

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

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November 16, 2021  
7:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of October 19, 2021
  - B. Approve Administrative Board Executive Meeting Minutes of October 19, 2021
3. 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. Board Vacancy
4. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. AMI Update
  - E. Leak Detection Update
  - F. Sakonnet River Pipeline Inspection Update
  - G. Rate Study Update
  - H. Flushing Update
  - I. Quarterly Fire District Reports for Period Ending 10/31/21 per RIGL 45-12-22.2
  - J. Accept Proposals for General Legal Counsel and Award Contract
  - K. Request Authorization to Solicit Bids for Lawn Mowing Services
  - L. Auditor Discussion
6. REPORT FROM LEGAL COUNSEL
7. EXECUTIVE SESSION 42-46-5 (a) (2) (7)
  - A. Litigation: 42-46-5 (a) (2)
    - 1) Failed Water Meter – Customer Damage Incurred
  - B. Negotiating the use of Public Funds: 42-46-5 (a) (7)
    - 1) Negotiating the Purchase of Property

*CONTINUED*

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- 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 – 11/12/2021

**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.**