

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

**May 17, 2022 at 7:00pm**

Page 1 of 2

1. OPENING BY CHAIRMAN AND ROLL CALL
2. OPENING OF TAX ASSESSOR'S MEETING FOR THE PURPOSE OF CANVASSING
3. GUESTS
  - A. Leak Relief – Deborah Natale – 34 Buckwheat Ave.
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of April 26, 2022
  - B. Approve Administrative Board Executive Meeting Minutes of April 26, 2022
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Proposed Payment of Bills Bi-Monthly
  - C. Budget to Actual
  - D. Summary of Bank Accounts
  - E. Purchase of Treasury Bills
  - F. PARS OPEB Summary
  - G. Cash Flow Summary
  - H. Water Accounts Receivable Analysis
  - I. Tax Accounts Receivable Analysis
  - J. Sundries Accounts Receivable Analysis
  - K. GL Cleanup
  - L. Financial Statements
  - M. Quarterly Fire District Reports for Period Ending 4/30/22 per RIGL 45-12-22.2
  - N. Adopted FY-23 Budget Report per RIGL 44-5-69
  - O. Annual Administrative Board Election
    - 1) Accept and Certify Nomination Papers
    - 2) Approve Ballot
    - 3) Approve News Release
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Inventory Purchase Request
  - E. AMI Infrastructure Update
  - F. Leak Detection Update
  - G. Sakonnet River Pipeline Project Update
  - H. Sprague Street Water Main Update

*CONTINUED*

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- I. RIDOT – East Main Road Paving Project
- J. Community Solar
- K. Insurance Renewal Update
- L. Proposed Meeting Schedule Changes

7. REPORT FROM LEGAL COUNSEL

8. EXECUTIVE SESSION 42-46-5 (a) (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) Contract Updates
- B. Litigation: 42-46-5 (a) (2)
  - 1) Failed Water Meter – Customer Damage Incurred
- C. Negotiating the use of Public Funds: 42-46-5 (a) (7)
  - 1) Negotiating the Purchase of Property
  - 2) Investment of Public Funds
  - 3) Newport Rate Case
- 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 OF TAX ASSESSORS' MEETING FOR THE PURPOSE OF CANVASSING

11. ADJOURNMENT

Join Zoom Meeting

[https://us02web.zoom.us/j/87682077563?pwd=d1CCS1B5v\\_8573FvwkCkB\\_Se162Brb.1](https://us02web.zoom.us/j/87682077563?pwd=d1CCS1B5v_8573FvwkCkB_Se162Brb.1)

Meeting ID: 876 8207 7563    Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 876 8207 7563    Passcode: 842282

Posted – 5/13/2022

**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.**