

RYE WATER DISTRICT
MEETING MINUTES
Meeting held via ZOOM
December 2, 2020 – 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
Phil Winslow, Rye Selectman
Chris Berg, Wright-Pierce
Gregg 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
ID #875-2750-4316 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.

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Roll call attendance of commissioners:

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

II. Approval of Meeting Minutes

- November 4th – Commissioner’s Monthly Meeting

Motion by Ralph Hickson to approve the November 4, 2020 meeting minutes. Seconded by Art Ditto.

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

Motion passed

III. Discussion and update with Gregg Smith & Chris Berg, Wright-Pierce

Gregg Smith, Wright-Pierce, presented his report regarding the pump test results for the proposed Cedar Brook well replacement. Monitoring points were set in the field per NH DES requirements. A stream flow gauge was also set to measure water levels within the stream and Bailey Brook. All the data received shows there is not a significant impact between Bailey Brook and any of the wells out there, including the previous Cedar Run well.

Mr. Smith noted that T-2 is the replacement well for Cedar Run. The water quality looks great, relative to the previous Cedar Run well. The tests were done during a drought season, which means the results are very conservative from a yield standpoint; however, it does potentially put more stress on surface water in the area. (He reviewed the data presented on the screen.) He noted that Garland well and Bailey Brook well are operating in synergy; turning on about the same time twice a day, filling the tank up and providing the system with water. There is also another trend in the daily change of water levels in the stream itself. First, what is looked at is whether the wells are impacting this. Given this is a replacement well, it is a kind of a non-issue because essentially, existing yield is being replaced. He noted that the change is happening every day. There is nothing really upstream from this, except for the dam, which may be the driving force for this trend. The daily fluctuations are not as big of a deal; however, there were some observations of the stream flow dropping off to zero. There may be some potential issues going forward with that stream impoundment. He noted that this observation will be outlined in his final report to NH DES. He also noted that he does not see this as causing issues for the new well. There may just be more potential probing requested by DES or future potential monitoring of the stream. Mr. Smith stated that from a replacement well standpoint, the data shows the well performed how they wanted it to. He does not see an issue with permitting the well itself.

The final report will be ready for the Commissioner's review within a week.

Chris Berg, Wright-Pierce, reported that he spoke with Heath from Apex Construction in regards to moving the Garland pump house upgrade along. A pre-construction meeting is potentially scheduled for December 15th. Wright-Pierce will be receiving documents from Apex, in terms of insurance and bond information, to be incorporated into the contract. The contract should be ready within a week.

In regards to the Wallis Road project, Mr. Berg noted that the surveyor has been to the site and his work should be back to Wright-Pierce by the end of next week. By the middle of January, they should be able to go out to bid with a contractor being chosen by the end of February. It is anticipated that the construction will begin sometime in April and be completed by summer.

Mr. Berg submitted proposed engineering costs for the 2021 budget for the Commissioner's review.

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

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

- Monthly pumping totals are up from the highest year, which was 2016. The year-to-date total is at 147,000,000. The highest the district has been in the last five years is 134,000,000.
- Well levels are starting to rise to levels that are normal for this time of year.
- The transducer was received from Zach Malpass. The data was downloaded and sent to Wright-Pierce. At first glance, it appears there is no interaction with his private well and the testing that was performed earlier this year.
- Monthly samples will be done within the next few days.

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

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

Motion passed

V. Treasurer's Report **Not available*

VI. 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 October.
Seconded by Art Ditto.**

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

Motion passed.

VII. Correspondence

**None*

VIII. Old Business

a. Malpass Sanitary Area

There was some discussion on delineating the new Cedar Run well sanitary protection area, which includes a portion of the Malpass property. It was noted that the commissioners agreed at the last meeting that the first step would be to contact a surveyor to delineate the area. Once that information was completed, it would be sent to Attorney Bill Scott for follow up with a letter and documentation to both Zach Malpass and Michael Bean, as the radius also affects his property. Attorney Scott will also draft some easement language at that time. Superintendent Jones agreed to contact James Verra for the survey work.

b. Asset Management

This was put on the agenda because of the recent email received from the DES Asset Management Manager about the district's use of their asset management program. Chair Clifford asked how the district intends to use its asset management program. He noted that they were going to update the assets the district has now, as improvements to the system are made.

