

**RYE WATER DISTRICT  
MEETING  
Wednesday, December 6, 2023 – 9:00 a.m.  
Water District Office – 60 Sagamore Rd.**

**Commissioners Present:**

**Ralph Hickson, Chair**  
**Scott Marion** (via Zoom)  
**Rosalie Lopresto**

**Others Present:**

**Arik Jones, Superintendent**  
**Dyana Ledger, Business Manager**  
**Chris Berg, Wright-Pierce**  
**Tom Mack, Resident**

**I. Call to Order**

Chair Hickson called the meeting to order at 9:09 a.m.

**II. Approval of Minutes**  
o November 1<sup>st</sup>

**Motion by Scott Marion to approve the minutes of November 1, 2023. Seconded by Rosalie Lopresto. All in favor.**

**III. Chris Berg, Wright – Pierce – Project Updates**

**Chris Berg, Wright-Pierce**, met with the Commissioners to give an update on ongoing projects for the District. He noted that the Lead and Copper Ruling was issued last week. All lead service lines need to be removed within ten years. For the Water District, it doesn't change too much. There will be more information coming from the State. If the State sets in place anything stricter than the national rule, he will get this information to the Commissioners. He continued that the final rule for PFAS is still expected sometime in early 2024.

Mr. Berg noted that the funding application for the SRF loan for the water treatment facility has been approved. The Drinking Water Trust Fund loan request has also been approved. The District now has sixteen million dollars worth of loan funding with some principal forgiveness. The next step would be for the District to prepare a warrant article to be presented at the annual

meeting. Once the warrant articles are passed by the voters, the rest of the application information can be prepared for final submission for those loans, which are due May 1, 2024.

The intent is to move forward with testing at the Brown Farm Lane in February. The District is still waiting for approval from Southeast Land Trust. Wright-Pierce is working on developing site plans for erosion and sediment control. The plan will be submitted to SELT, as part of the approval process. Mr. Berg noted that the Wallis Road watermain replacement project is complete. Final documents are being prepared for State reporting in order to close the loan. He has spoken with a representative from Novis about the Washington Road tank painting project. They've pushed soil characterization to the State. Once information is received back, Mr. Berg will get that information to the Commission.

#### **IV. Cash Flow Reports for November**

**Business Manager Dyana Ledger** presented cash flow reports from the month of November. It was noted that the SRF loan payment to the State was paid, as it was due on the first. Checks have been cut and will be sent to the capital reserve accounts, which are amounts passed by voters at the annual meeting. The District is still waiting on the second tax payment from the Town, which is anticipated to be received within the next week.

**Motion by Scott Marion to accept the cash flow reports for the month of November. Seconded by Rosalie Lopresto. All in favor.**

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

**Superintendent Arik Jones** presented his monthly reports, pumping charts, and bacteria tests for the month of November.

- Water usage is down quite a bit from this time last year.
- Hydrant winterization is completed with just a few more than need to be inspected for leaks.
- Lead and copper sampling has been ongoing with just over forty samples being collected and submitted.
- RWD is now operating on the new contact time; Bailey and Garland are operating together and the dose is 6 ppm.
- Backflow tests have started and will be completed by the end of the month.

**Motion by Scott Marion to approve the superintendent's report for November. Seconded by Rosalie Lopresto. All in favor.**

#### **VI. Correspondence**

##### **a. Letter to Attorney Maher from Keriann Roman**

*Receipt of a copy of the letter to Attorney Maher was noted by the Commissioners. No further information on a meeting date with the Select Board is available at this time.*

**VII. Old Business**

**b. Administrator List of Duties for Municipal Resources, Inc.**

Business Manager Ledger submitted a draft to the Commissioners listing job duties for the proposed administrator position. The Commissioners have reviewed the list and may be adding or modifying some of the items listed.

Commissioner Lopresto spoke to the other commissioners about delineating the qualifications for the position based on what would best serve the District. It was noted by Chair Hickson that the District will get to that point once the person from MRI comes in and observes operations of RWD. It was also noted that MRI is going to take the list of duties and draft a job description.

It was agreed to forward the list to Alan Gould at MRI.

**VIII. New Business**

*None*

**IX. Town Planning and Zoning Minutes**

*No concerns or issues were noted in the Planning Board or ZBA minutes.*

**X. Other Business**

**a. Release of escrow to Benchmark**

Business Manager Ledger requested an approval to release the escrow to Benchmark that RWD is holding for the purchase of the Aquarion watermain along Route 1, which was part of the project planning. Since approval of the project, it has been determined that the watermain will not be purchased from Aquarion and will not be part of the development moving forward. At this time, Benchmark has not started construction and it's unsure of when that will happen.

**Motion by Scott Marion to release the Benchmark Escrow in the amount of \$15,000. Seconded by Rosalie Lopresto. All in favor.**

**b. 2024 Budget Work Session**

**o Wage and Salaried Positions**

The Commission reviewed the proposed budget for the 2024 wages and salaries. The proposed budget includes changing the business manager and superintendent to salaried positions.

**Motion by Ralph Hickson to make the Business Manager and Superintendent salaried positions. Seconded by Rosalie Lopresto. Vote: 2-0 (S. Marion not available for vote)**

- **On-Call Wages**

There was discussion about the proposal to add on-call wages to the budget for the water operators who take weekly on-call shifts for after hour service calls and emergency situations. The proposal is to pay \$100 weekly to be on-call with overtime wages being paid for any callout situations. This will be an additional \$5,200 added to the budget under wages with a slight increase in the FICA/Medi line item. It was agreed to start the on-call wages for the next payroll.

**Motion by Ralph Hickson to approve a \$100 stipend for on-call wages for water operator personnel starting immediately. Seconded by Rosalie Lopresto. Vote: 2-0 (S. Marion not available for vote)**

- **The Commissioners will be holding a budget work session at their next meeting on December 20<sup>th</sup>.**

- **District Moderator**

Business Manager Ledger confirmed that Steven Borne has agreed to become the Rye Water District moderator, as Josh Scott is resigning from that position. She has already connected Mr. Borne with Attorney Scott, so he can get some information on how to run the meetings. The Commissioners will need to vote in the new moderator for Josh Scott's remaining term, which is a two year-term that ends in 2025.

The Commissioners agreed to vote Mr. Borne in as moderator at the next monthly meeting.

- **2024 Proposed Budget**

The Commissioners briefly reviewed the preliminary budget numbers.

- **End of Year Bonus**

**Motion by Ralph Hickson to approve an end of year bonus for all Rye Water District personnel in the amount of \$500. Seconded by Rosalie Lopresto. Vote: 2-0 (S. Marion not available for vote)**

### **Adjournment**

**Motion by Ralph Hickson to adjourn at 11:15 a.m. Seconded by Rosalie Lopresto. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger