

**RYE WATER DISTRICT  
MEETING MINUTES  
Meeting held via ZOOM  
November 4, 2020 – 9:00 a.m.**

**Attendance:**

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

**Others Present:**

Arik Jones, Superintendent  
Dyana Ledger, Business Manager  
Phil Winslow, Rye Selectman

**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 #897-0852-8896 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**

- October 7<sup>th</sup> – Commissioner’s Monthly Meeting
- October 8<sup>th</sup> – Bid Opening w/Wright-Pierce

**Motion by Ralph Hickson to approve the October 7, 2020 meeting minutes. Seconded by Art Ditto.**

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

**Motion passed**

**Motion by Art Ditto to approve the October 8, 2020 meeting minutes. Seconded by Ralph Hickson.**

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

**Motion passed**

## **III. Discussion and update with Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners in regards to projects for the District. The bids for the Garland pump house upgrade were opened on October 8<sup>th</sup>. The project should be moving through Governing Council for the loan agreement on November 18<sup>th</sup>. That is the last piece that is needed by the Drinking Water Trust Fund. Once that has moved its way through the process, a preconstruction meeting will be scheduled for November 19<sup>th</sup> or the 20<sup>th</sup>. The construction agreement paperwork will be distributed just ahead of that meeting for the Commissioner’s review. The notice of intent to award letter has been sent to the Water District in order to receive a signature from the Commissioner’s Chair. Once signed, the letter can be sent to Apex Construction, Somersworth, who will be doing the construction. He noted that this is not a legally binding contract. The letter is used to notify Apex that the Commissioner’s intent is to award them this contract.

Mr. Berg noted that he is working towards getting the surveyor out to Wallis Road, within the next two weeks, to complete the utility survey and the wetlands delineation associated with that project. The intent is to go out for bid on that project over the course of the winter for a spring construction start. That agreement is also on the docket for Governing Council approval on November 18<sup>th</sup>. As this is money that is distributed by the State, the projects need to be approved by the Governor’s Council. This is the final step in the N.H. Drinking Water Trust Fund process.

The final pump reports for the Cedar Run well replacement should be sent to the State within the next week or so. Mr. Berg will have that information available for the Commissioners soon for review and approval. He has spoken with Superintendent Jones about having additional survey work done for the boundary and delineation of the sanitary radius, as well as for construction purposes. Mr. Berg noted that this is currently in process.

Mr. Berg agreed to work on numbers for the engineering budget for 2021 and get them sent out to the Commissioners. The Commission will be meeting in two weeks to work on the upcoming budget. He also agreed to have the Risk and Resilience Agreement available for review, as well.

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

Superintendent Arik Jones reviewed the pumping data and bacteria results for October.

- The water usage is coming back into line, consistent with last year.
- The year-to-date usage is up by four million over the highest in the past five years, which was 2016.
- Drought conditions have subsided a bit. However, mandatory restrictions through the Town have been noticed and posted on to the website.
- Flushing and chlorination will be completed within the next few days.
- November samples have not been pulled, as of yet. Those will be done within the week.
- Cedar Run/Bailey Brook generator is starting to commence. A couple of trees for the project will need to be removed and that is scheduled for the 24<sup>th</sup>.
- Hydrant winterization will begin after flushing and chlorination is completed.
- There were two hits of Coliform in the month of October, which required a level 2 assessment. The level 2 assessment has been completed and accepted by DES.

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

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

**Motion passed**

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

The Commissioners reviewed the Treasurer's report for the months of June through September.

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

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

**Motion passed**

**Motion by Art Ditto to accept the Treasurer’s report for the month of July. Seconded by Ralph Hickson.**

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

**Motion passed**

**Motion by Art Ditto to accept the Treasurer’s report for the month of August. Seconded by Ralph Hickson.**

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

**Motion passed**

**Motion by Art Ditto to accept the Treasurer’s report for the month of September. Seconded by Ralph Hickson.**

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

**Motion passed**

## **VI. Cash Flow Reports**

The Commissioners reviewed the updated cash flow reports and year to date comparisons to last year. There were no concerns noted.

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

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

**Motion passed.**

## **VII. Correspondence**

- There was discussion about the email warning received from the State about a recent ransomware cyberattack that is circulating throughout the State.

## **VIII. Old Business**

### **a. Garland Well Upgrade – Construction Bid Award & Letter of Intent**

Construction bid opening for the Garland Well upgrade was held on October 8<sup>th</sup> with Apex Construction from Somersworth being the low bidder. All bid packages were taken under advisement and reviewed over the past month by Wright-Pierce Engineering on behalf of the Rye Water District Commission. Wright-Pierce recommended that the award go to Apex Construction.

**Motion by Art Ditto to move forward with the award for the Garland Road pump house upgrade to Apex Construction, as recommended by the Wright-Pierce bid evaluation letter of October 16<sup>th</sup>, and to authorize the Chair to sign a letter of intent to be sent to Apex notifying them of the award. Seconded by Ralph Hickson.**

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

## **Motion passed**

### **b. Malpass Easement Process – Sanitary Radius for new Cedar Run Well**

The Commissioners discussed the next steps in the easement process for the Malpass property, as the sanitary radius for the new Cedar Run Well affects that parcel. It was agreed that the first step is to get the survey completed to show the sanitary radius area. Chris Berg has been in contact with James Verra, Surveyor, in regards to this work. Once the survey is completed, the District will ask Attorney Scott to draft a letter with the proper documents to send to Zack Malpass. It was also agreed that correspondence should also be sent to Michael Bean, as the sanitary radius will also fall onto his property.

### **c. Removal of Transducer for Malpass Well**

The transducer was put in place because Mr. Malpass requested it while the pump tests were being done. The transducer cannot be removed until Mr. Malpass is present. Superintendent Jones will follow up with Mr. Malpass when he is back in the area.

### **d. Sanitary Survey – NH DES**

The Commissioners reviewed the recommendations set forth in the sanitary survey, which is completed by DES every three years. It was agreed to post a link to the survey on the District's website.

## **IX. New Business**

### **a. December Newsletter – deadline 11/16**

It was agreed to add to the newsletter information about the recent water restriction by the Town and how the District is related. Information regarding the Garland well upgrade and the Wallis Road projects will also be included.

### **b. Asset Management**

There was discussion with Chris Berg regarding how the District could manage its assets through software used specifically for managing the related data. Superintendent Jones gave a summary of how the assets are currently being managed by the District. More discussion on asset management is needed at a future meeting.

### **c. Auditors Contract – 3-year term**

The District's three-year contract with Plodzick and Sanderson for auditing services ended with the 2019 audit. Business Manager Dyana Ledger recommended continuing with their services and enter into another three-year contract.

**Motion by Ralph Hickson to authorize the Chair to sign the agreement with Plodzick and Sanderson, P.A. for auditing services for the next three years. Seconded by Art Ditto.  
Roll Call: Tom Clifford – Yes; Ralph Hickson – Yes; Art Ditto – Yes  
Motion passed**

**d. Wage Scale/Classification**

The Commission reviewed the proposed wage scale/classification that was drafted by Commissioner Ditto. Further review and discussion will be held at a future meeting.

**X. Town Planning and Zoning Minutes**

*\*No areas of concern for the Water District were noted in the Town planning or zoning minutes.*

**XI. Other Business**

*\*None*

**Adjournment**

**Motion by Art Ditto to adjourn at 10:50 a.m. Seconded by Ralph Hickson.  
Roll Call: Art Ditto – Yes; Tom Clifford – Yes; Ralph Hickson - Yes  
Motion passed.**

Respectfully Submitted, Dyana F. Ledger