Superintendent Jones explained that an asset management program was done by Wright-Pierce a few years ago. His assumption is that Wright-Pierce has made updates to the program as improvements have been done.

It was noted that the program that was developed does not allow for the Water District to input to the program. Any updates to information must be done by Wright-Pierce. There was some discussion in regards to possible software that may be available to track and update information on the district's assets.

Chair Clifford feels it is important that the district has the ability to update that information on a real-time basis. He would like a demonstration on the district's current program and how the information is managed. At this time, he does not feel the current program meets the needs of the district, as they are not able to enter information into the program on a real-time basis without having to go through Wright-Pierce.

Commissioner Hickson agreed this would be a good topic for the upcoming work session with Wright-Pierce. He would like Chris Berg to address where the district stands at this time. He also feels it is important for the district to be able to make updates, but within the correct format.

Superintendent Jones noted that he has created a spreadsheet that he uses to track improvements and repairs that have been made on a yearly basis. He has been using this as a form of asset management.

Chair Clifford commented that they have a program that was specifically developed for asset management that was paid for through a grant. All this information should be put into that program. He noted that the State likes to have the ability to review the district's asset management because they can tell if the system is being maintained in a good manner. He believes this is what the State is looking for. As Commissioners, they can look at the system and see areas where they may need to spend money in two or three years. It will also show where money has been spent over the last ten years.

IX. New Business

a. Encumbrances

Superintendent Jones requested to encumber the amount of \$55,000 for the generator project which was included in the operations equipment line item for the 2020 Budget, as it was not able to be done by the end of the year.

Motion by Ralph Hickson to encumber the amount of \$55,000 for the Bailey/Cedar Run generator. Seconded by Art Ditto.

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

Motion passed.

b. Budget Discussion:

○ Loan payments on DWTF Loans for 2021

Business Manager Dyana Ledger noted that she will be including the interest payments (1.55%) for the Drinking Water Trust Fund Loans in the 2021 Budget. Interest only will be paid on any funds that are drawn down for construction costs in 2021. As it is hard to determine how much will be drawn on each loan in 2021, she recommended putting the full interest payments into the budget. Principal payments will not become due until the year 2022.

The Commissioners agreed this would be the most conservative approach to take.

○ Reserve/Trust Fund Balances

The Commissioners received an update on the balances in the reserve accounts. This information will be included in the packets submitted to the Budget Committee in February. The Commissioners also discussed how much they would like to add to the funds in 2021. It was agreed to add \$15,000 to the equipment and buildings fund and \$30,000 to storage tank maintenance. A decision on the remaining two reserve funds will be made once information is received on funding caps on the accounts.

○ 2021 COLA

The Commissioners agreed to follow the COLA set by the Town for their employees at 2.75%.

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 10:55 a.m. Seconded by Ralph Hickson.

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

Motion passed.

Respectfully Submitted,
Dyana F. Ledger

**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:

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Roll call attendance of commissioners:

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

II. Approval of Meeting Minutes

- October 7th – Commissioner’s Monthly Meeting
- October 8th – 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 8th. The project should be moving through Governing Council for the loan agreement on November 18th. 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 19th or the 20th. 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 18th. 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 24th.
- 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 8th 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 16th, 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 Plodzik 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 Plodzik 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

**RYE WATER DISTRICT
BID OPENING**

Via Zoom

October 8, 2020 – 2:30 p.m.

