

**PORTSMOUTH WATER AND FIRE DISTRICT**

**1944 East Main Road, Portsmouth, Rhode Island**

**401-683-2090**

**ADMINISTRATIVE BOARD MEETING**

**AGENDA**

**Page 1 of 2**

**January 19, 2010**

**7:00 PM**

**1. OPENING BY CHAIRMAN AND ROLL CALL**

**2. GUESTS**

**A. Anthony Russo, Request for Premature Release of Water Main Bond for Russo Road**

**3. CORRESPONDENCE**

**A. Letter dated January 13, 2010 from The Trust re: Award of Safety Grant**

**4. MINUTES OF MEETINGS**

**A. Approve Administrative Board Meeting Minutes of December 15, 2009**

**B. Approve Administrative Executive Session Meeting Minutes of**

**December 15, 2009**

**C. Present Administrative Subcommittee Meeting Minutes of January 12, 2010**

**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. Recommendation by Subcommittee and Vote by Board to Award Auditing Contract for FY-10, FY-11 and FY-12**

**B. Recommendation by Subcommittee and vote by Board to accept Employee Annual Performance Reviews**

**C. Recommendation by Subcommittee and Vote by Board for Approval of Merit Pay, per Policy**

**D. Recommendation by Subcommittee and Vote by Board to Approve General Manager's Goal and Objectives for FY-10 and FY-11**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**A. Approve Payment of Bills Listed**

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

**C. Approve RI Clean Water Finance Bond Capital Expense Payments for SCADA Project**

## **8. REPORT FROM GENERAL MANAGER**

**A. Water Service Application Approvals**

**B. Demand Report**

**C. Operations Report**

**D. Request Authorization to Solicit Proposals for a Comprehensive Leak Detection Survey**

**Continued**

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**REPORT FROM GENERAL MANAGER – Continued**

**E. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System**

**F. Water Storage Tanks Project Update**

**G. Water Quality Update**

**H. Navy Melville Area North Water Service Update**

**I. SCADA Update: Schedule Special Board Meeting for January 26,**

## **2010 to Award SCADA Contract**

**J. Request Authorization to Retain Natgun Corporation for Modifications to Butts Hill Large Tank for Attachment of Cell Antennas with Cost to be Reimbursed by Cox Wireless and Metro PCS**

**K. Review Fire Protection Cost of Service Analysis and Approve New Fire Protection Rates**

**L. Recommendation - Candidate for Hire as Project Engineer**

## **9. REPORT FROM LEGAL COUNSEL**

**10. EXECUTIVE SESSION 42-46-5 (a) (1) Job Performance: Any persons to be discussed in executive session have been so notified and this statement shall be noted in the minutes of the open meeting;**  
**(2) Litigation**

**A. Personnel: 42-46-5 (a) (1):**

- 1) Review Employee Annual Performance Reviews**
- 2) Employee Probationary Status**

**B. Litigation: 42-46-5 (a) (2), (5)**

- 1) Newport Water Department – PUC Report and Order: Docket #4025**
- 2) Newport Water Department – PUC Application to Change Rates: Docket #4128**
- 3) Newport Water Department – DPUC Complaint re: Emergency Connection Water Use Credit**

**C. Vote Regarding Disclosure of Votes and Disposition of Minutes**

## **D. Adjourn Executive Session**

### **11. RETURN TO OPEN SESSION**

#### **A. Disclosure of Executive Session Votes and Disposition of Minutes**

### **12. ADJOURNMENT**

**Posted – 01/15/10**

**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.**