

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

**January 17, 2023 at 7:00 PM**

Page 1 of 2

1. OPENING BY CHAIRMAN AND ROLL CALL
2. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of December 20, 2022
  - B. Approve Administrative Board Executive Meeting Minutes of December 20, 2022
3. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Budget to Actual
  - C. Summary of Bank Accounts
  - D. Purchase of Treasury Bills – Update
  - E. PARS OPEB Summary
  - F. Cash Flow Summary
  - G. Water Accounts Receivable Analysis
  - H. Tax Accounts Receivable Analysis
  - I. Sundries Accounts Receivable Analysis
  - J. Financial Statements
4. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. AMI Update
  - E. Sakonnet River Pipeline Project Update
  - F. Sprague Street / Memorial Drive
  - G. Rate Study
  - H. RIDOT – East Main Road Paving Project
  - I. Office RFP
  - J. Solar Credits – Follow up
  - K. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
5. REPORT FROM LEGAL COUNSEL
6. 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 2022 as Presented and Recommended by General Manager per Policy

*CONTINUED*

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- 2) Review and Approval of Employee Merit Pay for 2022 as Presented and Recommended by General Manager per Policy
- 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
- D. Vote Regarding Disclosure of Votes and Disposition
- E. Adjourn Executive Session

**7. RETURN TO OPEN SESSION**

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

**8. ADJOURNMENT**

Join Zoom Meeting

<https://us02web.zoom.us/j/88915900164?pwd=cDNWc1RuUC9sMUpxUzhpK0dLM3owUT09>

Meeting ID: 889 1590 0164

Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 889 1590 0164

Passcode: 058431

Posted – 1/12/2023

**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.**