

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

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March 19, 2019
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

- A. Update: Peter Letendre, 45 Coral St., re: Request for Leak Relief
- B. John and Susan Borden, Borden Farm Subdivision, re: Water Main Extension

3. MINUTES OF MEETINGS

- A. Approve Administrative Board Meeting Minutes of February 19, 2019
- B. Approve Administrative Board Executive Meeting Minutes of February 19, 2019

4. NEW BUSINESS

- A. Approve Payment of Bills Listed
- B. Approve the Electronic Payment for 2002 Bond Principal and Interest in the amount of \$207,793.13
- C. Budget to Actual
- D. Summary of Bank Accounts
- E. Cash Flow Summary
- F. Water Accounts Receivable Analysis
- G. Financial Statements
- H. Administrative Board Election - 2019
 - 1) Positions:
 - a. Ronald Molleur – Moderator
 - b. Allen Shers – Treasurer
 - 2) Schedule: Nomination Papers Available April 12th; Due May 13th; Election June 12th

5. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals
- B. Demand Report
- C. Operations Report
- D. Tampering Discussion
- E. Disposal of Assets
- F. Union Street Pump Station – Update
- G. Leak Detection Update
- H. Insurance Discussion
- I. FY-20 Budget Schedule
 - 1) Budget Workshop – TBD – April 11th?
 - 2) Budget Approval – April 16, 2019

CONTINUED

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- J. AMI Infrastructure Update
- K. Sale of large “antique” safe
- L. Fire Service – Cost of Service Analysis
- M. Water Main Extension Policy Update

6. REPORT FROM LEGAL COUNSEL

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

A. Litigation: 42-46-5 (a) (2)

- 1) Middle Creek Farms, LLC – Update
- 2) Failed Water Meter – Customer Damage Incurred
- 3) Angela Beth Arruda vs. PWFD
- 4) Newport PUC Rate Filing
- 5) Charter Update
- 6) Auditor Update

B. 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) Office Manager Vacation Discussion

C. Vote Regarding Disclosure of Votes and Disposition

D. Adjourn Executive Session

8. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

9. ADJOURNMENT

Posted – 3/15/2019

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.