

**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
December 1, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Tom Clifford, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce

**Others Present via Zoom:**

Mike Garrepy, Tuck Realty  
Joe Coronati, Jones & Beach Engineering  
Eric Gardner, Benchmark Development

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Discussion with Mike Garrepy & Benchmark**

Re: 30-unit development Route 1 and expansion of memory care facility

Mike Garrepy, Joe Coronati and Eric Gardner met with the Commissioners to discuss the plans for water services for the 30-unit development at the Hector's site and the Evolve facility expansion, both on Route 1.

RWD Superintendent Arik Jones explained that there are two options. One option is to run down the west side of Route 1 from RWD's existing main, which is north of Benchmark's entrance. That would consist of taking out the forty-five-degree bend, putting in a "Y" and running the pipes straight down to Aquarion's main. The other option is to directional drill across Route 1 at Dow Lane, connect to the existing stub out and connect into the existing Aquarion main across the street on the west side. He noted that Aquarion is not interested in individually selling water, as they do not have a franchise in that area. However, they would consider selling the main for it to be utilized for this project.

Mr. Garrepy stated that they are comfortable considering either approach.

Joe Coronati, Jones & Beach Engineering, shared an updated plan with the Commissioners showing the proposal for water service to the 30-unit development and the Benchmark property (a.k.a. Evolve).

Mr. Garrepy stated that he and Eric Gardner are agreeable to the purchase of the Aquarion line. He believes the price was set at \$25,000 to be paid to Aquarion. He thinks it would be good to have Severino look at the costs of the extension on the west side or the plan that Joe has shown to see the difference. If it's a wash, it may be easier to do the work on the west side versus crossing Route 1.

Superintendent Jones pointed out that going with the Dow Lane crossing will require a day or two of shutdown of traffic to drill across Route 1. There will definitely be issues of traffic details more so than running down the west side of the road. Also, there's an open space on the west side for operation. Probably the biggest issue with the west side is blocking the entrance to Evolve. Provisions will need to be provided to get cars in and out of the site during that time.

Mr. Garrepy commented that their issue with the west side is that the 30-unit development will probably start construction before Benchmark's expansion. That will interrupt their traffic flow, which will have to be coordinated for the work.

Mr. Gardner stated that in looking at the plan, it seems that they can maintain traffic flow to the building while installing the line. He pointed out that they need to maintain 24/7 access to the building for ambulances and emergency vehicles, which they will need to keep in mind in determining how it will be done. He continued that he and Mike are committed to assisting in the acquisition of the Aquarion line, assuming the cost is in line with what was discussed. They are happy to do the connection work as well, provided they can choose a method that is cost effective and in line with what has been discussed to date.

Superintendent Jones noted that he will be meeting with Severino at the site to review the main locations and review the area for the project.

Mike Garrepy agreed to meet them at the site with copies of the updated plans.

Referring to the purchase of the Aquarion water main and how it transitions, Superintendent Jones explained that there has to be an agreement between Aquarion and Rye Water District. In normal applications, a developer burdens the cost of the pipe and it's installed. At the time of activation, a connection fee is paid to the Water District, the water is turned on and the piping is eased over to the Water District. The unique piece of this project is that the pipe is already in the ground, but there's really no difference. He noted that he will follow up with Carl McMorran from Aquarion Water to see how he would like to proceed.

### **III. Approval of Meeting Minutes**

- November 3, 2021

**Motion by Tom Clifford to accept the minutes of November 3, 2021 as amended.  
Seconded by Art Ditto. All in favor.**

### **IV. Chris Berg, Wright-Pierce**

Project update – Asset Management Grant Funds  
2022 Engineering Budget Proposal

Chris Berg, Wright-Pierce, spoke to the Commission in regards to current Water District projects. The proposed Garland well shutdown for pump installation, electrical connections and pipe work is scheduled to start on December 6<sup>th</sup> and be completed by December 16<sup>th</sup>. The time period is based on the availability of pump installers, pipe installers and primary electrical connections. The project is set to reach substantial completion the beginning of February. The outside work will begin in the spring.

There has been no word from Jamco regarding the estimated costs for the Wallis main replacement project. The Commission may need to consider whether they want to rebid the project. A warrant article with the new project cost will be need to be presented to the voters at the annual meeting. The new warrant article will supersede the article that was passed by the voters at the annual meeting on July 11, 2020. A revised application will also need to be submitted to NH DES Drinking Water Trust Fund.

Grants are available for asset management, strategic planning, water audits and energy efficiency. The asset management grant is a \$100,000/no match proposition. The grant will cover purchase and implementation costs, costs for updates to GIS and asset management planning. There's plenty of benefit the District can realize by going through the asset management grant effort. A water rate study would also be eligible through the Asset Management Grant; as well as, Strategic Planning. The strategic planning grant and water audit grant are both \$20,000 grants with no match. Applications for the grants are due the beginning of January. Mr. Berg will flush out a list of possible projects for the grant applications.

The Water District projects submitted for ARPA Funds didn't make the funded list. The treatment plant was two or three down from the funded list. There's a potential that ARPA money might come back into play for the treatment plant, if projects that made funding drop off. A Drinking Water Trust Fund application has also been submitted for that project. Now that the District knows they did not get ARPA funding, the application can be revised, which is due the end of the week. Mr. Berg is submitting an application for a 70% percent loan with a 30% grant to move the treatment facility project forward. The District should have a decision from the Trust Fund in January.

There was discussion about revisiting the treatment plant project and updating the design in order to meet the new water quality testing requirements, which are intended to start in July 2022.

**V. Superintendent's Monthly Report, Pumping Chart, and Data Report, and Bacteria Tests for November**

Superintendent Jones presented the monthly report, along with the pumping and data reports, for the month of November.

- A notice will be posted on the District's website, along with the Town's website, concerning the Garland well shutdown from December 6<sup>th</sup> to the 16<sup>th</sup>. The electronic sign will also be utilized and located in front of the Public Safety Building. Residents will be encouraged to conserve water during the shutdown.
- Winterization of the hydrants has been completed.
- Water usage is down from last year; however, it's within the average for this time of year.
- Fourth quarter water readings will be taking place the third week of December for the end of year billing.

**Motion by Tom Clifford to accept the superintendent's report for the month of November. Seconded by Art Ditto. All in favor.**

**VI. Cash Flow Reports**

The Commissioners reviewed the cash flow reports for the month of November. No issues or concerns were noted.

**Motion by Tom Clifford to accept the cash flow reports for the month of November. Seconded by Art Ditto. All in favor.**

**VII. Treasurer's Reports**  
*Not Available*

**VIII. Correspondence**

- **Abutter's Notice** – Major Site Development Plan by WBTSCC

**IX. Old Business**

- a. **Route 1 Connections**  
*Addressed at beginning of meeting.*

**X. New Business**

- a. **2021 Encumbered Funds**
  - **Utility Work Truck**

**Superintendent Jones requested to encumber the funds for the purchase of the new utility work truck in the amount of \$75,000., which is on order but has not yet been delivered.**

**Motion by Tom Clifford to encumber the amount of \$75,000 for the purchase of the utility work truck. Seconded by Art Ditto. All in favor.**

**b. HealthTrust Return of Surplus Premiums**

A return of surplus premiums was received from HealthTrust for the District's employee medical coverage benefits. The surplus is based on the number of claims within the District's group during the period of August 2020 to August 2021. Business Manager Dyana Ledger made a request to disburse the appropriate surplus payments to qualifying employees.

**Motion by Art Ditto to accept the return of surplus premiums from HealthTrust in the amount of \$8,942.40 and to disburse the appropriate amount to employees and retirees who qualify for a return. Seconded by Tom Clifford. All in favor.**

**XI. Town Planning and Zoning Minutes**

*There were no issues or concerns noted.*

*The projects on Route 1 for the 30-unit development and Benchmark were addressed at the beginning of the meeting.*

**XII. Other Business**

**a. 2022 Budget Workshop**

*Budget to be addressed at the Commissioner's work session on December 15<sup>th</sup>.*

**Tom Clifford made a motion to give the Water District employees a \$500 holiday bonus. Seconded by Art Ditto. All in favor.**

**Adjournment**

**Motion by Tom Clifford to adjourn at 12:10 p.m. Seconded by Art Ditto. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
November 3, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Tom Clifford, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager  
Attorney Justin Richardson  
Selectman Phil Winslow (joined the meeting at 9:40 a.m.)

**Others Present via Zoom:**

Zack Malpass  
Johanna Silkowski

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Discussion with Zack Malpass, Johanna Silkowski  
With Attorney Justin Richardson**

Chair Hickson opened the discussion by stating that the Water District has been looking at the proposed replacement well situation and are probably going to go in a different direction. The potential replacement well doesn't yield enough water for the District's needs. The Commissioner's thoughts are to keep the old Cedar Run Well. It is expected that with the new State regulations, coming out next summer, the Water District will have to treat its water. It's expected that the District will have to put in a new treatment plant, which would bring the existing Cedar Run Well within specs.

**Johanna Silkowski** commented this makes things easier for them.

**Attorney Justin Richardson** stated they came to the meeting thinking that they could talk about a way to do this. He asked if the well is something that the District wants or if it is irrelevant at this point.

**Superintendent Arik Jones** stated it's irrelevant at this time. The volume of water is less than half of the existing Cedar Run Well. Cost effectively, it doesn't make any sense and there's no guarantee that the total organic compounds are going to continue at the level they are at this point in time. The existing Cedar Run Well is producing 360 gallons per minute versus less than 150. If the District goes with the replacement well, the existing well will be decommissioned. If treatment is eminent, which most likely it is, it makes sense to stay with the infrastructure that's already in place.

Chair Hickson pointed out that currently the replacement well would meet the standards, but it's uncertain if it will have the same issue as the current well, once it gets put into production.

Attorney Richardson stated that they were planning to make an offer to say "we'll support your application if you'll support our DES Wetlands Permit". He knows that DES has reached out to ask what the District's position is about whether the pond affects the groundwater levels. He pointed out that this is something they would like. If the District is not doing their application, then the offer to support it is not all that valuable. He noted that they have the right to know case still pending. He thinks if the District is willing to say they are not pursuing that well, there is really no desire to be in court and a stipulation could be filed.

Ms. Silkowski agreed. She stated that it's a relief the District is not going forward because she and Zack are not interested in being in a battle with anybody or having to have negotiations. It makes things easier on their end. She continued that they are still moving forward with their permit. They would appreciate the District's comments, good or bad, so they are aware of them. Or, if there is still no position, the District should let DES know there is "no position".

Commissioner Ditto noted that the District is working on giving input on the permit now. Something has to be drafted and sent back to Eben Lewis (DES).

Ms. Silkowski stated that if there is no well, she doesn't think the lawsuit has to continue. She noted there are legal expenses from just trying to get that information. There are still costs, but depending upon where it goes with the District supporting or not supporting their project, hopefully, it can all be figured out.

