

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

**December 17, 2024 at 7:00pm**

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1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Brittany Grant from Rowse Architects - Evaluation and Analysis of a New Office Facility
  - B. Auxiliary use for 55 Bayberry Road
3. CORRESPONDENCE
  - A. John Cooper; 55 Anne Hutchinson Court – Called to Report a Good Job by Bethany Cook
  - B. Debra Seddon, 211 Fairview Ave – Called to Report a Good Job by Operations
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of November 18, 2024
  - B. Approve Administrative Board Executive Meeting Minutes of November 18, 2024
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
  - J. Present Schedule of 2025 Administrative Board Meetings
  - K. Present Schedule of 2025 Holidays
  - L. Performance Review Update
  - M. Holiday Luncheon
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Water Quality – TTHM Update
  - E. Sakonnet River Pipeline Project Update
  - F. RIDOT – Upcoming Projects
  - G. Service Line Inventory
  - H. Accept Proposals for General Legal Counsel and Award Contract
  - I. Water System Supply Management Plan

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7. REPORT FROM LEGAL COUNSEL

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) Operator Retirement
- 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/89423048651?pwd=l89DVn4I4HuCQp5SLkby53iyNs6CLB.1>

Meeting ID: 894 2304 8651

Passcode: PWFD

Dial by your location

- +1 929 205 6099 US (New York)

Meeting ID: 894 2304 8651

Passcode: 042622

Posted – 12/13/2024

**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.**