

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

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July 16, 2019  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
  - A. Gary Crosby, Comprehensive Community Plan – Water Element
  - B. Bay State Wind update
3. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of June 18, 2019
  - B. Approve Administrative Board Executive Meeting Minutes of June 18, 2019
4. UNFINISHED BUSINESS
  - A. Updated Organizational Chart
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Budget to Actual
  - C. Summary of Bank Accounts
  - D. Water Accounts Receivable Analysis
  - E. Cash Flow Summary
  - F. Financial Statements
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Disposal of Assets
  - E. AMI Update
  - F. Leak Detection Update
  - G. Union Street Pump Station Update
  - H. Tax Sale Update
7. REPORT FROM LEGAL COUNSEL

*Continued*

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

- 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) General Manager's Annual Review and Merit Pay Consideration per Policy
  - 2) Potential New Hire for Office Clerk Position
  - 3) Succession Planning – Senior Clerk
- B. Litigation: 42-46-5 (a) (2)
  - 1) Middle Creek Farms, LLC – Update
  - 2) Failed Water Meter – Customer Damage Incurred
  - 3) Newport PUC Rate Filing
- C. Vote Regarding Disclosure of Votes and Disposition
- D. Adjourn Executive Session

9. RETURN TO OPEN SESSION

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

10. ADJOURNMENT

Posted – 7/11/2019

**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.**