

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

Page 1 of 2

July 21, 2020
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
 - A. Banking updates
 - B. Phone Call from 29 Cornell Dr., Re: Zack Guerette's Excellent Customer Service
 - C. Thank you note from NEWWA for Donation
 - D. Email from T. Logan re: CCR
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of June 16, 2020
 - B. Approve Administrative Board Executive Meeting Minutes of June 16, 2020
4. 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
5. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. AMI Update
 - E. Union Street Pump Station Update
 - F. Coronavirus Discussion – Continuity of Service – Update
 - G. Audit Update
 - H. Policy Manual Update
 - I. Shut-off Discussion
6. REPORT FROM LEGAL COUNSEL

Continued

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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's Annual Review and Merit Pay Consideration per Policy
- 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
 - 4) Notice of Receivership
- 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

Join Zoom Meeting

<https://us02web.zoom.us/j/84239630851?pwd=UE9JWFZ6T1dLRDNHeGZDZz09>

Meeting ID: 842 3963 0851

Password: PWFD

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 842 3963 0851

Password: 241338

Posted – 7/17/2020

**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.**