

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

December 16, 2025 at 7:00 pm

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1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

- A. 511 Vanderbilt Lane – Distance Exemption
- B. Borden Farm Estates LLC, Condo/ Subdivision, re: Water Main Extension

3. MINUTES OF MEETINGS

- A. Approve Administrative Board Meeting Minutes of November 18, 2025
- B. Approve Administrative Board Executive Meeting Minutes of November 18, 2025

4. 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 2026 Administrative Board Meetings
- K. Present Schedule of 2026 Holidays
- L. Performance Review Update
- M. Holiday Luncheon

5. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals
- B. Demand Report
- C. Operations Report
- D. Water Quality - TTHM
- E. Service Line Inventory Update
- F. Prudence Island Water District Request

6. REPORT FROM LEGAL COUNSEL

CONTINUED

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7. 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) General Manager's Goals and Objectives
 - 2) Review candidate qualifications and hire Water System Operators
- B. Litigation: 42-46-5 (a) (2)
 - 3) Pending or Threatened Litigation
- C. Negotiating the use of Public Funds: 42-46-5 (a) (7)
 - 1) Negotiating the Purchase of Property
- D. Vote Regarding Disclosure of Votes and Disposition
- E. Adjourn Executive Session

8. RETURN TO OPEN SESSION

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

9. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/84994243243?pwd=bbch1oZHaeReJ11bsIAJk1iJ1IfakV.1>

Meeting ID: 849 9424 3243

Passcode: PWFD

Posted – 12/12/2025

**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.**