Attorney Richardson stated that even a response saying that the District takes no position or has no comment on the criteria that Eben forwarded in his email is good enough. He continued that they have spoken with Tim Stone. He's given a letter saying that he doesn't think there is any connection. The pond is too small. It just doesn't have the influence on groundwater quality or quantity levels. He thinks Eben Lewis is prepared to rely on Tim Stone's letter. He thinks Eben is just waiting to hear from the Water District, as he's never done a permitting process adjacent to a water supply. Attorney Richardson asked the commissioners their thoughts.

Commissioner Ditto stated that they are putting their response together now. They really don't have anything to put out now because they are still discussing it and working on a letter.

Ms. Silkowski asked if this means there are concerns that the commission is putting together to present to Eben.

Commissioner Ditto commented they are just putting together their thoughts. When the letter is put together, it can be forwarded. However, they haven't gotten far enough down the road to give any type of input or direction of where this will be going.

Attorney Richardson noted that it's expected that Eben will be issuing a permit the week after next.

Commissioner Ditto pointed out that in Eben's October 20<sup>th</sup> letter, he gave sixty days to reply to those particular comments. The District could send an email to Eben stating that they will be responding.

Attorney Richardson explained that he has sixty days to respond. Based on the meeting today, he's going to respond that it was discussed and the District didn't have any comments yet. That will trigger a thirty-day deadline for Eben to render a decision; however, he doesn't have to wait the thirty days. Eben has said that he's committed to doing this the week of November 15<sup>th</sup>.

Commissioner Ditto stated that the District can get in contact with Eben and tell him they will be providing comments. If he chooses to not wait for those comments, that's his decision. Eben has been looking for the Water District's input, so he thinks he will wait for it. He reiterated that Superintendent Jones will give Eben a call to give him a timeline for the response.

Attorney Richardson stated that they were before the Water District in January with the same proposal; "you support our application, please support ours". He noted that they have been looking for comments for a long time. When they were on site in June of 2020 with the District, it was the understanding that the pond and the well were different projects. He noted that the Malpass' application has been pending for two years.

Commissioner Ditto pointed out that the first identification about DES's rules about the comments wasn't identified to the District until July. The District was kind of waiting for a formal request and then they received an email. He reiterated that the District will provide comments, but this is where it's at today.

Attorney Richardson commented there's a risk that Eben is just going to proceed. He continued that they told Eben that if the permit is not issued soon, because of the trial with the Town coming up, the pond will probably just be removed. If it goes to trial without the DES permit, they will lose. He continued that they were prepared to stop the whole process but he told Zack and Johanna to have this meeting to try to resolve the issue, as he feels there is an opportunity to do that. It's been communicated to Eben that if he doesn't issue the permit, they are just going to submit a restoration plan and pull out the pond. They are done fighting with the Town, as it's just going to go on forever. He encouraged the commissioners to get their comments to DES now because Eben has committed to rendering a decision.



Ms. Silkowski noted that they had a meeting with people from DES who actually presented that the impoundment was beneficial. They were trying to encourage it as an enhancement project because there were so many benefits. She commented that it's unfortunate if it has to come out; however, they are really at the point where they don't have the time, money or mental wherewithal to keep going. She stated that if the commission is saying that they need more time and are working on a response, it doesn't sound like the District is going to say everything is good. It sounds like the District is compiling a list of data with issues. She commented that it would be nice to know what these issues are up front, so they can start the dam restoration plan and move forward. She doesn't see any reason why this has to be pushed out another sixty days.

The commissioners agreed that they need time to discuss this amongst themselves. They will work on a response and get it to Eben in a reasonable timeframe.

Attorney Richardson stated that he would like something stating that the Water District is not pursuing its application. If Attorney Quinn tells him that, he will file something with the court to pull the lawsuit. However, he wants to rely on what the commissioners have said about not pursuing the well anymore. He asked if there is something in writing that they can rely on.

Commissioner Ditto stated that as far as pursuing the new well, the commissioners are evaluating all their positions. He doesn't think they are going back to that well.

Commissioner Hickson stated that they need to keep all options open. However, in discussions with the engineers, the commissioners think the direction of keeping the old Cedar Run Well, and not pursuing the new well, is the direction to go.

Superintendent Jones noted that at this point in time, the hole is in the ground. It can stay there for twenty years. Twenty or thirty years down the road, it may be looked at but definitely not in the near future.

Chair Hickson stated they don't plan to pursue the permitting of the well with DES.

Attorney Richardson asked if the District's application before the DES is going to be withdrawn. If there's a statement saying that the application has been withdrawn, he could talk to Zack and Johanna about maybe pulling the lawsuit. He knows Johanna is concerned about what has been spent on it. Under the Right-to-Know Law, it says if the lawsuit was necessary to get the information, the person is entitled to recover attorney fees. He pointed out that he is confused on whether the application is pending or not.

Commissioner Ditto explained that nothing has changed, as far as the application. The District hasn't written a letter to DES. He thinks this would have to be done through the Water District's engineering firm.

Chair Hickson stated that he wants it to be clear that what was said today about abandoning the new well and going back to the old one, is the current thinking, but it's not hard and fast. The commissioners are going to discuss it further with the District's engineers.

Attorney Richardson, Zack Malpass and Johanna Silkowski ended their discussion with the commissioners.

### **III. Approval of Meeting Minutes**

- October 6, 2021

**Motion by Art Ditto to accept the minutes of October 6, 2021 as written.  
Seconded by Tom Clifford. All in favor.**

### **IV. Treasurer's Reports**

*No issues or concerns were noted.*

**Motion by Art Ditto to accept the Treasurer's Report for the month of July 2021.  
Seconded by Tom Clifford. All in favor.**

**Motion by Art Ditto to accept the Treasurer's Report for the month of August 2021.  
Seconded by Tom Clifford. All in favor.**

**Motion by Art Ditto to accept the Treasurer's Report for the month of September 2021.  
Seconded by Tom Clifford. All in favor.**

### **V. Cash Flow Reports**

*No issues or concerns were noted.*

**Motion by Tom Clifford to accept the cash flow reports for the month of October.  
Seconded by Art Ditto. All in favor.**

### **VI. Superintendent's Monthly Report, Pumping Chart, and Data Report, and Bacteria Tests for October**

Superintendent Arik Jones presented the pumping chart and data report for the month of October.

- The pumping totals were just short of 11 million gallons for October. Last year, the total was just over 11 million gallons. Everything is pretty much falling back in line with last year. Those numbers do not reflect the numbers for unaccounted water.
- Flushing has been completed for the Rye Water District. The District is still waiting on Portsmouth, as they have been delayed due to winterization of their hydrants.
- Bacteria samples for November will be pulled within the week.
- Hydrant pump-out for winterization has been completed, except for the Portsmouth served area of Rye.

- 1244 Washington is starting to water establish service. The contractor bought the meters for the development through the Water District's vendor. The meters meet the District's requirements.
- The field operators have been preparing the snow plows for winter.
- Greg Vaillancourt will be sitting for his operators 1 and 2 licensing on Friday.
- The project at Airfield Drive seems to be moving forward. The intent is to get the piping across the street and the two hydrants proposed for the end of the street installed before December/January. Superintendent will follow up with the town's building inspector to give him an update. Wright-Pierce will be overseeing the work at Airfield Drive.
- Chris Berg is working on getting the District a rate quote study quote, which should be ready within a week.
- Jamco is interested in starting the Wallis Road main replacement project in the spring of 2022. They will be updating the proposal for the work. A special application will have to be submitted to increase the amount of the bond.
- For 2022, Superintendent Jones recommends focusing on tank 1 for paint restoration. The Breakfast Hill tank does not need a full rehab.
- A Rye/North Hampton/Portsmouth interconnect meeting is scheduled for October 15<sup>th</sup> at the Town Hall.

Superintendent Jones gave a quick update on the Garland pumphouse upgrade. He also spoke to the commissioners about the replacement of the Bailey pump.

**Motion by Art Ditto to accept the Superintendent's Report for October. Seconded by Tom Clifford. All in favor.**

## **VII. New Business**

### **a. Garland Well Upgrade Discussion**

*Addressed earlier in meeting*

### **b. Bailey Pump Upgrade Discussion**

*Addressed earlier in meeting*

### **c. Interconnection Meeting November 15<sup>th</sup>**

*Addressed earlier in meeting*

## **VIII. Old Business**

*None*

## **IX. Other Business**

### **a. Seacoast Drinking Water Commission**

Commissioner Ditto reported that a Seacoast Drinking Water Commission meeting was held on October 21<sup>st</sup>. Stratham gave a briefing on their water system. The town has a little bit of water coming from Exeter; however, most of the homes are serviced by private wells. Stratham has a lot of condominium association wells, which are hard to manage as the size of the system is small. There's no real drive in Stratham to establish a water system, even though it impacts the corridor of Route 33 coming in from Exeter.

Now that all the different water systems in the seacoast area have given a briefing on their systems, the next step is to visit towns to educate people about sampling private wells, as most don't know that they should be testing the quality of their well water.

The committee will also be working on a final report of all the work they have done over the year.

### **b. Rate Study**

Wright-Pierce is working on a quote for a rate study, which should be ready for the next meeting.

The commissioners reviewed a report submitted by the Business Manager showing water usage broken out by rate categories for the past year.

### **c. Meeting with Select Board**

There was discussion about scheduling a time to meet with the town's Select Board. Superintendent Jones will work on possible dates/times and will follow up with the commissioners.

### **d. Possible Budget Meeting Date**

The commissioners will be working on the 2022 Budget at their workshop meeting on November 17<sup>th</sup>. If another meeting is needed it will be scheduled at that time.

### **e. Late Payment Policy**

Business Manager, Dyana Ledger, presented an update to the Late Payment Policy addressing late payments to the District for water services.

The commissioners did not have any issues or concerns with the proposed updates to the policy.

**Motion by Tom Clifford to accept the revised Late Payment Policy as presented. Seconded by Art Ditto. All in favor.**

**X. Town Planning and Zoning Minutes**  
*There were no issues or concerns noted.*

**XI. Correspondence**

- Email rec'd from Phil Winslow re: ARPA FRF – Water Infrastructure
  - Grant & Loan Sources for Public Water Systems
- Adjournment

**Motion by Tom Clifford to adjourn at 11:00 a.m. Seconded by Art Ditto. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
October 6, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Tom Clifford, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager  
Selectman Phil Winslow  
Chris Berg, Wright-Pierce

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Partners Bank – Karen Gogola-Andronaco**

**Karen Gogola-Andronaco, Market Manager for Partners Bank, and Chris MacDonnell, Services Manager,** met with the Commissioners to introduce themselves and discuss services offered by Partners Bank, as there is a new branch in Rye.

**III. Approval of Meeting Minutes**

- September 1, 2021

**Motion by Art Ditto to accept the minutes of September 1, 2021 as written.  
Seconded by Tom Clifford. All in favor.**

**IV. Update – Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce Engineering,** met with the Commissioners to give an update on ongoing Water District projects. Wright-Pierce is working on the Emergency Response Plan, which should be completed by the end of October. The deadline for submission to the State is December. Greg Smith will be meeting with Arik Jones at a potential water source site on South Road, along with the property owner, for a preliminary investigation of the site.

