

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

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May 15, 2018
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING
3. GUESTS
 - A. Tighe & Bond – Public Hearing to Present the Draft Environmental Assessment Preferred Alternative
4. CORRESPONDENCE
 - A. John Zambrano, re: 0 Sandy Point Ave, Map 62, Lot 17I, Re: Distance Exception
 - B. Letter from David and Mary Elizabeth MacBain, 258 Prospect Ln, re: Request for Relief for Shutoff Fees
 - C. Email dated 5/8/18 from Corinna Chaves, 117 Cherokee Dr, re: Request for Leak Relief
5. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of April 17, 2018
 - B. Approve Administrative Board Executive Meeting Minutes of April 17, 2018
6. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Approve Interim Payment
 - C. Budget to Actual
 - D. Summary of Bank Accounts
 - E. Cash Flow Summary
 - F. Banking Update
 - G. Water Accounts Receivable Analysis
 - H. Financial Statements
 - I. Quarterly Fire District Reports for Period Ending 4/30/18 per RIGL 45-12-22.2
 - J. Adopted FY-19 Budget Report per RIGL 44-5-69
 - K. Annual Administrative Board Election
 - 1) Accept and Certify Nomination Papers
 - 2) Approve Ballot
 - 3) Approve News Release
7. REPORT FROM GENERAL MANAGER
 - A. Union Street Pump Station Update
 - B. Water Service Application Approvals
 - C. Demand Report

Continued

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- D. Operations Report
- E. Water Quality Update
- F. Leak Detection Update
- G. Insurance Update

8. REPORT FROM LEGAL COUNSEL

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

- A. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
- B. Acquisition or Lease of Real Property: 42-46-5 (a) (5)
 - 1) T-Mobile Wireless Contract Amendment
- 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 OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

12. ADJOURNMENT

Posted – 5/11/2018

**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.**