

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

Page 1 of 2

August 21, 2018  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Conor Melville, BCM Realty Partners, LLC, 126 Glen Rd., re: Tampering
  - B. Robert Fairclough, Fair Price Plumbing, LLC, 96 Jo Anne Ave., re: Tampering
  - C. Devaney Energy, 1596 West Main Rd., re: Auxiliary Use
  - D. Jeffrey Prater, 252 Common Fence Blvd., re: Request for Leak Relief
  - E. Thomas and Cynthia Malone, 85 Russell Ave., re: Request for Leak Relief
3. CORRESPONDENCE
  - A. Letter from City of Newport, re: Water Consumption
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of July 17, 2018
  - B. Approve Administrative Board Executive Meeting Minutes of July 17, 2018
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Request Authorization to Transfer Funds
  - C. Budget to Actual
  - D. Summary of Bank Accounts
  - E. Cash Flow Summary
  - F. Water Accounts Receivable Analysis
  - G. Financial Statements
  - H. Schedule Administrative Subcommittee – Audit Review
  - I. Quarterly Fire District Reports for Period Ending 7/31/18 per RIGL 45-12-22.2
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Disposal of Assets
  - E. Water Quality Update
  - F. Leak Detection Update
  - G. Union Street Pump Station Update
  - H. Banking Update
  - I. Move Scheduled Meeting for September 18, 2018 to either September 13, 2018 or September 20, 2018 to Accommodate Management Staff Schedule

*CONTINUED*

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7. REPORT FROM LEGAL COUNSEL
8. EXECUTIVE SESSION 42-46-5 (a) (2)
  - A. Litigation: 42-46-5 (a) (2)
    - 1) Middle Creek Farms, LLC – Update
    - 1) Summons –Angela Beth Arruda vs. PWFD
  - B. Vote Regarding Disclosure of Votes and Disposition
  - C. Adjourn Executive Session
9. RETURN TO OPEN SESSION
  - A. Disclosure of Executive Session Votes and Disposition of Minutes
10. ADJOURNMENT

Posted – 8/17/2018

**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.**