

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

Administrative Board Meeting Minutes  
October 15, 2019

The Administrative Board Meeting was held at the Portsmouth Water and Fire District's office.

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:30 PM by Chairman Philip Driscoll.

Present – Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise

Absent – Andrew Kelly

Also Present – Jessica Lynch, David J. Fox and Lauren Bogues

GUESTS

Joan Seidler, 4 Hall Rd, Re: Auxiliary Use

**Mr. Faerber, seconded by Mr. Shers, 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 4 Hall Road from the existing house to the existing shed on the same property, consistent with past practice, and with the approval predicated on home occupational use and with the proviso that said approval is for auxiliary use only and is not an approval for a separate living unit.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

CORRESPONDENCE

Thank you from the Portsmouth Garden Club – Presented

Correspondence with the Town regarding building fees for the new Union Street Pump Station – Presented

*Attorney Muller entered meeting but noted he and Ms. Alves would wait outside the Board room while the Board conducted other business.*

Mr. Gleason noted that Mr. Lister, Mr. Raposa, and Mr. Hebert did a tremendous job on the Massasoit leak repair.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of September 17, 2019

Approve Administrative Board Executive Meeting Minutes of September 17, 2019

**Mr. Faerber, seconded by Mr. Shers, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of September 17, 2019.**

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**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

Review Administrative Subcommittee Meeting Minutes of October 1, 2019 – Presented

ADMINISTRATIVE SUBCOMMITTEE

Recommendation for Approval and Acceptance of FY-19 Financial Audit

**Mr. Faerber, seconded by Mr. Shers, made a motion to approve and accept the FY-19 Financial Audit.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

NEW BUSINESS

Approve Payment of Bills Listed

**Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$318,816.47.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

Approve Transfer of Funds

**Mr. Faerber, seconded by Mr. Shers, made a motion to approve the transfer of \$50,000.00 from the ICS Account to the BankNewport Checking account to cover the payment of bills.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis

Mr. Driscoll would like research done on the credit balances.

Cash Flow Summary – Presented

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Financial Statements – Presented

Approve Tax Resolution for FY-20 Water District Property Taxes

Mr. Faerber, seconded by Mr. Shers, made a motion to approve a tax rate of \$0.21 per \$1,000 of assessed property value.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Mr. Driscoll noted that the District must have inspected more main valves than are shown on the report. Ms. Lynch noted she would check with Mr. Lister.

Union Street Pump Station Update – Presented

Sakonnet River Pipeline Study

Ms. Lynch noted that Tighe & Bond has contacted about one dozen vendors and are researching requirements to place the pipeline on the bridge. They should have a draft in about three weeks.

PWFD Rating Information – Presented

Flushing Update – Presented

NEWWA News Release

The Board congratulated Ms. Lynch.

REPORT FROM LEGAL COUNSEL

Tax Sale Issue

Ms. Lynch noted that 0 Sea Meadow (a retention pond) was sold at tax sale but it belongs to several different property owners. The District paid \$517.75 to clean up the issue.

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

**Mr. Faerber, seconded by Mr. Shers, made a motion to go in to 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.**

**Employee Job Performance and Character**

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

**Notice of Potential Claim  
Middle Creek Farms, LLC – Update  
Failed Water Meter – Customer Damage Incurred  
Newport PUC Rate Filing  
Negotiating for the Purchase of Property**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

RETURN TO OPEN SESSION

**Mr. Faerber, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of October 15, 2019. 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.**

**Employee Job Performance and Character**

**One vote was taken, 6-0, to terminate an employee.**

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

**Notice of Potential Claim  
Middle Creek Farms, LLC – Update  
Failed Water Meter – Customer Damage Incurred  
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**No votes were taken.**

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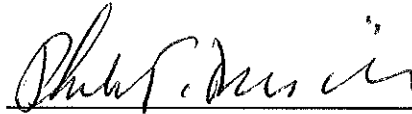
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**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**

**ADJOURNMENT**

**Mr. Faerber, seconded by Mr. Shers, made a motion to adjourn.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.**



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Philip T. Driscoll, Clerk