

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

**January 20, 2026 at 7:00 pm**

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1. OPENING BY CHAIRMAN AND ROLL CALL
2. CORRESPONDENCE
  - A. 23 Baker Road – Great Job – Zack Guerrette
3. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of December 16, 2025
  - B. Approve Administrative Board Executive Meeting Minutes of December 16, 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
5. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Water Quality - TTHM
  - E. RIDOT – Upcoming Projects
  - F. Service Line Inventory
  - G. Accessory Dwelling Units
  - H. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System
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) Review and Acceptance of Employee Annual Reviews for 2025 as Presented and Recommended by General Manager per Policy

2) Review and Approval of Employee Merit Pay for 2025 as Presented and Recommended by General Manager per Policy

A. Litigation: 42-46-5 (a) (2)

1) Pending or Threatened Litigation

B. Negotiating the use of Public Funds: 42-46-5 (a) (7)

1) Negotiating the Purchase of Property

C. Vote Regarding Disclosure of Votes and Disposition

D. Adjourn Executive Session

8. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

9. ADJOURNMENT

<https://us02web.zoom.us/j/87192724160?pwd=qbQg3iLuFL5onwwG3edttN5LzXivKF.1>

Meeting ID: 871 9272 4160

Passcode: PWFD

Posted – 01/15/2026

**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.**