

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

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January 15, 2019
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Margaret Visconti, 249 Old Mill Lane, re: Request for Leak Relief
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of December 18, 2018
 - B. Approve Administrative Board Executive Meeting Minutes of December 18, 2018
 - C. Administrative Subcommittee Meeting Minutes of January 11, 2019
 - D. Administrative Subcommittee Executive Meeting Minutes of January 11, 2019
4. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Cash Flow Summary
 - E. Water Accounts Receivable Analysis
 - F. Financial Statements
 - G. Request Authorization for Joint Tax Sale with Town of Portsmouth on June 18, 2019
5. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Disposal of Assets
 - E. AMI System Update
 - F. Auditor Update
 - G. Union Street Pump Station Update
 - H. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
6. REPORT FROM LEGAL COUNSEL

CONTINUED

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

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) Review and Acceptance of Employee Annual Reviews for 2018 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
- 2) Review and Approval of Employee Merit Pay for 2018 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
- 3) Accountant Contract

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

- 1) Middle Creek Farms, LLC – Update
- 2) Failed Water Meter – Customer Damage Incurred
- 3) Newport PUC Rate Filing

C. Vote Regarding Disclosure of Votes and Disposition

D. Adjourn Executive Session

8. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

9. ADJOURNMENT

Posted – 1/11/2019

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.