

PORTSMOUTH WATER AND FIRE DISTRICT

1944 East Main Road, Portsmouth, Rhode Island

401-683-2090

ADMINISTRATIVE BOARD MEETING

AGENDA

October 20, 2009

7:00 PM

Page 1 of 2

1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

A. Request for Relief from charges: David and Bonnie Sieben, 124 King Phillip Street

3. CORRESPONDENCE

4. MINUTES OF MEETINGS

A. Administrative Board Meeting Minutes of September 15, 2009

B. Administrative Subcommittee of October 13, 2009

C. Administrative Subcommittee Executive Session Minutes of October 13, 2009

5. UNFINISHED BUSINESS

A. Metro PCS: Discussion of Lease Conditions and Expression of Intent to Proceed for Locating Cell Antennas on Large Butts Hill Tank, Dana Street

B. Cox Wireless: Discussion of Lease Conditions and Expression of Intent to Proceed for Locating Cell Antennas on Large Butts Hill Tank, Dana Street

C. Review of Legal Counsel Request for Proposal

D. Authorization for General Manager to Advertise for Project Engineer

6. NEW BUSINESS

A. Approve Payment of Bills Listed

B. Approve RI Clean Water Finance Bond Capital Expense for Tank Project

7. REPORT FROM GENERAL MANAGER

A. Water Service Application Approvals

B. Demand Report

C. Operations Report

D. Review of Water Shut-Off Process

E. Receive Bids for Snow Plowing and Sanding and Award Contract

F. Update on Lead Soil Remediation Project

- 1) Approve Change Order for Assessment of Liquidated Damages in Favor of PWFD in the Amount of \$20,000**
- 2) Approve Application for: (see Separate Payment Ledger)**
 - a) Payment No. 3 in the Amount of \$18,150.70**
 - b) Payment of Retainage in the Amount of \$7,984.13**

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G. Update of Water Storage Tanks Improvements Project

1) Project Status

2) Recommend Approval of Additional Fee for C&E Engineering Partners for Construction Management on Tank Projects.

H. Update SCADA Project

I. Request Authorization to Solicit Quotes for Commercial Package Insurance Coverage through Hub International New England, LLC for December 1, 2009 Policy

J. Update Water Quality Issues

K. Legislation Update

8. REPORT FROM LEGAL COUNSEL

1) Review Attorney General's Opinion on Alleged Open Meetings Act Violation - Warwick, RI

2) Open Meetings Act Generally

9. EXECUTIVE SESSION 42-46-5 (a) (1), (2)

A. Personnel: Administrative Subcommittee Review and Recommendations re: General Manager's Annual Review and Merit Pay Award

B. Negotiations: Discussion and Approval of Leases with Metro PCS and Cox Wireless for Locating Cell Antennas on Large Butts Hill Tank, Dana, Street

C. Litigation: Newport Water Department Rate Increase – PUC Decision

D. Vote Regarding Disclosure of Votes and Disposition of Minutes

E. Adjourn Executive Session

10. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

11. ADJOURNMENT

Posted – 10-16-09

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.