

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

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June 22, 2022  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. ADMINISTRATIVE BOARD 2022 ELECTION
  - A. Certification of Election Results
  - B. Swearing In of New Members
3. ADMINISTRATIVE BOARD ORGANIZATION
  - A. Election of Chairperson
  - B. Assignment by Chairperson of Subcommittee Members and Chairpersons
4. EXECUTIVE SESSION 42-46-5 (a) (2) (7) \*Hinckley Allen to Attend
  - A. Litigation: 42-46-5 (a) (2)
    - 1) Failed Water Meter – Customer Damage Incurred
  - B. Negotiating the use of Public Funds: 42-46-5 (a) (7)
    - 1) Negotiating the Purchase of Property
    - 2) Investment of Public Funds
    - 3) Newport Rate Case
  - C. Vote Regarding Disclosure of Votes and Disposition
  - D. Adjourn Executive Session
5. RETURN TO OPEN SESSION
  - A. Disclosure of Executive Session Votes and Disposition of Minutes
6. CORRESPONDENCE
  - A. Gary Sargent – Possible Water Leak at 58B Water Street
7. GUESTS
  - A. Distance Exemption – 459 Vanderbilt Lane
8. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of May 17, 2022
  - B. Approve Administrative Board Executive Meeting Minutes of May 17, 2022

*Continued*

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9. NEW BUSINESS

- A. Approve Payment of Bills Listed
- B. ACH Autopayments
- C. Budget to Actual
- D. Summary of Bank Accounts
- E. Purchase of Treasury Bills
- F. PARS OPEB Summary
- G. Cash Flow Summary
- H. Water Accounts Receivable Analysis
- I. Tax Accounts Receivable Analysis
- J. Sundries Accounts Receivable Analysis
- K. Sundries Cleanup
- L. Financial Statements
- M. Open Government - Appoint Filing Coordinator
- N. General Manager Annual Review – P. Driscoll

10. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals -Request Authorization for 40 Additional Pre-Approved Water Service Connections
- B. Demand Report
- C. Operations Report
- D. Tax Sale Update
- E. Leak Detection
- F. Sakonnet River Pipeline
- G. New Office Discussion
- H. Carry Over Funds

11. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/83144902427?pwd=RlINQUZmUTJpTEdxOU5KeEw1dzRyUT09>

Meeting ID: 831 4490 2427

Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 831 4490 2427

Passcode: 918971

Posted – 6/17/2022

**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.**