The Garland pumphouse project continues to move forward. A progress meeting is scheduled for next week. The project is on track to be completed by the end of the year. Jamco is interested in starting the Wallis Road main replacement project next spring. They are reviewing the costs associated with the bid as compared to what they will be in the spring. The District will need to go through a special application process with the Drinking Water and Groundwater Trust Fund (DWGTF) in order to expand the loan. The project will need to go to a public hearing and warrant article to be voted on at the District's annual meeting in 2022. However, DES did not feel that the District would need to go through a second bidding process for the project, as the low bidder has been chosen. ARPA funds from the Town may be available to help fund the project.

Wright-Pierce will be moving design work forward in October for the Breakfast Hill tank maintenance. An application for a central water treatment facility was submitted in September to the DWGTF. The Trust Fund is currently working through the review of applications received and should have a list of projects they are looking to fund in December.

#### **V. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for September**

Superintendent Arik Jones presented his monthly report and pumping chart for the month of September.

- Monthly samples have been taken for the month of October. The results have not yet been processed.
- System flushing has started this week.
- Operator Greg Vaillancourt will be sitting for his Operator 1 license within the next month.
- Usage is down about 4 million gallons from last year in the same month. Over the past five years, the monthly usage for September 2021 is the second lowest. Annually, the usage is the second highest. The year 2020 showed the highest usage over the past five years.

The Commissioners reviewed the pumping chart submitted for the month of September.

It was noted that authorization is needed for Arik Jones to sign the application to DWGTF, which was approved to be submitted at the September meeting.

**Motion by Tom Clifford to authorize Arik Jones to sign the application to the Drinking Water and Groundwater Trust Fund that was submitted in September for a central water treatment facility.**

**Seconded by Art Ditto. All in favor.**

**Motion by Art Ditto to approve the superintendent's report for the month of September. Seconded by Tom Clifford. All in favor.**

#### **VI. Treasurer's Reports** *Not available*

## **VII. Cash Flow Reports**

The Commissioners reviewed the cash flow and expenditure reports for the month of September. There were no issues or concerns. Business Manager Dyana Ledger has prepared the budget template for 2022 and will begin working on the budget for administration and payroll.

**Motion by Art Ditto to accept the cash flow reports for the month of September.  
Seconded by Tom Clifford. All in favor.**

## **VIII. Correspondence**

*None*

## **IX. Old Business**

### **a. State of Wallis Rd project**

*Addressed earlier in meeting*

## **X. New Business**

*None*

## **XI. Town Planning and Zoning Minutes**

*There were no issues or concerns noted.*

## **XII. Other Business**

### **a. Seacoast Drinking Water Commission**

Commissioner Ditto noted that the Seacoast Drinking Water Commission had a meeting on September 23<sup>rd</sup>. The commission has submitted a proposal to DWGTF for a seacoast arsenic initiative to survey private wells. As a result of presentations from various municipalities, it has been found that people on private wells don't know the quality of the water that's in their wells. The intent of the program is to go into the communities to sample private wells in order to get that information for people. The next meeting of the Seacoast Drinking Water Commission will be held on October 21<sup>st</sup> at the DES office at Pease.

## **X. Non-Public Session per RSA 91-A:3, II (e) Legal**

**At 10:31 a.m., Tom Clifford made a motion to go into non-public session per RSA 91-A:3, II(e) Legal. Seconded by Art Ditto.**

**Roll Call: Tom Clifford – Yes, Art Ditto – Yes, Ralph Hickson – Yes**

**At 10:59 a.m., the Commission came out of non-public session.**

## **Adjournment**

**Motion by Tom Clifford to adjourn at 11:00 a.m. Seconded by Art Ditto. All in favor.**

Respectfully Submitted, Dyana F. Ledger



**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
September 1, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Tom Clifford, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager  
Selectman Phil Winslow  
Chris Berg, Wright-Pierce

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Approval of Meeting Minutes**

- August 4<sup>th</sup>

**Motion by Tom Clifford to accept the minutes of August 4, 2021 as written. Seconded by Ralph Hickson. All in favor.**

**III. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for August**

Superintendent Arik Jones reviewed his report and pumping data for the month of August.

- The pumping totals are up 2 million from last month but this is not abnormal. It is right in line with previous years 2018/2019.
- The operators in the field are pressure washing the tanks over the next week. They are currently working on the tank on Washington Road and will then move on the Breakfast Hill. Harnesses and safety equipment is being used on site with the work being overseen by the Superintendent. Staging has also been rented for the duration of the project.
- The operators have also been working on organizing the Garland Well pump house. The update to the pump house is moving along as expected with Apex.

- It is anticipated that RWD will be receiving plans by the end of September for a development on Route 1 across from Adam's Mobile Home Park. There's a possibility that this development will consist of 80 units.
- Discussions continue with Aquarion in regards to a possible interconnect on Route 1 in order to supply water for the Evolve expansion and the abutting proposed development. The intention is to pass this cost on to the developer, as they would have to lay pipe for water connections whether it be with Rye or Aquarion.
- Superintendent Jones has contacted Mike Unger, DES, about the possibility of increasing the amount of the loan for the Wallis Road main replacement project, which is being funded through the Drinking Water Trust Fund. This can be done through a special application process for the additional funding.
- In regards to ARPA Funds being received by the Town from the State, RWD would be eligible to receive a portion of those funds if the Commissioners have voted to adopt RSA 31:95B, which allows for acceptance and expenditure. The Commissioners voted to adopt the RSA at a meeting in 2010, so RWD is able to accept the funds if offered from the Town.
- Superintendent Jones reached out to Severino Construction in regards to the generator no longer being used by the District. Severino is interested in the generator but would like for RWD to consider a trade of a message board. This would be very useful in a number of ways, as it could be used to post information about the annual meeting and other important information.

Chair Hickson confirmed that he spoke with the Recreation Director about whether the generator would fit their needs; however, it does not.

The Commissioners agreed that if a trade is made with Severino, a simple agreement should be drafted by Attorney Quinn to avert any possible liability to the District.

**Motion by Tom Clifford to authorize the swap of the generator between RWD and Severino for a message board, pending an agreement drafted by Attorney Quinn. Seconded by Ralph Hickson. All in favor.**

**Motion by Tom Clifford to accept the superintendent's report for the month of August. Seconded by Ralph Hickson. All in favor.**

#### **IV. Update – Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce Engineering**, gave an update on projects for the Water District. He is currently working with Superintendent Jones on the Emergency Response Plan. The draft should be ready for the Commissioners' review in October. It will be ready to be filed some time in November. The deadline for the plan to be completed and submitted is December 31<sup>st</sup>. There should be no issues meeting that deadline.

Wright-Pierce is holding off on any work associated with the Cedar Run replacement well. Also, there has not been any further work on the additional water source investigation. The next step would be to reach out to the Conservation Commission to find out what their needs are for installing test wells. He will reach out to Greg Smith in regards to where this project stands at this time.

The Commissioners agreed that the work on the Cedar Run replacement well should also move forward, as the District has funds earmarked for that well. Mr. Berg agreed to start the design for connecting the service.

Superintendent Jones noted that he reached out to Chris Salter at James Verra and Associates about drafting the estimated land swap area. He has not yet heard back from Mr. Salter but will keep trying to contact him.

Mr. Berg confirmed that work is continuing on the Garland pump house. The majority of the electrical has been installed at this time. There have been no issues or concerns with the project. A progress meeting is scheduled for next week with Apex Construction. It seems that Apex is on track for meeting the agreed upon completion date; however, this will be discussed at the meeting next week.

In regards to the Wallis Road project, Mr. Berg noted that there may be some additional work needed in order to put in a special application to DES. A Notice of Intent to Award should be drafted stating that if the funds are approved through the warrant article process, the job is intended to be awarded to Jamco Construction. DES feels that this is an acceptable way to go and it will be okay for the District to wait on the project. This will give the District time to seek additional funds through a warrant article process or seek funds through a grant.

Superintendent Jones explained that the District has until June of 2022 to meet substantial completion on the project, so there is still plenty of time to meet this deadline. If the District decides to file a special application, they should move forward on doing this soon. He suggested moving up the annual meeting date to give Jamco more time to start the project. He noted that he spoke with Jamco and they are very interested in holding onto this job.

Commissioner Clifford pointed out that there may be guidelines from the State for the annual meeting date that have to be followed.

The Commissioners asked the Business Manager to check the timeframe set by the State for annual district meetings.

There was discussion about future projects that could be submitted to the Drinking Water Trust Fund (DWTF). The annual submittal for an application is due on September 9<sup>th</sup>. After discussion, it was agreed that the central treatment facility is something that should be considered for submission. RWD would not be committed to move forward on any project, if it were to be approved by the DWTF. However, submitting the application will give the District an idea of what might be approved and how other possible funding sources could be incorporated into the project.

**Motion by Tom Clifford to authorize Wright-Pierce to submit an application to the Drinking Water Trust Fund through NH DES for a central treatment plant. Seconded by Ralph Hickson. All in favor.**

**V. Treasurer's Reports**  
*Not available*

**VI. Cash Flow Reports**

The Commissioners reviewed the cash flow and expenditure reports for the month of August. There were no concerns or issues.

**Motion by Tom Clifford to accept the cash flow reports for the month of August. Seconded by Ralph Hickson. All in favor.**

**VII. Correspondence**  
*None*

**VIII. Old Business**

- Superintendent Jones reported that the leak near 605 Lafayette Road is being repaired.

**IX. New Business**  
*None*

**X. Town Planning and Zoning Minutes**  
*There were no issues or concerns noted.*

**XI. Other Business**

**a. Goss Farm Event**

The Commissioners discussed the possibility of participating in the upcoming Goss Farm Event, which is being held on September 18<sup>th</sup>. It was determined that the Water District will have to pass this year, as two of the commissioners will not be in town on that date. It was also agreed that it is too close to the date of the event to put a table together for the event.

**Adjournment**

**Motion by Tom Clifford to adjourn at 10:28 a.m. Seconded by Ralph Hickson. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
August 4, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Tom Clifford, Commissioner  
Art Ditto, Commissioner (arrived at 9:30)

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Selectman Phil Winslow  
Chris Berg, Wright-Pierce

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Approval of Meeting Minutes**

- July 7<sup>th</sup>

**Motion by Ralph Hickson to accept the minutes of July 7, 2021 as written. Seconded by Tom Clifford. All in favor. (Note: Art Ditto not present for vote)**

**III. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for July**

Superintendent Arik Jones presented his monthly report, along with the pumping charts for the Commissioners to review.

- Two hydrants were replaced over the past month; one at 1459 Ocean Blvd and hydrant #418 at the end of Olde Parish Rd.
- Bacteria samples for August will be taken next week.
- Superintendent Jones will be working with Wright-Pierce on the Risk and Resiliency Emergency Response Plan, which is slated to be completed by the end of December.
- The Breakfast Hill tank painting proposal will be starting within the week.
- Gregg Vaillancourt will be taking his tests for his treatment 1 and distribution 1 licenses.

