

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

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November 17, 2020
5:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
 - A. Email from Nancy Howard, Re: Thank You to General Manager, Administrative Board and David Fox
 - B. Email from Victor Howard, Re: Thank You to the Office for the Tax Assistance
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of October 20, 2020
 - B. Approve Administrative Board Executive Meeting Minutes of October 20, 2020
4. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Water Accounts Receivable Analysis
 - E. Tax Accounts Receivable Analysis
 - F. Sundries Accounts Receivable Analysis
 - G. Cash Flow Summary
 - H. Financial Statements
 - I. Line of Credit
5. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Water Quality Update – TTHM
 - E. AMI Update
 - F. Leak Detection Update
 - G. Union Street Pump Station Update
 - H. Sakonnet River Pipeline Inspection Update
 - I. Quarterly Fire District Reports for Period Ending 10/31/20 per RIGL 45-12-22.2
 - J. Request Authorization to Solicit Bids for Lawn Mowing Services
 - K. Vacation Carryover
 - L. Purchasing Procedure
 - M. Employee Manual
 - N. Coronavirus Discussion – Continuity of Service – Update

CONTINUED

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6. REPORT FROM LEGAL COUNSEL
7. EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)
 - A. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
 - 2) Failed Water Meter – Customer Damage Incurred
 - 3) Negotiating for the Purchase of Property
 - 4) Notice of Receivership
 - 5) Negotiating the use of Public Funds
 - B. Vote Regarding Disclosure of Votes and Disposition
 - C. 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/89960213183?pwd=eVp5WldHRUNEUUNlbnRBTUx0Ty83Zz09>

Meeting ID: 899 6021 3183

Passcode: PWFD

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 899 6021 3183

Passcode: 474432

Posted – 11/13/2020

**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.**