

STATE OF RHODE ISLAND PUBLIC UTILITIES COMMISSION
DOCKET NO. 4025
City Of Newport - Utilities Division - Water Department
Response to
Portsmouth Water & Fire District's Data Requests
Set 2

PWFD 2-1: Please provide the basis for the new allocation of the Director of Utilities that results in an increase allocation from 40% to 60% over that for the Director of Public Works. Does the Director of Utilities contend that she is providing in excess of 400 additional hours to water related activities as a result of this change?

Response: The basis for the new allocation is that the Director of Utilities is now responsible for the management of the water and water pollution control divisions. The Director is no longer responsible for public works projects such as roadway maintenance and construction, solid waste and recycling collection, traffic control, etc. The allocation can best be demonstrated by applying it to a forty hour work week. Sixty percent of a forty hour work week is twenty four hours, or three eight hour days. Forty percent of a forty hour work week is sixteen hours, or two eight hour days. The Director of Utilities spends the equivalent of at least three days per week devoted to the water division.

Prepared by: J. Forgue

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PWFD 2-2: Regarding the response to Div 1-17 – how much of the Saturday overtime is related to obtaining meter reads for the demand study? What is Newport's expectation as to how long the reads for the demand study will continue past December 2009?

Response: Approximately two hours of Saturday overtime are estimated to be required for obtaining meter reads for the demand study. The Saturday reads for the demand study will not continue past September 2009, however the Saturday overtime amount will not decrease after September because support from NWD staff for the radio read program requires staff to be available to coordinate and respond to issues which arise with the contractor working on the project.

Prepared by: K. Mason

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PWFD 2-3: Regarding PWFD 1-3, will Mr. Esten be offered as a witness in this docket? Mr. Mason? Ms. Garcia? If so, please provide prefiled testimony including qualifications, background and the nature of the testimony they may provide and/or the areas they were responsible for developing in regards to RFC Schedule D.

Response: At this time, it is not anticipated that Mr. Esten, Mr. Mason or Ms. Garcia will be offered as witnesses in Docket 4025. In addition, Newport's response to PWFD 1-3 did not indicate that these individuals were responsible for RFC Schedule D. PWFD 1-3 (amended) asked who would be responsible for questions regarding RFC Schedule D. It was assumed that this question was asking who would be responding to data requests regarding RFC Schedule D. If that is the case, then Mr. Esten, Mr. Mason or Ms. Garcia could be responsible for preparing a data response depending on the question asked.

If PWFD 1-3 is asking who will be responsible for answering questions about Schedule RFC D at hearing, then the person(s) who will be answering questions will be Mr. Smith, Ms. Sitrin or Ms. Forgue. Once again, it is impossible to determine which of these witnesses will answer a specific question until the question is asked.

Prepared by: Joseph A. Keough Jr., Esquire

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PWFD. 2-4: What is the base salary of the City Manager in the FY 2009 Budget?

Response: The base salary of the City Manager in the FY 2009 budget is \$133,250.

Prepared by: R Esten

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PWFD. 2-5: What are the City Council stipends in the FY 2009 budget?

Response: The City Council stipends in the FY 2009 budget are \$16,000. Each councilor is paid \$2,000 annually with the exception of the mayor, who is paid \$4,000.

Prepared by: R Esten

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PWFD 2-6: Are any of the 14 water accounts noted in the response to PWFD 1-15(e)(1) held by a trustee? Does the Water repayment account still exist? If so, please explain.

Response: Yes, three of the 14 accounts are held by a trustee. Newport's SRF loan documents require that the Debt Service account, the Debt Service Reserve account and the Water Sinking Fund be held by a Trustee. The Trustee for these three accounts is Wells Fargo Bank. The Repayment to City account did exist in FY08, but was closed after the final repayment to the City was made.

Prepared by: L. Sitrin

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PWFD 2-7: Regarding PWFD 1-15(f)(2) – what is a Converted Open PO? Please explain how they work? How many of the 483 water purchase orders were a converted open PO?

Response: A Converted Open PO is a purchase order that was originally in the old GEMS system but was transferred to the new Lawson system when we went live in April, 2008. When the conversion was made, 149 of the Water Division's purchase orders were brought over to the new system.