- Calibration of all meters was completed over the past month.
- T-Mobile has begun working on repositioning their cell communication equipment on the Breakfast Hill tank.
- Preliminary painting has started at the Garland pump house. Bollards have been set around the propane tanks. DF Richard is in the process of setting up the final propane connections. The project is moving along with no issues.
- A preconstruction meeting is being held on August 5<sup>th</sup> for the TD Bank building remodel. There may be a proposal to move the service line.
- Bid opening for the Wallis Road main replacement project is being held on Thursday, August 5<sup>th</sup>, 2:00 p.m., at the Water District office.
- Superintendent Jones will be meeting with Aquarion Water on Friday, August 6<sup>th</sup> to discuss the possibility of an interconnection along Route 1.
- The well levels have increased due to the recent rain storms. There has been a tremendous drop-off in usage over the past month. The bedrock well has increased by 20ft and the gravel has increased by 2ft, which brings it to 21ft above pump.
- No further updates have been presented to the District in regards to the proposed development for the old Hector's site. A new plan is being submitted by Evolve for an addition to the facility. The original plan was for 90 beds. The new proposal reduces the number of beds to approximately 50.
- Superintendent Jones was contacted by a developer in regards to a possible development off Route 1 near Lago's, which would involve 80-units.

**Motion by Tom Clifford to accept the superintendent's report for the month of July. Seconded by Ralph Hickson. All in favor. (Note: Art Ditto not present for vote)**

#### **IV. Update – Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update in regards to Water District projects. He noted that the Risk and Resiliency Assessment has been developed and the certification submittal was submitted before the June 30<sup>th</sup> deadline. Work will now begin on the Emergency Response Plan and will be completed by the end of the year.

The new well source investigation has been put on pause at this time. The next step would be further conversations with the Conservation Commission.

A disbursement request will be submitted to NH DES in the next couple of weeks for the work that was completed in July for the Garland pump house project. It is anticipated that Apex Construction will begin the interior work in September. The Wallis Road bid opening is being held on August 5<sup>th</sup>. After the opening of the bids, Wright-Pierce will run through the bid review process and submit a recommendation to the Commission. They will also continue to coordinate with the town in regards to the timing and coordination of the work.

Mr. Berg noted that the Breakfast Hill tank design process has just started. He will be meeting with Superintendent Jones to discuss what the project will entail. There are some minor structure safety issues to be addressed, as well painting work to be completed. He pointed out that the

cellular communications contract is coming up for renewal next year. It will be important to keep the requirements and limitations for the cellular carrier and the District in mind when thinking about the project.

There was some discussion in regards to submitting an application to the Drinking Water Trust Fund for any of the District's pending projects. The application deadline is September 9<sup>th</sup>. It was agreed that Wright-Pierce should move forward with preparing an application(s). There will be further discussion at the next monthly meeting on September 1<sup>st</sup>.

## **V. Treasurer's Reports**

The Commissioners reviewed the Treasurer's reports for the months of April, May and June. There were no issues or concerns noted.

**Motion by Art Ditto to accept the Treasurer's report for the month of April. Seconded by Tom Clifford. All in favor.**

**Motion by Art Ditto to accept the Treasurer's report for the month of May. Seconded by Tom Clifford. All in favor.**

**Motion by Art Ditto to accept the Treasurer's report for the month of June. Seconded by Tom Clifford. All in favor.**

## **VI. Cash Flow Reports**

Business Manager Dyana Ledger presented the cash flow reports for the month of June. The Commissioners did not have any concerns.

**Motion by Tom Clifford to accept the cash flow reports for the month of June. Seconded by Art Ditto. All in favor.**

## **VII. Correspondence**

- The Capital Improvements Plan Committee (CIP) has sent a request to the District for updates on capital projects for the 2022-2026 CIP. Commissioner Ditto agreed to work on the information.
- Selectmen's Secretary Janice Ireland has sent a notice for articles for the town newsletter, which are due by August 20<sup>th</sup>.

## **VIII. Old Business**

There was some discussion about what should happen with the diesel generator, which was replaced earlier this year. The Commissioners asked Superintendent Jones to look into the option of trading in the generator for a smaller model that could be used for the District's

building/pump station on Sagamore Road. The Commission will discuss this further at a future meeting.

**IX. New Business**  
*None*

**X. Town Planning and Zoning Minutes**  
*No issues or concerns were noted.*

**XI. Other Business**

**At 10:30 a.m., Art Ditto made a motion to go into non-public session per RSA 91-A:3(e) Legal. Seconded by Tom Clifford.**

**Roll Call: Art Ditto – Yes; Tom Clifford – Yes; Ralph Hickson – Yes**

**At 10:49 a.m., the Commission came out of non-public session.**

**Motion by Art Ditto to seal the minutes of the non-public session. Seconded by Tom Clifford. All in favor.**

**Adjournment**

**Motion by Arti Ditto to adjourn at 10:50 a.m. Seconded by Tom Clifford. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger



**RYE WATER DISTRICT  
MEETING MINUTES  
Water District Office – 60 Sagamore Rd.  
July 7, 2021 – 9:00 a.m.**

**Attendance:**

Ralph Hickson, Commission Chair  
Art Ditto, Commissioner  
Tom Clifford, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager

**I. Call to Order**

Chair Hickson called the meeting to order at 9:00 a.m.

**II. Approval of Meeting Minutes**

- June 2<sup>nd</sup>

**Motion by Art Ditto to accept the minutes of June 2, 2021 as written. Seconded by Tom Clifford. All in favor.**

- May 22<sup>nd</sup> – Annual Meeting

The following corrections were noted:

- Page 5, 2<sup>nd</sup> to last paragraph, 2<sup>nd</sup> sentence should read: **There has to be a ceiling of how much water can be produced and how many homes can be supported.**
- Page 5, last paragraph, 7<sup>th</sup> sentence should read: **The well the District is trying to put on line for replacement, doesn't have the same volume of water, as the existing Cedar Run well.**
- Page 5, last paragraph, 8<sup>th</sup> sentence should read: **How to use a well of marginal quality, and putting it back into the system, comes back to a treatment plant.**

**Motion by Tom Clifford to accept the Minutes of the Rye Water District Annual Meeting, May 22, 2021 as amended. Seconded by Art Ditto. All in favor.**

### **III. Update from Chris Berg, Wright-Pierce**

*Chris Berg not in attendance.*

### **IV. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for June**

**Superintendent Arik Jones** presented his monthly report, pumping chart and data for the month of June and gave an update of the work over the past month.

- The Wallis Road main replacement has been approved by DES. The project is now out for bid and Wright-Pierce will be collecting the bid packets.
- There has not been any new activity on the Cedar Run replacement well project. DES has been verbally advised that the intent is to establish a replacement well, not a backup well. Superintendent Jones will be talking to Greg Smith from Wright-Pierce about the project when he returns from vacation next week.
- The water pumping totals show a decrease of about 2.5 million in comparison to last year. The existing Cedar Run well has not had to be enacted into the system; although, it has come close. At the end of six months for 2021, the system is at 68.2 million gallons total pumped through the system. It appears that July and August will bring the system close to last year of 155 million, or just a bit under.
- Bacteria samples will be pulled within the week.
- Cell work started at the tank site on July 6<sup>th</sup>. Some of the equipment is being upgraded and relocated on the tanks.
- There was an article written by Resident Tom King in the Rye Magazine about the Rye Water District regarding the drought and current usage levels of the wells. Superintendent Jones noted that Mr. King did not speak to him officially about this article. It seems that the information may have been obtained from DES. No other water district officials or personnel have had formal communications with Mr. King about the information that was contained in the article.
- The Housing Partnership project on Airfield Drive is going to be starting construction soon. The project is slated for 40 units. There has been no change in the plans that would affect the Water District. Superintendent Jones will speak with Wright-Pierce about having a clerk of the works assigned to this development.

**Motion by Tom Clifford to accept the Superintendent's report for the month of June. Seconded by Art Ditto. All in favor.**

### **V. Cash Flow Reports**

The Commissioners reviewed the cash flow reports for June, along with the budget expense graphs. There were no issues or concerns.

**Motion by Art Ditto to accept the cash flow reports for the month of June. Seconded by Tom Clifford. All in favor.**

**VI. Treasurer's Report**

*Not Available*

**VII. Correspondence**

*None*

**VIII. Old Business**

- **Drought Ordinance**

The proposed drought ordinance was presented to the select board at their last meeting. They voted in favor of the ordinance with a slight change. The select board voted to change the days for irrigation so odd numbered addresses can water on Monday, Wednesday and Friday with the even addresses being able to water on Tuesday, Thursday and Saturday. Superintendent Jones will follow up with Town Administrator Becky Bergeron to get a copy of the ordinance with the changes for the Commission to review.

**IX. New Business**

*None*

**X. Town Planning and Zoning Minutes**

There were no issues or concerns noted the Planning and Zoning meeting minutes.

**XI. Other Business**

*None*

**Adjournment**

**Motion by Art Ditto to adjourn at 10:35 a.m. Seconded by Tom Clifford. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT**  
**MEETING MINUTES**  
**Meeting held via ZOOM**  
**June 2, 2021 – 9:00 a.m.**

**Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce

**I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:00 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #880 6925 9110 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also been provided on the website of the commission at: [ryewaterdistrict.com](http://ryewaterdistrict.com) go to the Meetings/Agenda page and click on the agenda for this meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Approval of Meeting Minutes**

- May 5<sup>th</sup>

## **III. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for May**

**Superintendent Arik Jones** presented his monthly report, pumping chart and data report for the month of May.

- The monthly pumping totals are similar to last year last year at this time.
- The water quality samples have not yet been taken for the month of June. The May sample results are available.
- A draft has been completed addressing drought restrictions. This will be presented to the Rye Select Board at their June 14<sup>th</sup> meeting.
- Back flow tests are being completed and should be done by the end of the week.
- Assistant Superintendent Darren Prince is continuing to monitor the monthly readings and has been following up with property owners who show abnormally high usage. High usage could be due to a leak, such as a leaking commode, which the homeowner might not be aware of.
- The N.H. Labor Board will be conducting a safety inspection of all District properties on June 4<sup>th</sup>. Superintendent Jones will be meeting with the labor board representative to tour the properties. NH DRA has also sent a notice of their pending property inspection, which they will conduct independently.
- The new Ford truck has been ordered, which was approved by the voters at the District's recent annual meeting on May 22<sup>nd</sup>. Because of delivery delays and restrictions over the past year due to Covid, the truck may not be ready for the District until late fall or possibly the first part of 2022.
- Superintendent Jones will reach out to Attorney Quinn for an update on current legal issues and to possibly set up a non-public meeting with the Commissioners.

**Motion by Art Ditto to accept the Superintendent's report for the month of May. Seconded by Ralph Hickson.**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes; Art Ditto – Yes**

**Motion passed.**

#### **IV. Update from Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners regarding current projects for the Water District. The Garland Well work is starting and the schedule seems to be on track. Design plans for the Wallis Road project are in review with DOT and DES. A copy of the plans has also been sent to Public Works Director Dennis McCarthy. The intent is to have the project out for bid within the next month. There may be a possibility that the Wallis Road project will not be able to be done until the spring of 2022 because many contractors are behind in work due to the pandemic.