ID 892-9615-1533

Password - 624573

Commissioners Present: Tom Clifford, Ralph Hickson and Art Ditto

Also present for the Water District: Chris Berg, Wright-Pierce, Superintendent Arik Jones and Business Manager Dyana Ledger

The Commissioners of the Rye Water District held a bid opening on Thursday, October 8, 2020, 2:30 p.m., via Zoom teleconferencing for the Garland Road Pump Station Rehabilitation Project, which is to be funded through the N.H. DES Drinking Water and Groundwater Trust Fund, as voted and approved by the District's constituents at the annual meeting on July 11, 2020.

Bid opening began at 2:30 p.m.

Chris Berg, Wright-Pierce Engineering, opened and read the four bids received for the project:

- | | |
|--|------------------|
| 1) Scherbon Consolidation, Inc.
Amesbury, MA | \$672,700 |
| 2) HAWSCO
Atkinson, NH | \$671,675 |
| 3) Appex Construction, Inc.
Somersworth, NH | \$624,475 |
| 4) Northeast Earth Mechanics, Inc.
Pittsfield, NH | \$637,500 |

Specific information regarding the actual bids are available for review at the Rye Water District Office, 60 Sagamore Road, Rye, NH.

Meeting adjourned at 2:05 p.m.

Respectfully Submitted, Dyana F. Ledger

**RYE WATER DISTRICT
MEETING MINUTES
Meeting held via ZOOM
October 7, 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 9:10 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.

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ID #840-6819-1066 Password: 03870

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Roll call attendance of commissioners:

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

II. Approval of Meeting Minutes – September 2, 2020

Motion by Ralph Hickson to approve the September 2, 2020 meeting minutes. Seconded by Art Ditto.

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

Motion passed.

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

Superintendent Arik Jones gave an update to the Commissioners in regards to projects the district is currently working on. The Commissioners also reviewed the pumping data and bacteria results for September.

- The District is currently conducting their semi-annual flushing. Low flow flushing is being done in order to conserve water.
- The tank mixer is in and functioning.
- The new sample site has been approved
- There has been a coliform hit on West Road. The District is currently waiting for the results of the repeat sampling.
- The District is currently working with the homeowner at 93 Wentworth Road in connection with a reported leak at the property.

There was discussion about the paving status of the Route 1A project. There was also discussion about hydrant work in the District.

The Commissioners requested that Superintendent Jones follow up with Wright-Pierce in regards to budget numbers for the replacement of the Cedar Run Well project and the sanitary radius survey.

The Commissioners also discussed water restrictions and agreed with the water ban proposed by the Town.

IV. 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 Ralph Hickson to accept the cash flow reports. Seconded by Art Ditto.

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

Motion passed.

V. Old Business

- **Commissioner Ditto reported that all information for the District has been submitted to the Capital Improvements Plan Committee.**
- **There was some discussion about the proposed wage scale classification. Commissioner Ditto agreed to work on the proposal for a future meeting.**

VI. New Business

- **Health Trust 2020 Surplus**

The Water District will be receiving a return of surplus premiums for the year 2020, due to fewer claims being made by members because of the “Stay at Home” Orders that were put in place, earlier in the year, because of Covid-19. Business Manager Dyana Ledger asked the Commissioners for permission to return health insurance premiums to employees as appropriate.

Motion by Ralph Hickson to return health insurance premiums to contributing employees based upon the percentage paid versus the amount received in surplus from HealthTrust.

Seconded by Art Ditto.

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

Motion passed

VII. Town Planning and Zoning Minutes

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

VIII. Other Business

**None*

Adjournment

Motion by Art Ditto to adjourn at 10:34 a.m. Seconded by Ralph Hickson.

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

Motion passed.

Respectfully Submitted, Dyana F. Ledger

RYE WATER DISTRICT MEETING

**Meeting held via ZOOM
September 2, 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
Chris Berg, Wright-Pierce
Greg Smith, Wright-Pierce

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Roll call attendance of commissioners:

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

II. Approval of Meeting Minutes – August 5, 2020

Motion by Ralph Hickson to approve the August 5, 2020 meeting minutes. Seconded by Tom Clifford.

