

**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
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 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 6th

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 28th.
- 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 McMorrان 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 31st. 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 2nd 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 22nd, 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 29th. 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