Mr. Berg noted that now that the budget has been approved, design work can begin for the Breakfast Hill tank upgrades. The Cedar Run replacement well application/package is in to DES. There have been no recent updates on that project.

#### **V. Cash Flow Reports**

The Commissioners reviewed the cash flow reports for May, along with the 2021 approved budget expense report. There were no issues of concern.

**Motion by Art Ditto to accept the cash flow reports for the month of April.**

**Seconded by Ralph Hickson.**

**Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes**

**Motion passed.**

#### **VI. Treasurer's Report**

*Not Available*

#### **VII. Correspondence**

*None*

#### **VIII. Old Business**

##### **a. Appraisal Quote**

The appraisal quote was reviewed by the Commissioners. There were no concerns and it was agreed to move forward with the appraisal. Superintendent Jones will forward appraisal information to Attorney Quinn.

**Motion by Ralph Hickson to accept the estimate from MMC Appraisals, Marsha Campaniello, and to authorize Superintendent Arik Jones to sign the service agreement.**

**Seconded by Art Ditto.**

**Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes**

**Motion passed.**

**b. Drought Restrictions**

Addressed under the Superintendent's report earlier in the meeting. Proposed restrictions will be presented to the Rye Select Board at their meeting on June 14<sup>th</sup>.

**IX. New Business**

**a. Appointment of Chair & Vice-Chair**

**Motion by Art Ditto to nominate Ralph Hickson as chair. Seconded by Tom Clifford.**

**Roll Call: Tom Clifford – Yes; Art Ditto – Yes; Ralph Hickson – Yes**

**Motion passed.**

**Motion by Ralph Hickson to nominate Art Ditto as vice-chair. Seconded by Tom Clifford.**

**Roll Call: Tom Clifford – Yes; Art Ditto – Yes; Ralph Hickson – Yes**

**Motion passed.**

**b. Meeting in Person**

The Governor's orders regarding in person meetings will be lifted, as of June 12, 2021. The Commissioners agreed that future meetings should resume in person at the Water District office. The next meeting will be the Commissioners' work session on June 16<sup>th</sup>, which will be held in person.

**X. Town Planning and Zoning Minutes**

There were no issues or concerns in the Planning and Zoning meeting minutes.

**XI. Other Business**

*None*

**Adjournment**

**Motion by Art Ditto to adjourn at 10:05 a.m. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed.**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT ANNUAL MEETING**  
**Saturday, May 22, 2021, 10:00 a.m.**  
**Rye Junior High**

On May 22, 2021 at 10:00 a.m., at Rye Junior High School, Moderator K. Joshua Scott convened the meeting with the Pledge of Allegiance. Moderator Scott introduced the Water District Commissioners; Chairman Thomas Clifford, Arthur Ditto and Ralph Hickson.

Moderator Scott stated the ground rules for the meeting. Anyone wishing to speak should come to the microphone, state their name and address. All questions and comments should be directed to the moderator. Any amendment to any warrant article must be presented to him in writing.

Moderator Scott read Article 1.

**Article #01 To choose a commissioner for the ensuing three (3) years.**

**Joseph Cummins, 990 Washington Road,** called for a point of order.

Moderator Scott recognized Mr. Cummins.

**Motion by Joseph Cummins to move the vote on the new commissioner to the end of the meeting. Seconded by Alexandra Cummins.**

Mr. Cummins commented that the commissioners have done a wonderful job. Unless it is against statute, he thinks it's nice to have the potential candidate be active in the meeting before the vote on a new commissioner. He thinks it encourages them to be more participatory and more forthcoming in their answers.

Moderator Scott called for a vote on Mr. Cummins motion.

**Motion failed.**

Moderator Scott continued with the Warrant as posted and reread Article 1.

**Motion by Thomas Clifford to nominate Ralph Hickson as commissioner for the next three years. Seconded by Scott Marion.**

Moderator Scott opened for comments.

Mr. Cummins stated that Mr. Hickson did a great job during his last term.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**



Moderator Scott read Article 2.

**Article #02 To choose a Moderator for the ensuing two (2) years.**

**Motion by Ralph Hickson to nominate Joshua Scott as moderator for the next two years.  
Seconded by Thomas Clifford.**

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

Moderator Scott read Article 3.

**Article #03 To choose a Clerk for the ensuing three (3) years.**

**Motion by Arthur Ditto to nominate Donna Decotis as clerk for the next three years.  
Seconded by Thomas Clifford.**

Moderator Scott opened for comments.

**Scott Marion, 71 Washington Road,** noted that the annual report shows that the clerk's term expires in 2022.

Commissioner Ditto explained that the Water District's bylaws specify the clerk's term as three years. However, in 2019, Ms. Decotis was actually elected for two years. That is the basis for the reelection, so it will now go back to a three-year term.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

Moderator Scott read Article 4.

**Article #04 To see if the District will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) for the purchase of a new truck and snow plow to replace the existing Ford F-250 and authorize the withdrawal of up to Sixty Thousand Dollars (\$60,000) from the District's existing Equipment and Buildings Capital Reserve Fund, established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operation of the water distribution system; with the remaining Fifteen Thousand Dollars (\$15,000) to come from general taxation.  
(Majority vote required)**

**THIS ARTICLE IS RECOMMENDED BY THE COMMISSIONERS: 3-0  
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 9-0**

**Phil Winslow, 100 Harbor Road**, asked for the current balance in the Equipment and Buildings Capital Reserve Fund.

Commissioner Ditto noted that the current balance is \$63,845.

**Motion by Arthur Ditto to move Article #04. Seconded by Thomas Clifford.**

Moderator Scott opened for further comments.

Mr. Marion commented that he assumes there is an existing truck. He asked if the District is assuming they are not going to get any money for the current truck.

Commissioner Hickson replied that they will get something for the truck as a trade. If that does not appear to be adequate, the District will hold a public sale for the truck.

Mr. Marion asked if there is a reason why the Town does not plow for the Water District.

**RWD Superintendent Arik Jones** explained that for years, the Rye Water District has taken care of its own infrastructure for plowing, including the hydrants. There are approximately three hundred hydrants in the District. In his opinion, it would be an extensive cost for the Town to take on the District's plowing. The Water District has always burdened the responsibility of its own infrastructure.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

Moderator Scott read Article 5.

**Article #05 To see if the District will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be placed in the District's existing Storage Tank Maintenance Expendable Trust Fund established for the purpose of maintaining the water storage tanks. This appropriation is in addition to the operating budget. (Majority Vote Required.)**

**THIS ARTICLE IS RECOMMENDED BY THE COMMISSIONERS: 3-0  
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 9-0**

**Motion by Scott Marion to move Article #05. Seconded by Joseph Cummins.**

Mr. Winslow asked the balance in the Tank Maintenance Expendable Trust Fund.

Commissioner Ditto noted the current balance is \$122,472. In 2022, the Water District will be doing maintenance on the tank that is located at Breakfast Hill off Route 1. Right now, the District is working on the design and will get the estimated cost. It is anticipated that the cost

will be over \$150,000. This fund was set up to be used for tank maintenance, so there wouldn't be a big impact on the tax rate.

Mr. Borne asked if that tank has cellular equipment on it.

Commissioner Ditto confirmed.

Mr. Borne asked how much money is received and where the money goes. He asked if the money goes into the tank maintenance fund.

Commissioner Hickson replied that the rent received goes into the General Fund.

**RWD Business Manager Dyana Ledger** explained that the District receives approximately \$3,500 per month for telecommunications rent. In 2020, the total received for the year was about \$43,000. The lease agreements with the cellular companies call for an increase every five years.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

Moderator Scott read Article 6.

**Article #06 To see if the District will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be placed in the District's existing Equipment and Buildings Capital Reserve Fund established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operations of the water distribution system. This appropriation is in addition to the operating budget. (Majority Vote Required.)**

**THIS ARTICLE IS RECOMMENDED BY THE COMMISSIONERS: 3-0  
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 9-0**

**Motion by Ralph Hickson to move Article #06. Seconded by Arthur Ditto.**

Moderator Scott opened for comments.

Mr. Winslow asked for the current balance in the fund.

Commissioner Ditto replied the current balance is \$63,847. Most of those funds will be used for the purchase of the truck this year. The District has three vehicles and those are on a six-year replacement cycle. The intent for this warrant article is to help rebuild that fund.

Mr. Cummins suggested including the balance information in the annual report.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

Moderator Scott read Article 7.

**Article #07 To see if the District will vote to raise and appropriate the sum of One Million Seven Hundred Twenty-Two Thousand Three Hundred Twenty-Five Dollars (\$1,722,325) for general District operations and to defray Water District charges for the ensuing year. This article does not include appropriations contained in any other article addressed. (Majority Vote Required.)**

**THIS ARTICLE IS RECOMMENDED BY THE COMMISSIONERS: 3-0  
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 9-0**

**Motion by Scott Marion to move Article #07. Seconded by Arthur Ditto.**

**Zachariah Malpass, 120 Garland Road,** asked if there is an amount included in the budget for easements necessary for sanitary radius proposals.

Commissioner Ditto replied no.

Mr. Malpass asked if there is an appraisal for that purpose.

Commissioner Hickson noted that an appraisal has not been done yet.

Mr. Cummins questioned the increase in the legal budget. He also questioned the legal expenses for 2020.

Commissioner Ditto stated that the proposed legal budget for this year is \$15,000. Last year, the budget was \$10,000. He explained the reason it was raised for this year is because the District is dealing with trying to get an easement, or some sort of agreement, for a sanitary radius for the new well they are trying to put on line. He reiterated that last year the budget was \$10,000., in which \$2,057 was spent for legal expenses.

Mr. Cummins asked if there has been any approach, which can be legally disclosed, to purchase the Rye Water District by a private party, within the last two years.

Commissioner Ditto denied.

Mr. Borne commented that the District has done a great job in communicating and getting the word out about the annual meeting. There are a lot more people present than normal from when he first started attending the meetings. This is probably due to better communications, so he appreciates that. He noted that the budget is up to 1.7 million. He pointed out that there is no table in the annual report that shows how much it has been going up over the years. Also, he did not see a summary of what the drivers are that are pushing up the budget. He continued that in looking through the pages in the annual report, he couldn't find a section addressing the volume of water that Rye needs. It was brought up in one of the meeting minutes that the

Commissioners are a little concerned about the development on Route 1. He knows that in developing a new well the District works with the State. However, he doesn't think the State says there is so much development in town that there will probably not be enough water to support what is going on. He asked if it is known what that limit is. Also, there were some notes in a planning board meeting that the planning administrator did some data on the encroachments on the wetland buffers. Some of those are for the oceans; however, some are also for the wells. That protection area is getting encroached on. He asked if there is a sense of how many variances have been given for things going into the wellhead protection areas, over the past fifteen years, as it is trending that way. He noted that with a 1.7 million dollar budget and throwing in sewer, Rye is spending almost 2 million dollars to manage water. This is a pretty big number. He asked if there could be any consolidation. He asked if the Town would be spending less money if the two entities worked together.

