

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

Page 1 of 2

July 16, 2019
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
 - A. Gary Crosby, Comprehensive Community Plan – Water Element
 - B. Bay State Wind update
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of June 18, 2019
 - B. Approve Administrative Board Executive Meeting Minutes of June 18, 2019
4. UNFINISHED BUSINESS
 - A. Updated Organizational Chart
5. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Water Accounts Receivable Analysis
 - E. Cash Flow Summary
 - F. Financial Statements
6. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Disposal of Assets
 - E. AMI Update
 - F. Leak Detection Update
 - G. Union Street Pump Station Update
 - H. Tax Sale Update
7. REPORT FROM LEGAL COUNSEL

Continued

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

Page 2 of 2

July 16, 2019
7:00PM

8. 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) General Manager's Annual Review and Merit Pay Consideration per Policy
 - 2) Potential New Hire for Office Clerk Position
 - 3) Succession Planning – Senior Clerk
- 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

9. RETURN TO OPEN SESSION

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

10. ADJOURNMENT

Posted – 7/11/2019

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.