

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

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June 16, 2020  
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
  - A. Abutters Notice – 255 Riverside Drive, Tiverton
3. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of May 19, 2020
  - B. Approve Administrative Board Executive Meeting Minutes of May 19, 2020
4. ADMINISTRATIVE BOARD 2019 ELECTION
  - A. Certification of Election Results
  - B. Swearing In of New Members
5. ADMINISTRATIVE BOARD ORGANIZATION
  - A. Election of Chairperson
  - B. Assignment by Chairperson of Subcommittee Members and Chairpersons
6. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Budget to Actual
  - C. Summary of Bank Accounts
  - D. Cash Flow Summary
  - E. Water Accounts Receivable Analysis
  - F. Tax Accounts Receivable Analysis
  - G. Sundries Accounts Receivable Analysis
  - H. Financial Statements
  - I. Open Government - Appoint Filing Coordinator
  - J. General Manager Annual Review – P. Driscoll
7. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Tax Sale Update
  - E. Leak Detection
  - F. Union Street Pump Station Update

*Continued*

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G. Carry Over Funds

H. Coronavirus Discussion – Continuity of Service

8. REPORT FROM LEGAL COUNSEL

9. 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) Negotiating the Purchase of Property

4) Notice of Receivership

B. Vote Regarding Disclosure of Votes and Disposition

C. Adjourn Executive Session

10. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

11. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/85256675142?pwd=VXZURHpReWxGTXRqeU81WDNkWGZmZz09>

**Meeting ID: 852 5667 5142**

**Password: PWFD**

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 852 5667 5142

Password: 516280

Posted – 6/12/2020

**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.**