In regards to how much water the District uses, Commissioner Ditto explained that they do track water usage. Typically, the District uses between 130 to 150 million gallons per year, which has been pretty constant through the various years. One of the concerns in regards to water usage for new development, from the Commissioners perspective, is the use of irrigation. That is what really burdens the District's system during this time of year, especially during a drought. He pointed out that on June 20<sup>th</sup> of last year, a million gallons of water was used in one day. This really stresses the system and affects how much can actually be pumped from all three wells. He also pointed out that the State tracks the water usage according to the District's conservation plan. The State mentions every year that Rye doesn't really have a problem of quantity of water, but a problem with conservation. He commented that it seems there is going to be the same issue this year as last year. At night, all the sprinkler systems go on and burden the water system to keep the tanks full, or up to minimum capacity, just to meet the need. The District has sufficient quantity of water. It is more of a surge quantity, which is no different than a surge on electricity for air conditioners. There is a peak demand for a short period of time and this is the same for water.

Mr. Borne asked if there is a cap of how much development can be done, which drives water and irrigation, where Rye may run out of the ability to produce enough water on a regular basis to support the Town. There has to be a ceiling of how much water can be produced and how many homes can be supported. He wonders if it should be known when the Town is approaching a level of development where the system is overstrained and does not have the ability to provide water to the residents.

Commissioner Ditto commented that another way to say it is; "How can the existing water that the District has on hand be managed, in order to support development?". In his mind, the question has to do with conservation or wise use of the water. He continued that one thing to think about is that the Cedar Run well has marginal quality of water with high iron and high manganese. Right now, NH DES and EPA are working on a standard for manganese. The current manganese levels in the Cedar Run well would exceed those standards, so, the current Cedar Run well would no longer be useable. The well the District is trying to put on line for replacement, doesn't have the same volume of water, as the existing Cedar Run well. How to use a well of marginal quality, and putting it back into the system, comes back to a treatment plant. This was discussed several years ago and it is not a cheap cost. This is another option to

consider. This is the same for PFAS contamination. Right now, the District is below the current New Hampshire standards, which were put into place a year ago last fall. If for some reason, the standards fall lower than they are now, that would also drive a treatment plant. He commented that this would be long term, but the District is still paying attention to it. He pointed out that Rye is not the only town that would be dealing with that issue.

Mr. Borne asked what is driving up the budget.

Commissioner Ditto stated that biggest item would in capital outlay. In the capital outlay budget, there is \$55,000 for a generator for the Bailey Brook complex. If power is lost, water would still be able to be provided through the District's system. He continued there is also \$160,000 in the capital budget for engineering, which includes the new Cedar Run well permitting process, the design for the Breakfast Hill tank renovation and the design for quantity of the new replacement well. There is also \$300,000 in the budget for actually connecting the new well. He thinks this is the biggest increase to the budget. He continued that they are sensitive to the tax rate and user fees, but the system still has to be maintained.

Mr. Cummins asked if the amount in dispute is under \$10,000 for people saying they didn't use the water.

Commissioner Ditto clarified that he is asking how much is being contested in the billing.

Mr. Cummins confirmed.

Superintendent Jones explained that when people call the office, they have concerns about their usage. He continued that they will go out and determine if that usage is from a leak or from actual usage. In most cases, people use the water. There are very few people who have an issue with their usage. So, the answer would be zero.

Mr. Cummins clarified it is under \$10,000.

Superintendent Jones confirmed.

Hearing no further comments, Moderator Scott called for a vote.

**Motion passed.**

**Moderator Scott read Article 8.**

**Article #08 To transact any other business which may legally come before this meeting.**

Mr. Marion pointed out that the water sample tables in the annual report do not note the new N.H. regulations. He thinks it should have the N.H. criterion listed for clarification. He continued that he is not sure if they are officially in a drought. However, last year, there was a drought so conditions are behind. He asked if the District has parameters for issuing restrictions

before it gets too late. He encourages the District to act sooner, rather than later, in terms of a serious conservation effort.

Commissioner Hickson explained that the Commission has been working with the Select Board on a drought use plan and conservation of water.

Commissioner Ditto stated that in order to get ahead of the curve, it is important for people to start conserving and being in tune now versus waiting.

Mr. Winslow stated that the intention is to move forward with the State's five categories of drought. The Select Board and Water District Commissioners have developed a plan that calls for a level of action in each of the five categories. These actions will be communicated with homeowners within the next week or two. As each category increases, there will be set requirements to address use and irrigation.

Mr. Marion stated that he hopes everybody in town will be subject to the restrictions, when these are developed. He wants the golf courses to be subject, the same way as private residences.

Mr. Cummins commented that at the last Select Board meeting, the Commissioners and Selectmen did a great job laying out the restrictions. However, he is not going to take anything seriously until he sees signs saying not to irrigate.

No further business came before the meeting.

**Motion by Arthur Ditto to adjourn the meeting at 10:52 a.m. Seconded by Scott Marion. Motion passed.**

Moderator Scott closed the Rye Water District Annual Meeting.

Respectfully Submitted,

Donna Decotis  
RWD Clerk

# **RYE WATER DISTRICT MEETING MINUTES**

**Meeting held via ZOOM**

**May 5, 2021 – 9:00 a.m.**

## **Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

## **Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Selectman Phil Winslow  
Town Administrator Becky Bergeron

## **I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:15 a.m.

### Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #878 9735 1099 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also



been provided on the website of the commission at: ryewaterdistrict.com go to the Meetings/Agenda page and click on the agenda for this meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Approval of Meeting Minutes**

- April 7<sup>th</sup>

The following corrections were noted:

- Page 2, middle paragraph, 2<sup>nd</sup> sentence should read: **The new well is permitted for about 150 gallons per minute.**

**Motion by Ralph Hickson to approve the minutes of April 7, 2021 as amended. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**  
**Motion passed**

## **III. Update from Chris Berg, Wright-Pierce**

Chris Berg, Wright-Pierce, gave an update to the Commissioners on projects for the District. In regards to the Garland pumphouse update, Wright-Pierce has been working through submittals to start the construction. Severino, Apex's sub-contractor, should be on site within the next two weeks to start the site work. The majority of the inside work will be starting in the fall. Wright-Pierce is working on wrapping up final plans for the Wallis Road main replacement. The plans will be available for the Commissioner's and State's review within the week. The intent is to get the project out to bid within the next month with the start of construction after Labor Day.

Mr. Berg continued that the Risk and Resiliency draft report is being completed this week and will be available for the Commissioner's review. He noted that the Cedar Run well replacement is not really moving forward at this time, until some of the considerations are worked through with abutting property owners. He pointed out that they can move forward with the water investigation work for the Rand property. Additional clarity from the Conservation Commission will be needed before moving forward.

There was discussion about putting together a preliminary application for a SRF Loan for future projects. The applications are due on June 1<sup>st</sup> and will become the list that SRF uses for stimulus money, should funds become available.

#### **IV. Discussion with Town Administrator Bergeron and Selectman Winslow Water restrictions for drought conditions**

Town Administrator Becky Bergeron and Selectman Phil Winslow met with the Commissioners to discuss being proactive about putting a plan into place for water restrictions if drought conditions exist this summer.

Superintendent Arik Jones noted that he has had discussion with Becky Bergeron about limiting irrigation to every other day, perhaps using an odd/even house number method.

Chair Clifford asked if restrictions would apply to private wells, as well as Aquarion Water.

Superintendent Jones explained that NH DES Water Conservationist Stacey Herbold sent a memo stating that if the town has imposed restrictions based on a State drought condition, they do have control over a private utility like Aquarion.

Selectman Winslow commented there are five stages of drought conditions with the first one being abnormally dry. He asked at what stage they are proposing restrictions. He also asked what alternatives might be available for providing additional water, so restrictions don't have to be put into place.

Superintendent Jones stated once it hits severe drought conditions, the State recommends that the utility impose restrictions. Once the State has certified that drought conditions exist, it gives the authoritative bodies in the town the right to impose those restrictions.

Chair Clifford noted that they will have to verify with the State when the Town can implement restrictions.

In regards to enforcement, Selectman Winslow commented that they should involve Public Works Director Dennis McCarthy and Police Chief Kevin Walsh in this discussion, as they would probably be part of the enforcement action. He agrees there should be a plan in place as to when they would impose the restriction and who would enforce it, so the town will be ready when the time comes.

Commissioner Ditto noted that RSA 41:11-D allows local governing bodies to establish regulations and restrictions for public water systems, which would go into place once the State declares drought conditions.

Superintended Jones agreed to contact the State to verify the implementation of restrictions.

Selectman Winslow commented it might be appropriate to do something proactive, as it will take some time to educate the residents and irrigation season is approaching. He suggested discussing the odd/even watering days at the Select Board meeting to see if this is something that should be imposed now.

There was some discussion on ways to get the word out to residents; such as, using post cards and message boards.

#### **V. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for April**

Superintendent Jones reviewed his monthly report, along with the data report and bacteria test results for April.

- Water usage is continuing to increase due to drought conditions and demand. The usage from last April has increased approximately 12%.
- Flushing for the system has been completed. There was a limited amount of sedimentation with having Cedar Run offline. Portsmouth water is yet to be flushed and will probably be done next week.
- The assistant superintendent is continuing his efforts to control high water usage due to leakage and potential service line leaks. He is doing this by reviewing the monthly reading reports and contacting the customers with abnormally high use. This past month, there were 40 customers identified with high usage. Some of them were explainable, but a majority were due to leaky commodes.
- NH DES has informed the District that the leak detection surveys has been postponed until 2022. The District has the ability to do sound level monitoring in the system to help track possible leaks. This will be one of the focuses over the next couple of months, as this will be the second year in a row without a survey being done.

There was some discussion in regards to the new development that is proposed for Route 1 and the demand it will have on the district's water system.

**Motion by Art Ditto to accept the Superintendent's report for the month of April.  
Seconded by Ralph Hickson.**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes; Art Ditto – Yes**

#### **VI. Cash Flow Reports**

The Commissioners reviewed the cash flow and first quarter billing reports for the month of April. There were no areas of concerns noted.

**Motion by Art Ditto to accept the cash flow reports for the month of April.  
Seconded by Ralph Hickson.**

**Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes**

## **VII. Treasurer's Reports**

The Commissioners reviewed the Treasurer's reports for the months of January, February and March. There were no concerns.

**Motion by Ralph Hickson to accept the Treasurer's report for the month of January.**

**Seconded by Art Ditto.**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes; Art Ditto – Yes**

**Motion by Art Ditto to accept the Treasurer's report for the month of February.**

**Seconded by Ralph Hickson.**

**Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes**

**Motion by Ralph Hickson to accept the Treasurer's report for the month of March.**

**Seconded by Art Ditto.**

**Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes**

## **VIII. Correspondence**

- **CMA Testing**

The results tables for the Grove Road and Route 1 landfill sites were emailed to the District. A copy of the actual report has not yet been received.

- An email was received from Rye Planning Administrator Kim Reed regarding the Federal Water Infrastructure Package.

## **IX. Old Business**

### **a. Appraisal Quote**

The Commissioners agreed to ask Attorney Quinn to review the materials for the project and give his legal opinion. An exact quote has not yet been received from the appraiser.

