

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

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March 17, 2026 at 7:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Cort Chapell – 80 Evans Way ADU- Distance Exemption Request
3. MINUTES OF MEETINGS
 - A. Approve Amended Special Administrative Board Meeting Minutes of February 5, 2026
 - B. Approve Amended Special Administrative Board Executive Meeting Minutes of February 5, 2026
 - C. Approve Administrative Board Meeting Minutes of February 17, 2026
 - D. Approve Administrative Board Executive Meeting Minutes of February 17, 2026
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. Water Accounts Receivable Analysis
 - F. Tax Accounts Receivable Analysis
 - G. Sundries Accounts Receivable Analysis
 - H. Cash Flow Summary
 - I. Financial Statements
 - J. Administrative Board Election - 2026
 - 1) Positions:
 - a. Philip T. Driscoll - Clerk
 - b. Thomas A. Grieb – Water Commissioner
 - 2) Schedule: Nomination Papers Available April 10th; Due May 11th; Election June 10th
5. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report / Storm Effort Update
 - D. Office Update
 - E. RIDOT Update
 - F. Project Priority List / Drinking Water State Revolving Fund
 - G. Water Quality - TTHM
 - H. Service Line Inventory

CONTINUED

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- I. Fire Service – Cost of Service Analysis
- J. April Meeting – Proposed Tuesday April 28 OR Wednesday April 29
- K. Budget Discussion/ Wage and Benefits Survey

6. REPORT FROM LEGAL COUNSEL

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) Contract Updates
- B. Litigation: 42-46-5 (a) (2)
 - 1) Pending or Threatened Litigation
- 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

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/82863670592?pwd=Obk7haeQPPXr6Yfyk1jsGfl2welmft.1>

Meeting ID: 828 6367 0592

Passcode: PWFD

One tap mobile

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+19292056099,,82863670592#,,,,*851020# US (New York)

Posted – 3/13/2026

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.