Prepared by: L. Sitrin

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PWFD 2-8: Regarding PWFD 1-15(f)(2) – Is it true that many of the water department purchase orders are multiple lines with the same purchase order number? How many unique water department purchase orders are on PWFD 1-15(f)(2)? How many unique total purchase orders?

Response: It is true that many of the purchase orders are multiple lines with the same purchase order number. There are 307 unique water department purchase order numbers. There are 1,647 total unique purchase order numbers.

Prepared by: L. Sitrin

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PWFD 2-9: Please provide some concrete or quantifiable basis for the assessor's estimate that 10% of his time is for the water department each year.

Response: As set forth in Newport's response to PWFD 1-15, the 10% allocation was based on the Tax Assessor's experience and judgment. Furthermore, an analysis of the Assessor's duties would indicate that his judgment is sound.

The Tax Assessor performs two essential functions for the Water Department:

1) The Tax Assessor prepares Newport Water's tangible property declarations on an annual basis. This usually includes filing letters in four communities (Middletown, Portsmouth, Little Compton and Tiverton) notifying them that the City of Newport will file tangible declaration forms for property owned by the water department in those communities. These letters must comply with the applicable law, and it takes approximately an hour to prepare, review and send the extension letters. The Assessor then meets with water department personnel to review their tangible personal property list and applicable equipment. Following that meeting, the Assessor prepares and files the tangible declaration forms with the four communities. This process of meeting with water department personnel and preparing the declarations takes at least eight hours. As such, the annual cost of tangible property declarations, at \$125 per hour, equals about \$1,250.

2) Every three years, cities in towns in Rhode Island are required to perform a valuation update of real property values through full revaluations and statistical updates. Thus, land values need to be analyzed during each revaluation/update. In Little Compton, Newport Water has a 700 +- acre parcel. In Tiverton, it has 2 parcels, and in Middletown, it has 16 parcels. In Portsmouth, Newport Water has 6 parcels with a treatment facility. A reasonable fee for land appraisals of this type of property would be between \$600 and \$1,200 per parcel. The appraisal cost of the treatment facility would be in the range of \$8,000 - \$12,000.

The Assessor in Newport then reviews property values, prepares for and attends hearings with the revaluation company and, often, the board of assessment review every time a community does a revaluation or a statistical update. For instance, the last board of assessment review hearing in Little Compton took four hours including travel. These four hours did not include preparation. Middletown, Tiverton and Portsmouth board meetings generally take two to four hours each.

If Newport had to "outsource" these jobs, over a three year period the appraisals alone could cost \$35,000 assuming \$1,000 per valuation for parcels and a \$10,000 valuation for the treatment facility. The three year cost to attend meetings and hearings would be over \$1,000, and as set forth above, the annual cost for preparing tangible property

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declarations could cost \$1,250. The total cost of these services over three years is \$37,250 or \$12,400 per year. The allocation amount for the Assessor as set forth in Schedule RFC D is \$11,346.

Prepared by: L. Sitrin

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PWFD 2-10: Please explain why the number of tax notices and delinquent notices should not be included in the development of the time spent on water for Tax Collector's allocation to Legal and Administrative expenses. Please provide the number of parking tickets and municipal court violations collected by the Collector's office as well as the number of residential and fishing parking permits issued by the Collector's office.

Response: The preparation of delinquent notices is not a time-consuming activity, and as the tax collector does not separately identify water delinquent notices from other types of delinquent notices, it does not make sense to include delinquent notices in the calculation. The ticket collection number is included on the attachment to PWFD 1-15(h). The tax collector and the collections office staff rarely collects municipal court violations. That is done by the municipal court clerk who is in a separate division. The tax collector's office does issue approximately 13,800 residential parking permits. The cost of materials is borne by the Parking Fund. During calendar year 2008, 62 fishing permits were issued.

Prepared by: L. Sitrin

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PWFD 2-11: What are Fund 28 checks (PWFD 1-15(j))? Does the count of checks include the school department? If not, how many of those are there? If not included, why should they be excluded from the calculation?