### **b. Posting of Warrant for Annual Meeting**

The Commissioners agreed to post the warrant for the May 22<sup>nd</sup> Annual Meeting after the meeting. Commissioners will meet at the Water District office at 1:00 p.m.

## **X. New Business**

- **Handicap Office Access**

It was agreed to look into how handicap access can be achieved for the Water District's office on Sagamore Road. Superintendent Jones will follow up with some contractors to see how this can be done.

**XI. Town Planning and Zoning Minutes**

There were no issues or concerns in the Planning and Zoning meeting minutes.

**XII. Other Business**

- Water District Annual Meeting will be held on May 22<sup>nd</sup>, 10:00 a.m. at Rye Junior High. The meeting will be held outside under a tent with social distancing and mask protocols being followed.

**Adjournment**

**Motion by Art Ditto to adjourn at 10:50 a.m. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

Respectfully Submitted,  
Dyana F. Ledger

# **RYE WATER DISTRICT MEETING MINUTES**

Meeting held via ZOOM

**April 7, 2021 – 9:00 a.m.**

## **Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

## **Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Greg Smith, Wright-Pierce

## **I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:00 a.m.

### Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #815 3650 0293 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also been provided on the website of the commission at: [ryewaterdistrict.com](http://ryewaterdistrict.com) go to the Meetings/Agenda page and click on the agenda for this meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Wright-Pierce Update – Chris Berg**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners in regards to ongoing projects Wright-Pierce is working on for the Water District. Work is continuing on the Cedar Run replacement well project. Comments have been received from NH DES. Wright-Pierce will be responding to those comments over the next two months.

Commissioner Ditto noted that they need to make a decision as to what to do with the old Cedar Run well, as that is one of the responses needed in the DES letter. He knows there was some discussion at the last meeting about losing the capacity of the old well, even though it is marginal water quality.

**Greg Smith, Wright-Pierce**, replied that it is only going to get harder and more expensive to permit wells in the future because the N.H. regulations are getting tighter. This well is permitted for about 150 gallons per minute. The original Cedar Run well was permitted for 350 gallons per minute total. If the new well is continued to be called a replacement well, under those regulations it will allow for some flexibility to get a waiver for the protective radius. However, to keep the full yield, the original well has to be maintained as a backup well. Under the backup well requirements, there are more stringent controls for the protective radius. He commented that those are the two paths that will have to be considered.

Commissioner Ditto suggested a response to DES that the Rye Water District is reviewing their options at this time.

Commissioner Hickson stated that they will need to look at the demand on the system and what can be supplied.

Superintendent Arik Jones pointed out all the new development that is taking place in Rye. The system is in good shape right now, other than July and August, as far as supplying. However, down the road, they are going to need a higher quantity of water. Storage capacity may even become an issue. All of this will need to be taken into consideration when making a determination on what to do with the Cedar Run well.

Mr. Smith commented that they can also go back to the new source investigation. This may be another option for the District in the future.

It was agreed that the new source investigation will need to start again at some point. It was also agreed that all options need to be considered and discussed.

Mr. Berg noted that a progress meeting for the Garland pumphouse project is being held on Wednesday, April 14<sup>th</sup>, 9:00 a.m., at the well site with the contractor.

### **III. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for March**

Superintendent Arik Jones gave his monthly reporting to the Commissioners.

- The March pumping totals are consistent with this time last year.
- All monthly samples have been drawn.
- Spring flushing will begin this week and continue to the end of the month.
- The generator at Cedar Run and Bailey is fully installed and operational.
- He is currently reviewing the proposed development plans for 31 units at the Hector's site on Route 1. He will be providing comments for the Planning Board. There is also a proposal for an addition at Evolve Memory Care, which will provide an additional 91 beds. At this time, water can be supplied. However, as more demand is being put on the system, it depletes the ability to supply during the July and August time frame. One factor that needs to be considered is the District's storage capacity, as the Breakfast Hill tank is not a storage tank. There is a limited range in which the system can maintain adequate pressure.

The Commissioners expressed their concerns in regards to the drain on the system with the recent proposed development; particularly, in the Route 1 area. They discussed the possibility of Aquarion Water providing the water for the new development site. The Water District is slated to provide water to Evolve, as they are already being provided by the District. There was also some discussion about the idea of the Water District buying bulk water from Aquarion to provide water to the new development.

Superintendent Jones agreed to speak with Carl McMorran at Aquarion Water and follow up with the Commissioners at a future meeting.

**Motion by Art Ditto to accept the Superintendents reports for the month of March.**

**Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford - Yes**

**Motion passed**

### **IV. Approval of Minutes – March 3<sup>rd</sup>**

**Motion by Ralph Hickson to approve the minutes of March 3, 2021 as presented. Seconded by Art Ditto.**

**Roll Call: Ralph Hickson – Yes; Art Ditto – Yes; Tom Clifford – Yes**

**Motion passed.**



**V. Portsmouth Water – Brian Goetz**

**Brian Goetz, Deputy Director Portsmouth Public Works**, met with the Commissioners to express his concerns about abnormally dry conditions and future drought conditions that may happen in 2021.

**VI. Cash Flow Reports**

The Commissioners reviewed the cash flow reports for the month of March. There were no issues or concerns.

**Motion by Art Ditto to accept the cash flow reports for the month of March. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford - Yes**

**Motion passed**

**VII. Treasurer’s Reports for January & February**  
*Not available*

**VIII. Correspondence**  
*None*

**IX. Old Business**  
*None*

**X. New Business**

Chair Clifford noted that he read in the Rye Civic League Newsletter that five out of the seven septic systems on Marjorie Way have high nitrate readings. He is not sure how this affects the Water District.

Commissioner Ditto stated that those are advanced septic systems that pretreat the waste before it goes to the leachfield. There was an issue with the homeowners not knowing that the systems had to be maintained, which caused failures. This may be a legacy of that issue. There was a concern about the nitrates getting into the Garland well when they did the original hydraulic flow for that area. In looking at the groundwater flow direction, it runs parallel to Grove Road. It looks to go past the Garland well and not be drawn into it. He is not sure if they need to be looking at the sampling to be sure it is not showing up.

Superintendent Jones noted that they ran those tests last year. On initial review, there wasn’t anything that stood out as higher than normal in regards to nitrate.

**XI. Town Planning & Zoning Minutes**

There were no areas of concern in the Planning Board or Board of Adjustment meeting minutes for March.

## **XII. Other Business**

- **Annual Meeting Update**

RWD's annual meeting will be held on Saturday, May 22<sup>nd</sup>, 10:00 a.m., at the Rye Junior High. At this time, the intent is to hold the meeting outside on the school's grounds under tents. Social distancing will be followed and masks/face coverings are encouraged.

- **Non-Public Session per RSA 91-A:3, II (e) Legal**

**At 10:19 a.m., Art Ditto made a motion to go into non-public session per RSA 1-A:3, II (e) Legal. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford - Yes**

**Motion passed**

**The Commission came out of non-public session at 11:28 a.m.**

**Motion by Art Ditto to seal the minutes of the non-public session just held. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford - Yes**

**Motion passed**

### **Adjournment**

**Motion by Ralph Hickson to adjourn at 11:29 a.m. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford - Yes**

**Motion passed**

Respectfully Submitted  
Dyana F. Ledger

**RYE WATER DISTRICT**  
**MEETING MINUTES**  
**Meeting held via ZOOM**  
**March 3, 2021 – 9:00 a.m.**

**Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Selectman Phil Winslow

**I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:03 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #923 977 2636 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also been provided on the website of the commission at: [ryewaterdistrict.com](http://ryewaterdistrict.com) go to the Meetings/Agenda page and click on the agenda for this meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Approval of Meeting Minutes**

- February 3<sup>rd</sup>

**Motion by Ralph Hickson to approve the minutes of February 3, 2021 meeting. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **III. Update from Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners in regards to on-going district projects. The Garland pump-house shop drawings are being reviewed by Wright-Pierce. Disbursement requests have begun with the State for this project. A preliminary schedule has been submitted by Apex Construction to Wright-Pierce. The intent is for site work to begin in April. Interior work will commence once the temporary pole for electricity is set.

He continued that the design for the Wallis Road project is 95% complete. Plans have been submitted to NH DOT for review to be sure there are no issues with Route 1A. The project will also need to be submitted to NH DES for a Shoreland Wetland Permit, as the area is within the tidal zone. He noted that construction does not take place within a wetland or wetland buffer. Once the plans are approved by DES, the project will go out to bid, which is anticipated to be by the end of March.

A meeting is scheduled for Wednesday, March 10<sup>th</sup> to discuss the Risk and Resiliency Assessment, which is mandated by EPA to be completed by the end of June. The second phase of the assessment addressing emergency response must be completed by the end of December.

Mr. Berg had no further updates for the commission.

#### **IV. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for February**

Superintendent Arik Jones presented his monthly report, pumping chart and bacteria tests for the month of February.

- Water usage remains higher than years past, but is consistent with the trend over the past year.
- Bacteria hit at sample site was detected with follow-up testing coming back clear. Iron and Manganese samples taken for system revealed low detect levels.
- A water main break was discovered on Pollock Drive on February 28<sup>th</sup> with repairs being made on March 1<sup>st</sup>.
- The recent fire at 7 Holland Drive on February 28<sup>th</sup> had water usage of 35,000 to 40,000 gallons.
- The ISO updated has been completed.
- The well levels have returned to about 97%, which were affected by the drought last year.
- The poles for temporary power at the Garland pump-house site are being set into place and should be completed soon.
- Monthly readings are being taken in the field, which is unveiling high use customers. The Assistant Superintendent is following up with those customers to research whether there are unknown issues at the property causing the high use; such as, leaky faucets or running commode.
- Verra & Associates are continuing with the survey work for the Cedar Run replacement well and are more than half way complete.
- BCK Excavation has informed the district of a rate increase in their services.
- No information or follow-up has been received from Attorney Justin Richardson or Zach Malpass.
- Operator Greg Vaillancourt is continuing with operator classes online and is expected to be completed mid-April.

**Motion by Ralph Hickson to accept the Superintendent's report for the month of January.  
Seconded by Tom Clifford.**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes**

**Art Ditto – (not present for vote due to loss of internet)**

#### **V. Cash Flow Reports**

The Commissioners reviewed the updated expenditure and receivable reports for the month of February. There were no issues or concerns.

**Motion by Ralph Hickson to accept the cash flow reports for the month of February.  
Seconded by Tom Clifford**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes;**

**Art Ditto – (not available for vote due to loss of internet.)**

## **VI. Correspondence**

- An email was received from Resident John McCune expressing his interest in being on the commission.

## **VII. Old Business**

### **a. Cell Tower Contract Update**

Business Manager Dyana Ledger reported that the cell tower agreements were reviewed and brought up to date with revenues owed. The agreement with Sprint is in its last five-year cycle and will expire in 2024.

## **VIII. New Business**

*None*

## **IX. Other Business**

Superintendent Jones presented a proposal to the commissioners for a rate increase to the service connection fee. Currently, the service connection is \$125.00 and has not been increased in several years. An increase to \$250.00 plus the cost of meter is recommended.

The commissioners agreed with the rate change.

