

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

January 23, 2024 at 7:00 PM

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1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Brittany Grant - Rowse Architects – Office Study/Evaluation Update
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of December 19, 2023
 - B. Approve Administrative Board Executive Meeting Minutes of December 19, 2023
4. CORRESPONDENCE
 - A. Letter from Manny & Jennifer Ferreira – 55 Cove Street Water Meter Replacement – Great job Zack G, Mike R & Zach S
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. Cash Flow Summary
 - F. Water Accounts Receivable Analysis
 - G. Tax Accounts Receivable Analysis
 - H. Sundries Accounts Receivable Analysis
 - I. Financial Statements
6. REPORT FROM GENERAL MANAGER
 - A. Demand Report
 - B. Operations Report
 - C. Sakonnet River Pipeline Project Update
 - D. RIDOH Submittals – CWIRP & CCC
 - E. RIDOT – East Main Road Paving Project
 - F. SouthCoast Wind
 - G. Rate Study
 - H. Service Line Inventory
 - I. Water Modeling and Capital Improvements Plan Update
 - J. T-Mobile/Sprint Lease Ending
 - K. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
7. REPORT FROM LEGAL COUNSEL

CONTINUED

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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 2023 as Presented and Recommended by General Manager per Policy
 - 2) Review and Approval of Employee Merit Pay for 2023 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

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/83328354463?pwd=Y0paanJSZTZ3akRpSFFKOVRHSVpsQT09>

Meeting ID: 833 2835 4463

Passcode: PWFD

Dial by your location

• +1 929 205 6099 US (New York)

Meeting ID: 833 2835 4463

Passcode: 474014

Posted – 1/19/2024

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or 683-0300 - Portsmouth Police TDD forty-eight hours in advance of the meeting date.**