Response: Fund 28 checks are the payroll checks for taxes and other withholdings that apply equally to all City employees. The count does not include the School Department. The City does not have information on the count of School Department checks as the Accounting Department does not prepare the checks. The School Department checks are not included in the calculation because the School Department prepares and issues their own checks using their own numbers.

Prepared by: L. Sitrin

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PWFD 2-12: Regarding the response to PWFD 1-16 – please provide a copy of the 4 page survey of 12 questions (see response to PWFD 1-12).

Response: See enclosed.

Prepared by: Julia Forgue

2006 City of Newport Community Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's on-going effort to identify and respond to resident concerns. If you have questions, please call Raphe Sciola, the Mayor's Administrative Assistant, at (401) 845-5437.

1. Overall Ratings of the City. Using a scale of 1 to 5 where 5 means "excellent" and 1 means "poor," please rate the City of Newport with regard to the following by circling the corresponding number below:

How would you rate The City of Newport:		<i>Excellent</i>	<i>Good</i>	<i>Neutral</i>	<i>Below Average</i>	<i>Poor</i>	<i>Don't Know</i>
A.	As a place to live	5	4	3	2	1	9
B.	As a place to raise children	5	4	3	2	1	9
C.	As a place to work	5	4	3	2	1	9
D.	As a place to retire	5	4	3	2	1	9
E.	As a place to visit	5	4	3	2	1	9
F.	As a place to go shopping	5	4	3	2	1	9

2. From which of the following sources do you prefer to receive information from the City of Newport? (check all that apply)

- | | |
|---------------------------|-----------------------------|
| ____ (1) City newsletter | ____ (5) City website |
| ____ (2) Local newspapers | ____ (6) City Cable channel |
| ____ (3) Local radio | ____ (7) Calling the City |
| ____ (4) Television news | ____ (8) Other: _____ |

3. Promotion of the City. Using a scale of 1 to 5 where 5 means "very satisfied" and 1 means "very dissatisfied," please indicate your level of satisfaction with the City's promotion and management of the areas listed below.

How Satisfied are you with:		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
A.	City efforts to promote tourism	5	4	3	2	1	9
B.	City sponsored special events	5	4	3	2	1	9
C.	The level of civic involvement in municipal affairs	5	4	3	2	1	9
D.	How well the City communicates and shares information with residents	5	4	3	2	1	9

4. Which TWO of the items, from the list in Question 3 (above), do you think should receive the most emphasis from City leaders over the next two years? Circle "NONE" if you do not think any of these items need additional emphasis.

1st: _____ 2nd: _____ NONE

5. Support of Financial Initiatives. For each of the proposed projects listed below, please indicate your level of support for the project by circling the corresponding number below.

Project		<i>Very Supportive</i>	<i>Supportive</i>	<i>Neutral</i>	<i>Not Supportive</i>	<i>Not Supportive At All</i>	<i>Don't Know</i>
A.	Street/sidewalk bond issue	5	4	3	2	1	9
B.	Seawall restructuring program	5	4	3	2	1	9
C.	School rebuilding program	5	4	3	2	1	9
D.	Sewer/CSO Infrastructure rebuilding	5	4	3	2	1	9
E.	Central parking/garage project	5	4	3	2	1	9
F.	Affordable Housing	5	4	3	2	1	9

6. Which TWO of the items, from the list in Question 5 (above), would you support most? Circle "NONE" if you would not support any of these items.

1st: _____ 2nd: _____ NONE

7. SATISFACTION WITH CITY SERVICES: Using a scale of 1 to 5 where 5 means “very satisfied” and 1 means “very dissatisfied,” please rate your satisfaction with each of the services listed below.

