. Shers noted that he feels the District should use at least two banks.

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Financial Statements – Presented

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REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Disposal of Assets

Mrs. Lynch noted that there are water works materials that need to be scrapped. She also noted that the old server will be sold to Drini Pishtari for \$100.00.

Mr. Kelly, seconded by Mr. Faerber, made a motion to authorize the General Manager to dispose of the items as presented to the Board.

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

Water Quality Update – Chlorate

Mrs. Lynch noted that there is one more round of sampling for chlorates; it will be done in April.

AMI Infrastructure

Mrs. Lynch noted that she is working with the lawyers to get more Stealth Readers.

Union Street Pump Station Update

Mrs. Lynch noted that she is working with Tighe & Bond on evaluation. She also noted that the environmental assessment will require two public meetings. She noted that she is still working on funding.

Quickbooks Update

Mrs. Lynch noted that the monthly cost for Quickbooks increased significantly; current expense is \$259.00 per month and would be increasing to \$336.00 per month. She also noted that by paying annual amount in full, it brought the expense down to \$270.00 per month.

Quarterly Fire District Reports for Period Ending 1/31/18 per RIGL 45-12-22.2 – Presented

Fire Service – Cost of Service Analysis

Mrs. Lynch noted that the cost decreased \$35.00 per hydrant.

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Mr. Faerber, seconded by Mr. Molleur made a motion to establish fire protection charges for FY-19 predicated on the Fire Protection Cost of Service Analysis as follows:

Public Fire Hydrants	-	\$338.00 per each
Private Fire Services	-	\$19.00 per each for 2-inch and smaller
		\$116.00 per each for 4-inch
		\$338.00 per each for 6-inch
		\$720.00 per each for 8-inch
		\$1,295.00 per each for 10-inch

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

Miscellaneous Construction Contracts

Award Contracts

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

- **Award full service contracts for 2018 Miscellaneous Construction and Repairs to Water System to East Coast Landscaping and Construction, Inc. for full service work, including paving, predicated on:**
 - **Satisfactory response to the request for proposals,**
 - **Fairness and reasonableness of the prices, generally.**
 - **Prior satisfactory performance of East Coast Landscaping working on the District's system.**
- **Award a contract to The Lawn Care Company for limited service for loaming and seeding work predicated on the:**
 - **Fair and reasonable prices,**
 - **Favorable pricing compared to other proposals,**
 - **Satisfactory work experience with the District.**

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

Approve Billing Rates

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

- **Approve the "PWFD Billing" prices shown on the "Tabulation of 2018 Approved Construction Contractors and PWFD Billing Rates", which will be used to bill customers for the various types of construction work performed by the District, particularly for curb stop installations.**

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

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (2) (3) (5) (7)

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

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

Middle Creek Farms, LLC

Contract Negotiation 42-46-5 (a) (3) (5) (7)

Union Street Pump Station – Engineering for Planning and Zoning

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

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Kelly, seconded by Mr. Faerber, made a motion to seal the Executive Session Meeting Minutes of February 20, 2018. Discussed were:

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

Middle Creek Farms, LLC – Update

No vote was taken.

Contract Negotiation 42-46-5 (a) (3) (5) (7)

Union Street Pump Station – Engineering for Planning and Zoning

One vote was taken to hire Principe Engineering for the planning and zoning of the Union Street Pump Station.

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.


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ADJOURNMENT

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

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


Philip T. Driscoll, Clerk