

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

Page 1 of 2

January 19, 2021  
5:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Margaret Mulholland, 3338 East Main Road, Re: Auxiliary Use
3. CORRESPONDENCE
  - A. Tiverton Zoning Board of Review Petition
  - B. Card from Alda Araujo, Re: Thank you
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of December 15, 2020
  - B. Approve Administrative Board Executive Meeting Minutes of December 15, 2020
  - C. Administrative Subcommittee Meeting Minutes of January 14, 2021
  - D. Administrative Subcommittee Executive Meeting Minutes of January 14, 2021
5. 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. Request Authorization for Joint Tax Sale with Town of Portsmouth on June 15, 2021
  - J. Potential to Hire-Out GIS Analyst to Tiverton Waste Water District
  - K. Portsmouth Town Council – 2021 Legislative Priorities
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. AMI System Update
  - E. Leak Detection Update
  - F. Sakonnet River Pipeline Study
  - G. Union Street Pump Station Update
  - H. Water Main Extensions – Deposit Requirement

*CONTINUED*

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- I. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
- J. Coronavirus Discussion – Continuity of Service – Update

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) Review and Acceptance of Employee Annual Reviews for 2020 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
  - 2) Review and Approval of Employee Merit Pay for 2020 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
- B. Litigation: 42-46-5 (a) (2)
  - 1) Middle Creek Farms, LLC – Update
  - 2) Failed Water Meter – Customer Damage Incurred
  - 3) Notice of Receivership
- C. Negotiating the use of Public Funds: 42-46-5 (a) (7)
  - 1) West Side Infrastructure Study
  - 2) Existing Union Street Pump Station
- D. Vote Regarding Disclosure of Votes and Disposition
- E. Adjourn Executive Session

9. RETURN TO OPEN SESSION

- A. Disclosure of Executive Session Votes and Disposition of Minutes

10. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/83446883696?pwd=ek1xV21JSytqZ3JCZ0YxZ2xJaERvUT09>

Meeting ID: 834 4688 3696

Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 834 4688 3696

Passcode: 429322

Posted – 1/14/2021

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**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.**