<i>City Services</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
A. Police						
A1. Speed limit enforcement	5	4	3	2	1	9
A2. Congestion management	5	4	3	2	1	9
A3. Parking enforcement	5	4	3	2	1	9
A4. Vehicle noise enforcement	5	4	3	2	1	9
A5. Efforts to prevent crime	5	4	3	2	1	9
A6. Responsiveness to calls for assistance	5	4	3	2	1	9
A7. Noise code enforcement	5	4	3	2	1	9
A. Overall quality of police services	5	4	3	2	1	9
B. Fire						
B1. Rescue services	5	4	3	2	1	9
B2. Responsiveness to fire emergencies	5	4	3	2	1	9
B3. Fire inspections	5	4	3	2	1	9
B4. Enforcement of sprinkler codes	5	4	3	2	1	9
B5. Enforcement of firm alarm codes	5	4	3	2	1	9
B. Overall quality of fire services	5	4	3	2	1	9
C. Public Works						
C1. Maintenance of streets	5	4	3	2	1	9
C2. Maintenance of sidewalks	5	4	3	2	1	9
C3. Street sweeping	5	4	3	2	1	9
C4. Snow plowing	5	4	3	2	1	9
C5. Trash removal services	5	4	3	2	1	9
C6. Curbside recycling services	5	4	3	2	1	9
C. Overall quality of public works	5	4	3	2	1	9
D. Planning and Zoning						
D1. Residential property maintenance enforcement	5	4	3	2	1	9
D2. Retail and commercial property maintenance enforcement	5	4	3	2	1	9
D3. Enforcement of the mowing and trimming of grass on private property	5	4	3	2	1	9
D4. Enforcement of codes regarding the posting of temporary signs	5	4	3	2	1	9
D5. Enforcement of codes regarding solicitations/promotions on public streets	5	4	3	2	1	9
D6. Enforcing the removal of trash cans/ bins on days trash is not picked-up	5	4	3	2	1	9
D7. Enforcing the clean-up of derelict houses and other public nuisances	5	4	3	2	1	9
D8. Enforcing the removal of abandoned vehicles	5	4	3	2	1	9
D. Overall quality of planning and zoning	5	4	3	2	1	9
E. Water						
E1. Water pressure in your home	5	4	3	2	1	9
E2. City efforts to minimize disruptions to water service	5	4	3	2	1	9
E3. How safe your tap water is to drink	5	4	3	2	1	9
E4. Taste of you tap water	5	4	3	2	1	9
E. Overall quality of water service	5	4	3	2	1	9

7. SATISFACTION WITH CITY SERVICES (cont.): Using a scale of 1 to 5 where 5 means “very satisfied” and 1 means “very dissatisfied,” please rate your satisfaction with each of the services listed below.

<i>City Services</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
F. Parks and Recreation						
F1. City parks	5	4	3	2	1	9
F2. City beaches	5	4	3	2	1	9
F3. Youth recreation programs	5	4	3	2	1	9
F4. Adult recreation programs	5	4	3	2	1	9
F5. Management of the harbor	5	4	3	2	1	9
F6. Access to recreational boating	5	4	3	2	1	9
F. Overall quality of parks & recreation services	5	4	3	2	1	9
G. Public Education						
G1. Quality of educational facilities	5	4	3	2	1	9
G2. Quality of elementary school education	5	4	3	2	1	9
G3. Quality of middle school education	5	4	3	2	1	9
G4. Quality of high school education	5	4	3	2	1	9
G5. System leadership and management	5	4	3	2	1	9
G. Overall quality of public schools	5	4	3	2	1	9
H. Administrative Services						
H1. Overall quality of service provided by City Hall	5	4	3	2	1	9
H2. Quality of city leadership and management services	5	4	3	2	1	9
H3. Overall appearance of the City	5	4	3	2	1	9
H4. Image of the City	5	4	3	2	1	9
H5. Overall quality of life in the City	5	4	3	2	1	9
H6. Feeling of safety in the City	5	4	3	2	1	9
H7. Management of the influx of tourists During the summer	5	4	3	2	1	9
H. Overall quality of the City's administrative services	5	4	3	2	1	9

8. Which FIVE of the specific City services listed in Question 7 above and on the previous page do you think should receive the most emphasis from City leaders over the next two years. DO NOT SELECT ANY OF THE “OVERALL” AREAS. (Write your top five choices below using the letter-number combinations from the list in Question 7 above and on the previous page - e.g., A1, B4, H6).

