

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

Page 1 of 2

February 19, 2019  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Peter Letendre, 45 Coral St., re: Request for Leak Relief
3. CORRESPONDENCE
  - A. Letter from Peter and Natalie Letendre – Compliments to Z. Silveira (see Leak Relief Letter from 2A)
  - B. Letter from The Trust, re: Safety Enhancement Grant Program
  - C. Letter from the American Backflow Prevention Association, re: M. Hebert
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of January 15, 2019
  - B. Approve Administrative Board Executive Meeting Minutes of January 15, 2019
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Electronic Payment for Union Street Pump Station Land Purchase in the amount of \$121,000
  - C. Budget to Actual
  - D. Summary of Bank Accounts
  - E. Cash Flow Summary
  - F. Water Accounts Receivable Analysis
  - G. Financial Statements
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Water Quality Update
  - E. Disposal of Assets
  - F. Quarterly Fire District Reports for Period Ending 1/31/19 per RIGL 45-12-22.2
  - G. AMI Infrastructure Update
  - H. Union Street Pump Station Update
  - I. Vehicle Sale Update
  - J. Auditor Update
  - K. Bond Rating Update
  - L. Water System Supply Management Plan Update
  - M. Tank Farm Development Advisory Committee – potential PWFD liaison
  - N. Paperless Meeting Package Discussion

*CONTINUED*

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

Page 2 of 2

February 19, 2019  
7:00PM

- O. Miscellaneous Construction Contracts
  - 1) Award Contracts
  - 2) Approve Billing Rates

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
  - 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

9. RETURN TO OPEN SESSION

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

10. ADJOURNMENT

Posted – 2/14/2019

**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.**