

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

Page 1 of 2

April 16, 2019  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Ann-Marie Quinn, 43 Slocum Rd., re: Request for Leak Relief
  - B. Nick Landi, 72 Russell Ave., re: Request for Leak Relief
3. CORRESPONDENCE
  - A. Call from Ms. Braga, 87 Dexter St., re: Praise for Ed Raposa for Promptness and Professionalism in Changing out Water Meter for a Reading Issue
  - B. Letter from Ms. Quinn re: Praise for Lauren Bogues for Being Professional, Courteous and Helpful (see Leak Relief Letter from 2A)
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of March 19, 2019
  - B. Approve Administrative Board Executive Meeting Minutes of March 19, 2019
  - C. Review Special Board Meeting Minutes of April 12, 2019
5. UNFINISHED BUSINESS
  - A. Review and Approval of FY-20 Operating and Capital Budget
  - B. Approve Schedule of Rates and Charges for FY-20
  - C. Recommendation for Auditor Contract Award for FY-19, FY-20 and FY-21
6. 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. Drinking Water Week Proclamation and News Release
7. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Tampering Discussion (cont.)
  - E. Leak Relief Discussion/Policy

*CONTINUED*

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- F. AMI Infrastructure Update
- G. Union Street Pump Station Update
- H. Bond Rating – Bond Counsel Suggested Option 1 for Bond Rating
- I. Insurance Update
- J. Comprehensive Community Plan – Water Element
- K. Vacation Carryover for Operations Manager

8. REPORT FROM LEGAL COUNSEL

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

- A. Litigation: 42-46-5 (a) (2)
  - 1) Middle Creek Farms, LLC – Update
  - 2) Failed Water Meter – Customer Damage Incurred
  - 3) Newport PUC Rate Filing
  - 4) Charter Update
- B. Vote Regarding Disclosure of Votes and Disposition
- C. Adjourn Executive Session

10. RETURN TO OPEN SESSION

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

11. ADJOURNMENT

Posted – 4/12/2019

**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.**