

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

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January 18, 2022
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Jack Domingoes Construction Company, 48 Hall Rd., Re: Auxiliary Use
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of December 21, 2021
 - B. Approve Administrative Board Executive Meeting Minutes of December 21, 2021
 - C. Administrative Subcommittee Meeting Minutes of January 18, 2022
 - D. Administrative Subcommittee Executive Meeting Minutes of January 18, 2022
4. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Water Accounts Receivable Analysis
 - E. Tax Accounts Receivable Analysis
 - F. Sundries Accounts Receivable Analysis
 - G. Cash Flow Summary
 - H. Financial Statements
 - I. Request Authorization for Joint Tax Sale with Town of Portsmouth on June 14, 2022
5. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. AMI System Update
 - E. Leak Detection Update
 - F. Sakonnet River Pipeline Study
 - G. Rate Study Update
 - H. Sprague Street Water Main Update
 - I. On-Call Engineering Services
 - J. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
 - K. Sale of 2005 Ford Explorer
6. REPORT FROM LEGAL COUNSEL

CONTINUED

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

- 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) Accountant Contract
 - 2) Review and Acceptance of Employee Annual Reviews for 2021 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
 - 3) Review and Approval of Employee Merit Pay for 2021 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
- B. Litigation: 42-46-5 (a) (2)
 - 1) Failed Water Meter – Customer Damage Incurred
- C. Negotiating the use of Public Funds: 42-46-5 (a) (7)
 - 1) Negotiating the Purchase of Property
- D. Vote Regarding Disclosure of Votes and Disposition
- E. Adjourn Executive Session

2. RETURN TO OPEN SESSION

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

3. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/83755757764?pwd=dUxDen0cFhVeFZVYmd3UkFSRS96Zz09>

Meeting ID: 837 5575 7764

Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 837 5575 7764

Passcode: 586954

Posted – 1/13/2022

**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.**