



MEETING MINUTES
Thursday, November 6, 2025 – 8:30 a.m.
Water District Office – 60 Sagamore Road

Commission Present: *Scott Marion, Rosalie Lopresto, and Tom Mack*

Others Present on behalf of the District: *District Administrator Brian Goetz, Business Manager Dyana Ledger*

I. Call to Order

Chair Marion called the meeting to order at 8:35 a.m.

II. Approval of Minutes – 10/01/25

**Motion by Rosalie Lopresto to approve the minutes of October 1, 2025, as amended.
Seconded by Tom Mack. All in favor.**

**Minutes of 10/01/25 amended and posted.*

III. Superintendent's Update

Superintendent Arik Jones was not present at the meeting. Administrator Brian Goetz gave a brief update on water operations and ongoing projects in the field.

a. Monthly operations

The odd/even restriction notice for irrigation has been removed from the District's website and the signs in the District have been taken down. Due to supply status, the District will not be conducting a full flushing of the system this fall. The next flushing for the whole system will take place in the spring.

IV. Business Manager's Update

a. Financials

Expenditure/revenue reports were sent to the Commissioners for review by email prior to the meeting. There were no issues or concerns noted. The budget for 2026 has been started and will be ready for the Commissioners to do a preliminary review by the December meeting.

b. Timeline for billing system upgrade and rate changes

Business Manager Dyana Ledger reported that a meeting was held with gWorks, the District's billing software host. The District will be upgrading its system during the first quarter of 2026 to be ready for first quarter billing at the end of March. While waiting for the upgrade to take place, Business Manager Ledger will be working on cleaning out old accounts and checking for other updates needed in the current system.

c. Banking status

Business Manager Ledger confirmed that the trust fund check from the 2024 deposits, which was delivered to the Town for deposit by the Trustees of the Trust Funds, has finally cleared the District's general account. The District will be issuing a check for this year's approved funding from warrant articles presented at the 2025 district meeting. It was agreed that Administrator Goetz will hand deliver the check to Town Administrator Matt Scruton, which will be turned over to the Trustees.

V. Administrator's Update

a. Weather and supply status

The dry weather continues. Odd/Even Water restrictions are still in effect.

b. Treatment Facility Design

Preliminary design work continues.

c. Well Projects

- Cedar Run well seal and pump testing, including T3 well

A generator is on-site to pump the T3 well in order to obtain additional water quality analysis. The well seal is anticipated to arrive very soon. Once received a crew will mobilize to install it in the Cedar Run well.

- West Road

Staff and Wright-Pierce are proceeding with completing the additional information necessary for the well permit application.

d. City of Portsmouth wholesale water request

Administrator Goetz informed the commissioners that he corresponded with the City of Portsmouth about the District providing additional wholesale water to the City for a new subdivision on Breakfast Hill Road in Greenland. He stated that at this time the District is not in a position to commit to additional water for the City.

VI. Other Business - None

Motion by Tom Mack to adjourn at 9:40 a.m. Seconded by Rosalie Lopresto. All in favor.

Respectfully submitted, Dyana F. Ledger