

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

Page 1 of 2

March 21, 2023 at 7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Alia Tariq Re: Distance Exemption for 38 Mitchells Ln
3. CORRESPONDENCE
  - A. Email from P. Green Re: Excellent Customer Service from Zachary Guerette
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of February 13, 2023
  - B. Approve Administrative Board Executive Meeting Minutes of February 13, 2023
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Budget to Actual
  - C. Summary of Bank Accounts and Treasury Bills
  - D. PARS OPEB Summary
  - E. Water Accounts Receivable Analysis
  - F. Tax Accounts Receivable Analysis
  - G. Sundries Accounts Receivable Analysis
  - H. Cash Flow Summary
  - I. Financial Statements
  - J. Request Authorization to Solicit Proposals for Comprehensive Leak Detection Survey
  - K. Consent Agenda Discussion
  - L. Administrative Board Election - 2023
    - 1) Positions:
      - a. Philip Driscoll - Clerk
      - b. Andrew Kelly – Water Commissioner
    - 2) Schedule: Nomination Papers Available April 14th; Due May 15th; Election June 14th
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Request Authorization for 44 Additional Pre-Approved Water Service Connections
  - C. Demand Report
  - D. Operations Report
  - E. Fluoride Tracer Study
  - F. Sakonnet River Pipeline Project
  - G. Rate Study Update
  - H. Memorial Drive Project Update

*CONTINUED*

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

Page 2 of 2

March 15, 2022 at 7:00pm

- I. RIDOT – East Main Road Paving Project
- J. Project Priority List / Drinking Water State Revolving Fund
- K. Portsmouth Community Electricity/Solar
- L. Miscellaneous Construction Contractor Discussion
- M. Summer Intern Discussion
- N. Budget Discussion/ Wage and Benefits Survey
- O. Meter Purchasing

7. REPORT FROM LEGAL COUNSEL

8. EXECUTIVE SESSION 42-46-5 (a) (2) (7)

- A. Litigation: 42-46-5 (a) (2)
  - 1) Failed Water Meter – Customer Damage Incurred
  - 2) AMI System Update
- B. Negotiating the use of Public Funds: 42-46-5 (a) (7)
  - 1) Negotiating the Purchase of Property
  - 2) Investment of Public Funds
- C. Vote Regarding Disclosure of Votes and Disposition
- D. 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/89676089413?pwd=R2ViY3VXY3hsamo1dTY0V0VpN0N4dz09>

Meeting ID: 896 7608 9413

Passcode: PWFD

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 896 7608 9413

Passcode: 950853

Posted – 3/17/2023

**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.**