

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

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March 17, 2020
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL

2. CORRESPONDENCE

- A. ACLU Letter: Re: District Voting
- B. DOR Email Re: Legislation

3. MINUTES OF MEETINGS

- A. Approve Administrative Board Meeting Minutes of February 18, 2020
- B. Approve Administrative Board Executive Meeting Minutes of February 18, 2020

4. NEW BUSINESS

- A. Approve Payment of Bills Listed
- B. Approve the Electronic Payment for 2002 Bond Principal and Interest in the amount of \$212,918.13
- C. Budget to Actual
- D. Summary of Bank Accounts
- E. Cash Flow Summary
- F. Water Accounts Receivable Analysis
- G. Tax Accounts Receivable Analysis
- H. Sundries Accounts Receivable Analysis
- I. Financial Statements
- J. Administrative Board Election - 2020
 - 1) Positions:
 - a. Philip Driscoll – Clerk
 - b. Andrew Kelly – Water Commissioner
 - 2) Schedule: Nomination Papers Available April 10th; Due May 11th; Election June 10th

5. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals
- B. Demand Report
- C. Operations Report
- D. Water Quality – Quarterly TTHM
- E. Union Street Pump Station – Update
- F. Sakonnet River Pipeline
- G. Leak Detection Update
- H. Wage and Benefits Survey
- I. FY-21 Budget Schedule
 - 1) Budget Workshop – TBD – April 16th or April 17th
 - 2) Budget Approval – April 21, 2020

CONTINUED

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- J. AMI Infrastructure Update
- K. Employee Handbook Discussion
- L. Coronavirus Discussion – Continuity of Service

6. REPORT FROM LEGAL COUNSEL

7. 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 Contract Discussion
- B. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
 - 2) Failed Water Meter – Customer Damage Incurred
 - 3) Negotiating the Purchase of Property
- 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 – 3/13/2019

**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.**