

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

Page 1 of 2

November 25, 2019  
5:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Russell Jackson, Seaspray Estates Easement Request for 101 Sunrise Drive
3. CORRESPONDENCE
  - A. Email from Andy Parsons, Hilltop Dr., Re: Ed Raposa's Excellent Customer Service
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of October 15, 2019
  - B. Approve Administrative Board Executive Meeting Minutes of October 15, 2019
  - C. Review Administrative Subcommittee Board Meeting Minutes of October 18, 2019
  - D. Review Administrative Subcommittee Board Executive Meeting Minutes of October 18, 2019
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Approve Transfer of Funds
  - C. Budget to Actual
  - D. Summary of Bank Accounts
  - E. Water Accounts Receivable Analysis
  - F. Tax Accounts Receivable Analysis
  - G. Sundries Accounts Receivable Analysis
  - H. Cash Flow Summary
  - I. Financial Statements
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Water Quality – Update
    - 1) TTHM Testing
    - 2) Microbiological Update – Coliform Hit
  - E. Quarterly Fire District Reports for Period Ending 10/31/19 per RIGL 45-12-22.2
  - F. Request Authorization to Solicit Bids for Lawn Mowing Services
  - G. Union Street Pump Station Update
  - H. Sakonnet River Pipeline Study
  - I. Aging Infrastructure – Consideration for future water main replacements
  - J. District Logo

*CONTINUED*

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- K. Vacation Carryover Request
- L. Rate Expert – Additional Funding Request
- M. IT and Cybersecurity Updates

7. REPORT FROM LEGAL COUNSEL

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

- 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) New Hire Update
  - 2) General Manager Contract Discussion
- B. Litigation: 42-46-5 (a) (2)
  - 1) Middle Creek Farms, LLC – Update
  - 2) Newport PUC Rate Filing
  - 3) Failed Water Meter – Customer Damage Incurred
  - 4) Negotiating for the Purchase of Property
- 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 – 11/21/2019

**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.**