

PORTSMOUTH WATER AND FIRE DISTRICT

1944 East Main Road, Portsmouth, Rhode Island

401-683-2090

ADMINISTRATIVE BOARD MEETING

AGENDA

November 17, 2009

7:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

A. Keith & Stacy MacDonald: Request Relief from Late Charges

B. Ken Tremblay Representing Mary Souza, Map 53, Lot 17: Relief for Lack of Water Main Frontage for Connection to System

3. CORRESPONDENCE

4. MINUTES OF MEETINGS

A. Administrative Board Meeting Minutes of 10/20/09

B. Executive Session Meeting Minutes of 10/20/09

C. Administrative Subcommittee Meeting Minutes of 11/10/09 – To be delivered 11-16-09

D. Extend the Period for Public Filing of Minutes Until the Next

Meeting for Preparation and Review by the Board

5. ADMINISTRATIVE SUBCOMMITTEE REPORT

A. Review and Recommendation Regarding Existing Water Shut-off Policy for Non Payment

6. UNFINISHED BUSINESS

A. David & Bonnie Sieben, 124 King Phillip Street, Request Relief from Charges

B. Cox Wireless: Review and Approval of Lease of Butts Hill Large Tank on Dana Street for Cell Antennas

C. Metro PCS: Review and Approval of Lease of Butts Hill Large Tank on Dana Street for Cell Antennas

D. Authorization for General Manager to Advertise for Project Engineer

7. NEW BUSINESS

A. Approve Payment of Bills Listed

B. Authorize Transfer of \$30,000 from BankNewport to Citizens Bank to ensure FDIC coverage

C. Chairman Assignments

1) Engineering Subcommittee

a) Review of Water Supply System Management Plan 5-Year Update

b) Review of Draft Cross Connection Control Plan

2) Administrative Subcommittee

a) Review of Auditing Proposals

8. REPORT FROM GENERAL MANAGER

A. Water Service Application Approvals

B. Demand Report

C. Operations Report

D. Recommend Grace Period for Payment of Tax Bills

E. Recommend Revisions to Policy for Merit Program for General Manager for Consistency with Employment Contract

F. Water Quality – Update

1) Trihalomethanes

2) Newport Water Department - Water Treatment Plant Design

E. Melville Area North Temporary Emergency Connection – Update

F. Water Storage Tanks Project – Update

G. SCADA Project

1) Review Final RICWFA Loan Documents

2) Request Authorization to Advertise for Bids

H. Legislation (2009) – Update

1) Hydrant Charges

2) Water Conservation Act

I. Recommend Approval of RIWWA 2009 Annual Assessment Fee

J. Receive Bids Submitted for 2010 Lawn Mowing Service and Award Contract

K. Receive Proposals Submitted for Auditing Service for FY-10 to FY-12 and Table for Review

L. Receive Proposals Submitted for Legal Services and Award Contract

M. Review Quotations for Commercial Package Insurance Program for 2010 and Award Contract

9. REPORT FROM LEGAL COUNSEL

10. EXECUTIVE SESSION 42-46-5 (a) (2)

A. Litigation:

1) Newport Water Department Rate Increase - PUC Report and Order Docket #4025

2) Newport Water Department – NWD Application to Change Rates Filed with PUC

a) Discuss Application

b) Vote to Retain Jerry Petros as Special Legal Counsel for Rate Filing

3) Newport Water Department – PWFD Appeal to RI Department of Public Utilities and Carriers re: Payment for Use of Mitchell's Lane Emergency Connection by NWD

B. Vote Regarding Disclosure of Votes and Disposition of Minutes

C. Adjourn Executive Session

11. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of

Minutes

12. ADJOURNMENT

Posted – 11/13/09

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.