

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

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April 17, 2018
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

- A. Bill McKee, 45 Highland Ave, re: Water Main Extension
- B. Dennis R. Lynch, 160 Woodland Dr, re: Water Main Extension
- C. Tighe & Bond, Union Street Pump Station, re: Environmental Assessment Presentation

3. CORRESPONDENCE

- A. Letter from Portsmouth Garden Club to Town of Portsmouth re: Request for PWFD to complete a feasibility study and cost estimate for installation of an outdoor hose/water faucet at Legion Park
- B. Letter from Attorney Jon Elder re: notice of move from Hinkley Allen to Anderson Kreiger
- C. Letter from RI Interlocal Trust Risk Management re: Worker's Compensation Premium Estimates
- D. Letter from RI Interlocal Trust Risk Management re: Health Pool Renewal Rate Calculation

4. MINUTES OF MEETINGS

- A. Approve Administrative Board Meeting Minutes of March 20, 2018
- B. Approve Administrative Board Executive Meeting Minutes of March 20, 2018
- C. Review Special Board Meeting Minutes of April 10, 2018

5. UNFINISHED BUSINESS

- A. Review and Approval of FY-19 Operating and Capital Budget
- B. Approve Schedule of Rates and Charges for FY-19

6. NEW BUSINESS

- A. Approve Payment of Bills Listed
- B. Budget to Actual
- C. Summary of Bank Accounts
- D. Cash Flow Summary
- E. Cash Management Options/Business Line of Credit
- F. Water Accounts Receivable Analysis
- G. Financial Statements
- H. Drinking Water Week Proclamation and News Release
- I. Board Approval of the Abandonment of the Existing AC Line on the Portsmouth Police Station Property

CONTINUED

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7. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals
- B. Demand Report
- C. Operations Report
- D. Disposal of Assets
- E. Water Quality Update – Navy (TTHMs and Lead and Copper)
- F. AMI Infrastructure Update
- G. Union Street Pump Station Update
- H. Vacation Carryover for Operations Manager

8. REPORT FROM LEGAL COUNSEL

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

- A. 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.
 - 1) 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

10. RETURN TO OPEN SESSION

- A. Disclosure of Executive Session Votes and Disposition of Minutes

11. ADJOURNMENT

Posted – 4/13/2018

**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.**