1st Choice: ____ 2nd Choice: ____ 3rd Choice: ____ 4th Choice: ____ 5th Choice: ____

9. What TWO of the major categories of City services listed below do you think should receive the most emphasis from City leaders over the next two years? (Check up to 2 items)

- | | |
|-----------------------------|---------------------------------|
| ____(A) Police | ____(E) Water |
| ____(B) Fire | ____(F) Parks and Recreation |
| ____(C) Public Works | ____(G) Public education |
| ____(D) Planning and Zoning | ____(H) Administrative Services |

10. Approximately how many years have you lived or owned property in Newport? _____ years

11. What is your age? _____ years

12. What is your gender?
 ____ (1) Female ____ (2) Male

13. Do you live inside the city limits of Newport for at least two weeks per year?

___(1) Yes - answer 13a-b

___(2) No

13a. Do you consider yourself to be a year-round or seasonal resident of Newport?

___(1) Own ___(2) Rent

13b. Do you own or rent your residence in Newport?

___(1) Own ___(2) Rent

14. Do you own a business in Newport?

___(1) Yes

___(2) No

15. Do you own rental property in Newport?

___(1) Yes

___(2) No

16. Are you registered to vote in the City of Newport?

___(1) Yes

___(2) No

17. Which of the following best describes your race/ethnicity? (check all that apply)

___(1) Asian/Pacific Islander

___(4) Black/African American

___(2) White

___(5) Hispanic/Latino/Spanish

___(3) American Indian/Eskimo

___(6) Other: _____

18. Would you say your total annual household income is:

___(1) Under \$30,000

___(2) \$30,000 to \$59,999

___(3) \$60,000 to \$99,999

___(4) \$100,000 or more

[OPTIONAL] If you have other suggestions, please write your comments in the space provided below.

This concludes the survey. Thank you for your time!

Please Return Your Completed Survey in the Enclosed Postage Paid Envelope Addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed on the sticker to the right will ONLY be used to help identify which areas of the City are having difficulties with City services. If your address is not correct, please provide the correct information. Thanks.

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PWFD 2-13: Regarding the response to PWFD 1-22. Based on this response, is it true that there are no other written policies or policy framework related to the water division other than anything contained in the attached job description? Please indicate where in the position description the policy framework established by the City is included. What specific policies are being referred to?

Response: No, it is not true that there are no other written policies or policy framework related to the water division other than the job description. PWFD 1-22 posed a question relating to the introductory portion of my testimony in which I indicated that “I direct and supervise the work of supervisors on administrative and technical issues conforming to a policy framework established by the City as well as State and Federal agencies.” The “policy framework” I was referring to in my testimony, as it relates to the City of Newport, is my job duties as outlined in my job description. The “policy framework” I was referring to in my testimony can be found in the job description, particularly in the sections entitled “Position Purpose,” “Essential Duties And Responsibilities,” “Supervisory Responsibilities,” and “Work Environment.”

Prepared by: Julia Forgue

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PWFD 2-14: Regarding Div 1-2 please reconcile the FY 2008 values in the response with the amounts shown for FY 2008 RFC Schedule B-1

Response: The differences between Div 1-2 and RFC Schedule B-1 for Consulting Fees account 50220 are as follows:

The RFC Schedule B1 account 50220 total of \$115,054 mistakenly included in the FY 2008 expenses an invoice for \$15,035 from the PUC for services performed in May 2007 and an invoice for \$770 from Chappell & Chappell from May 2007. Also, an invoice from Keough & Sweeney for June 2008 for \$2,211 and an invoice from Raftelis for August 2007 for \$3,772 were not included in FY 2008 expenses in RFC Schedule B-1. Other minor changes totaled \$122. After these adjustments are made the correct total for FY 2008 is \$105,354.

The response to Div 1-2 for account 50220 of \$104,887 was missing a May 2008 invoice from the PUC totaling \$467. Adding this to the \$104,887 gives the correct FY 2008 total of \$105,354.

Prepared by: R Esten

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CERTIFICATION

I hereby certify that I sent by electronic mail a copy of the within to all parties set forth on the attached Service List on March 18, 2009, and one original to Luly Massaro, Clerk, Rhode Island Public Utilities Commission.

Parties/Address	E-mail Distribution	Phone/Fax
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File an original and nine (9) copies w/: Luly E. Massaro, Commission Clerk Public Utilities Commission 89 Jefferson Blvd. Warwick, RI 02888	lmassaro@puc.state.ri.us	401-780-2107 401-941-1691
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/s/ _____
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