

PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island
401-683-2090
ADMINISTRATIVE BOARD MEETING
AGENDA

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March 20, 2018
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Linn Freedman, Sunset Ln, re: Water Main Extension Appeal
 - B. Douglas Bernon, re: Leak Relief Request for 13 Baker Rd
3. CORRESPONDENCE
 - A. Abutter Notice re: Benzine Development
4. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of February 20, 2018
 - B. Approve Administrative Board Executive Meeting Minutes of February 20, 2018
5. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Approve the Electronic Payment for 2002 Bond Principal and Interest in the amount of \$207,543.13
 - C. Budget to Actual
 - D. Summary of Bank Accounts
 - E. Cash Flow Summary
 - F. Water Accounts Receivable Analysis
 - G. Financial Statements
 - H. Administrative Board Election - 2018:
 - 1) Positions:
 - a. Theodore T. Czech – Tax Assessor
 - b. Michael W. Nott – Tax Assessor
 - c. Frederick W. Faerber, III – Tax Collector
 - 2) Schedule: Nomination Papers Available April 13th; Due May 14th; Election June 13th
6. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Disposal of Assets
 - E. Water Quality Update – TTHMs
 - F. Water Shut-offs for Nonpayment – Update
 - G. Union Street Pump Station Update
 - H. Leak Detection – Update

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- I. FY-19 Budget Schedule
 - 1) Budget Workshop – TBD – April 10th or 11th
 - 2) Budget Approval – April 17, 2018
- J. AMI Infrastructure – Update

- 7. REPORT FROM LEGAL COUNSEL

- 8. EXECUTIVE SESSION 42-46-5 (a) (2) (5)
 - A. Personnel: 42-46-5(a)(1) :
 - 1) Proposed Goals and Objectives for General Managers Annual Review
 - 2) Recommendation for Completion of Probation Period for Office Manager
 - B. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC
 - C. Vote Regarding Disclosure of Votes and Disposition
 - D. Adjourn Executive Session

- 9. RETURN TO OPEN SESSION
 - A. Disclosure of Executive Session Votes and Disposition of Minutes

- 10. ADJOURNMENT

Posted – 3/16/2018

**Individuals requesting interpreter services for the hearing impaired must call 683-2090 - Portsmouth
Water & Fire District
or 683-0300 - Portsmouth Police TDD forty-eight hours in advance of the meeting date.**