**Motion by Ralph Hickson to accept the proposed rate change to the service connection fee of \$250.00 plus the cost of meter, as presented by Superintendent Arik Jones. Seconded by Art Ditto.**

## **X. Town Planning and Zoning Minutes**

*No concerns were noted.*

## **Adjournment**

**Motion by Art Ditto to adjourn at 10:29 a.m. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT**  
**MEETING MINUTES**  
**Meeting held via ZOOM**  
**February 3, 2021 – 9:00 a.m.**

**Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Selectman Phil Winslow

**I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:03 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #849-3438-1721 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also been provided on the website of the commission at: [ryewaterdistrict.com](http://ryewaterdistrict.com) go to the Meetings/Agenda page and click on the agenda for this meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Approval of Meeting Minutes**

- January 6<sup>th</sup>

**Motion by Art Ditto to approve the minutes of January 6, 2021 as amended. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **III. Update from Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners in regards to on-going district projects. He noted that he had a site meeting with the contractor for the Garland pump house project. The electrician is coordinating with the utility company in terms of getting the new poles up and set. Once that is done, they can start working on the power and communication systems to the facility. Wright-Pierce is receiving shop drawings for the project. Those are being reviewed as they come in. He will touch base with Apex Construction to get a more refined schedule. The site work is intended to start late spring.

He continued that he is working on refining the plans for the Wallis Road project. The Wetland Shoreland Permit will be submitted to DES, which is usually a two-week turnaround for that type of work. He is also working on bringing down some of the costs for this project and will report back to the Commissioners with those numbers.

## **IV. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for January**

Superintendent Arik Jones presented his monthly report, pumping chart and bacteria tests for the month of January.

- There was a main break on Robin Road, which was repaired on January 28<sup>th</sup>.
- Year-to-date pumping totals are up.
- Asst. Superintendent Darren Prince is working on the water pumped to billed report for 2020.
- Verra and Associates has sent an estimate for surveying work and will begin once they received the signed contract.



- Operator Greg Vaillancourt has started operator training class. The schooling will be on Tuesdays, via Zoom, for a total of twelve weeks.
- He has been in touch with T-Mobile in regards to relocating their present equipment later in 2021 in order to prepare for the painting of the water tanks in 2022.
- He gave a quick update on proposed subdivisions, particularly, the 30-unit residential proposal on Route 1 and the expansion of Evolve. He also gave an update on his discussion with Carl McMorran of Aquarion Water in regards to interconnection with Aquarion at this location and water availability.

**Motion by Ralph Hickson to accept the Superintendent's report for the month of January. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **V. Treasurer's Report**

The Commissioners reviewed the treasurer's report for the month December, along with the business manager's reconciliation sheet. No questions or concerns were noted.

**Motion by Ralph Hickson to accept the Treasurer's report for the month ending December 31<sup>st</sup>. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **VI. Cash Flow Reports**

The Commissioners reviewed the updated receivables report for the month of January.

**Motion by Art Ditto to accept the cash flow report for the month of January. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **VII. Correspondence**

*None*

## **VIII. Old Business**

### **a. Update – Budget Committee Meeting**

The Commissioners met with the Budget Committee, via Zoom, on February 2<sup>nd</sup> to present the proposed 2021 Rye Water District Budget. The Budget Committee did not have any concerns about the budget presented. All District Warrant Articles were approved for recommendation by a unanimous vote.

## **IX. New Business**

### **a. Annual Meeting Date**

The Commissioners discussed possible dates for the District's annual meeting. It was agreed that the meeting should be held off a bit, due to the situation with Covid-19. It was also agreed to set a date of May 22<sup>nd</sup>, at this time, for the meeting. The Commissioners will revisit the date as it gets closer to that time. A decision on whether the meeting will be held at the Junior High School or outside at Parsons Field will be made at a future meeting.

**Motion by Tom Clifford to schedule the annual meeting for May 22, 2021 and to review the date and venue as time gets closer to that date. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

### **b. Status of Final Report from Wright-Pierce**

- Final report will be available within the next week. Copies will be sent electronically, along with hard copies being delivered to the business office.

### **c. Verra Survey Quote**

- Verra survey quote has been received and will be signed by the chair.

## **X. Town Planning and Zoning Minutes**

*No concerns were noted.*

## **XI. Other Business**

### **• Audit Update**

Business Manager Dyana Ledger reported that Plodzick and Sanderson completed their audit field work the week ending January 29<sup>th</sup>. A final 2020 audit report will be drafted and sent to the District within the next few weeks.

## **Adjournment**

**Motion by Art Ditto to adjourn at 10:29 a.m. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

Respectfully Submitted,  
Dyana F. Ledger

**RYE WATER DISTRICT**  
**MEETING MINUTES**  
**Meeting held via ZOOM**  
**January 6, 2021 – 9:00 a.m.**

**Attendance:**

Tom Clifford, Commission Chair  
Ralph Hickson, Commissioner  
Art Ditto, Commissioner

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Attorney Justin Richardson  
Zachary Malpass  
Johanna Silkowski

**I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:00 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
ID #872-2277-1387 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also

been provided on the website of the commission at: ryewaterdistrict.com go to the Meetings/Agenda page and click on the agenda for this meeting. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

## **II. Approval of Meeting Minutes**

- December 2<sup>nd</sup>

**Motion by Ralph Hickson to approve the minutes of December 2, 2020 as presented.  
Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

- December 18<sup>th</sup>

**Motion by Ralph Hickson to approve the minutes of December 18, 2020 as presented.  
Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **III. Correspondence**

- **Email rec'd Zach Malpass – 12/20/20**

Attorney Justin Richardson, along with his clients Zachary Malpass and Johanna Silkowski, met with the Commissioners to request their assistance with the Town in regards to their property at 120 Garland Road. The Town has requested additional groundwater studies on the Malpass property and the health of the White Cedar Forest. They asked the District to speak with the Town about forgoing those studies.

The Commissioners noted that they have no input over the actions of the Town. It was also noted that the Water District is regulated by the DES Water Bureau. In development of the replacement well, the District has done all the testing that is required by DES. Wright-Pierce's final report for those tests will be ready within the next couple of weeks. The Commissioners agreed that after the report is reviewed, copies could be distributed to all interested parties. After discussion, the Commissioners also agreed, at this time, they would not be able to fulfill Mr. Malpass' request in regards to approaching the Town on his behalf.

- **Email rec'd from Att. Justin Richardson – 12/29/20**  
Re: Right-to-know request  
*Not addressed at this time as Attorney Richardson had signed off from the meeting.*

#### **IV. Update – Chris Berg, Wright Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioner in regards to on-going district projects. The agreement and notice to proceed for construction at Garland pump-house will be sent to the District sometime this week. The agreement will need to be signed by the District's authorized representative and sent back to Wright-Pierce. The construction administrative agreement with Wright-Pierce needs to be signed and returned, as well.

In regards to the Wallis Road project, the survey has been completed and the plan sets are now being developed. The plans should be about ninety percent completed by the end of the month. Once the plans are reviewed by the District and DES, they will be able to be sent out to bid.

The Cedar Run replacement pump test report is almost complete. A draft report will be sent to the District for review and comment. A final draft will be prepared once the draft is approved by the District.

#### **V. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for December**

Superintendent Arik Jones presented his monthly report, pumping chart and bacteria tests for the month of December.

- The end of year totals for pumping was approximately 21 to 22 million gallons more than any of the past five years. In 2017, the District pumped 134 million and in 2020 the pumping was 155 million. The average daily usage has returned to more normal usage over the past month.
- PFAS samples have not yet been done for the month of January. As discussed in the previous meeting, these samples will now be done on a quarterly basis, instead of monthly.
- Monthly bacteria samples were completed and the results should be in within the week. Quarter four chemical samples have been completed and processed. Everything seems to be normal.
- Jim Verra will be sending a quote for survey work.
- Operator Greg Vaillancourt will be in operating training starting next week for 12 weeks. The training will be done via Zoom and he will be set up in the conference room at the office.

**Motion by Art Ditto to accept the Superintendent's report for the month of December.  
Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **VI. Treasurer's Report**

The Commissioners reviewed the treasurer's reports for the months of October and November.

**Motion by Art Ditto to accept the Treasurer's report for the month ending October 31<sup>st</sup>.**

**Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**Motion by Arti Ditto to accept the Treasurer's report for the month ending November 30<sup>th</sup>.**

**Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **VII. Cash Flow Reports**

The Commissioners reviewed the updated cash flow reports and year to date comparisons.

**Motion by Ralph Hickson to accept the cash flow reports for the month of December.**

**Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

## **VIII. Old Business**

### **a. 2021 Budget Review**

Business Manager, Dyana Ledger, presented three scenarios for the 2021 Budget that were based off discussions from the Commissioner's work session in December. After review, the Commissioners agreed to go with the budget that included a 2.75% increase in water usage fees over the initial allotted gallons (Budget 1B). The budget also includes a withdrawal of \$75,000 from the District's Expendable Trust Fund. It also includes \$100,000 from the fund balance to help reduce taxes. A few minor changes were made to the proposed budget.

**Motion by Art Ditto to accept 'Budget 1B' with the agreed upon amendments. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**b. 2021 Warrant Article Review**

**Article #04** To see if the District will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) for the purchase of a new truck and snow plow to replace the existing Ford F-250 and authorize the withdrawal of Sixty Thousand Dollars (\$60,000) from the District's existing Equipment and Buildings Capital Reserve Fund, established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operation of the water distribution system; with up to Fifteen Thousand Dollars (\$15,000) to come from general taxation. (Majority Vote Required)

**Motion by Art Ditto to recommend Article 04. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**Article #05** To see if the District will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be placed in the District's existing Storage Tank Maintenance Expendable Trust Fund established for the purpose of maintaining the water storage tanks. This appropriation is in addition to the operating budget. (Majority Vote Required)

**Motion by Ralph Hickson to recommend Article 05. Seconded by Art Ditto.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**Article #06** To see if the District will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be placed in the District's existing Equipment and Buildings Capital Reserve Fund established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operations of the water distribution system. This appropriation is in addition to the operating budget. (Majority Vote Required)

**Motion by Art Ditto to recommend Article 06. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**Article #07** To see if the District will vote to raise and appropriate the sum of One Million Seven Hundred Twenty-Two Thousand Three Hundred Twenty-Five Dollars (\$1,722,325) for general District operations and to defray Water District charges for the ensuing year. This article does not include appropriations contained in any other warrant article addressed. (Majority Vote Required)

**Motion by Art Ditto to recommend Article 07. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

**IX. New Business**

- The Commissioners will be meeting with the Budget Committee via Zoom on February 2<sup>nd</sup>, 4:00 p.m. Budget books will be delivered to the Town Hall for the Budget Committee Members to pick up.

**X. Town Planning and Zoning Minutes**

*No concerns were noted.*

**XI. Other Business**

- Water rate increase letters will be prepared and sent to customers within the month.

**Adjournment**

**Motion by Art Ditto to adjourn at 11:11 a.m. Seconded by Ralph Hickson.**

**Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes**

**Motion passed**

Respectfully Submitted,  
Dyana F. Ledger