

PORTSMOUTH WATER AND FIRE DISTRICT

1944 East Main Road, Portsmouth, Rhode Island

401-683-2090

ADMINISTRATIVE BOARD MEETING

AGENDA

Page 1 of 2

January 21, 2014

7:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL

2. GUESTS

A. Riverview Mobile Home Park – Leakage Relief 19, Bradley Terrace

3. CORRESPONDENCE

4. MINUTES OF MEETINGS

A. Present Administrative Subcommittee Meeting Minutes of December 16, 2013

B. Approve Administrative Board Meeting Minutes of December 17, 2013

C. Approve Administrative Executive Session Meeting Minutes of December 17, 2013

D. Present Administrative Subcommittee Meeting of January 15, 2014

– Motions Only

E. Present Administrative Subcommittee Executive Session Meeting Minutes of January 15, 2014 – Motions Only

F. Extend the Period for Public Filing of Minutes Until the Next Meeting for Preparation and Review by the Board

5. UNFINISHED BUSINESS

A. Review and Approve Water Billing Practice Changes for FY-15

6. NEW BUSINESS

A. Approve Payment of Bills Listed

B. Budget to Actual

C. Wage and Benefits Survey – P. Driscoll

7. REPORT FROM GENERAL MANAGER

A. Water Service Application Approvals

B. Demand Report

C. Operations Report

D. Water Quality and Testing – Update

E. Newport Water Department WTPs Project – Update

F. Legislation - Update

**G. RI – DOT Projects – Update: West Main Road Safety Improvements
- Union St. to Mill Ln.**

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

I. Receive Bids for Sale of Used Water Meters and Award Sale.

J. Receive Bids for Sale of Used Vehicle and Award Sale.

K. Request Authorization to Hire Bill Printing Contractor

L. Request Authorization to Purchase File Server to support Billing System Software and Asset Management Software.

M. Approve FSA Plan for 2014

N. Approve Navy Contract Revision

8. REPORT FROM LEGAL COUNSEL

A. Disposal of Assets Policy Revision

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

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

ADMINISTRATIVE SUBCOMMITTEE REPORT

1. Review and Acceptance of Employee Annual Reviews as Recommended by Administrative Subcommittee

2. Review and Approval of Employee Merit Pay for 2013 as Presented and Recommended by General Manager per Policy and as Reviewed

and Recommended by Administrative Subcommittee

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

1) Newport Water Department – PUC Docket #4025, Supreme Court Appeal

2) Newport Water Department – Contract Negotiations

3) Datamatic, LTD

C. Vote Regarding Disclosure of Votes and Disposition of Minutes

D. Adjourn Executive Session

10. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

11. ADJOURNMENT

Posted – 01/17/14

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 t