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

Motion passed.

III. Discussion with Greg Smith and Chris Berg from Wright-Pierce

Greg Smith, Wright-Pierce, gave an update to the commissioners regarding the work being done on the replacement well for Cedar Run. He noted there were no water quality issues and all data came back from the State non-detect. The well was pump tested at 150 gallons per minute. The well would be able to be operated over 200 gallons per minute for shorter period of time. He asked the thoughts of the commission about the timing of the second round of pump tests for T3 into a backup well for Bailey Brook. It would help to make the much more robust, in terms of operational capabilities.

Commissioner Ditto noted that the commission is onboard with moving forward, as soon as the tests can be scheduled.

Mr. Smith commented that once Cedar Run is permitted and that water is running into the system, the tests can move forward, as Bailey Brook will need to be shut down during that time. It is anticipated that the permitting from the State should be completed within the next few weeks. After the permitting is received, the infrastructure work for the new well will be completed.

Chris Berg, Wright-Pierce, spoke to the timing for the infrastructure work.

There was some discussion on budgeting for the infrastructure work, which will need to be considered for the 2021 budget. There was also some discussion about the decommissioning process for the current Cedar Run well, which may be over a period of two years after the new well is put into place.

Mr. Berg gave an update on the Garland Well project. He noted that an advertisement requesting bids will be posted in the Seacoast Herald within the next week. The bid opening is set for October 6th. The Drinking Water Trust Fund requires a pre-bid meeting, which will be held via Zoom. Contractors who are interested in receiving more information may contact Wright-Pierce directly. Mr. Berg also gave a quick update on the Wallis Road project.

Commissioner Ditto reviewed the projects that have been submitted for the Capital Improvements Plan;

- 2021 – Breakfast Hill water tanks & hydrants
- 2022 – Sagamore Road pump station rehabilitation
- 2023 – Parsons Road distribution system

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

Superintendent Arik Jones reviewed his monthly report, pumping chart and data reports for the month of August.

- The pumping totals have increased from July. The totals are also up from last year at this time. Tank levels have been maintained by periodically using Cedar as backup.
- A shipping container has been delivered to Garland Road. The guys in the field have been moving things out of the pumphouse and moving them into the container in preparation for the Garland rehab.
- Tank mixer installation at Breakfast Hill will begin within the next two weeks. Electrical work will commence later in the month.
- The tri-annual lead and copper samples have been drawn and sent to the lab. The results have not yet been received.
- Bacterial samples for the month of August have come back clean.
- PFAS sample results have not yet been received.
- The estimate on the pump replacement for the booster station should be received within the week.
- The guys in the field have also been working on updating curb stops, valve and tie cards in order to get that information into the GIS.
- The PH probe has been replaced.
- The prep work for the generator install is set to begin later in the month. The generator installation will probably take place in October/November.
- There was a small leak off Willow Ave; however, it was an easy fix.
- Portsmouth has put out a voluntary water restriction asking people to reduce their usage. There is nothing mandatory at this time.

There was discussion on how to alert the residents who are on Portsmouth water about the voluntary water restriction. It was also agreed a message should be put on the message boards for the rest of the town also.

Motion by Ralph Hickson to accept the Superintendent's Report for August. Seconded by Tom Clifford.

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

Motion passed.

V. Cash Flow Reports & Budget Review

The Commissioners reviewed the updated cash flow and expenditures reports. There were no concerns noted.

Motion by Art Ditto to accept the cash flow reports. Seconded by Tom Clifford.

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

Motion passed.

VI. Old Business

a. CIP Status

Commissioner Ditto noted that the information requested from the Capital Improvements Plan Committee has been submitted.

b. Wage Classification Schedule

Business Manager, Dyana Ledger, reviewed the proposed wage classification schedule with the Commissioners. The schedule was based off the current wage classification schedule for the Town of Rye employees. The Commissioners were submitted copies of the schedule and will take the proposal under advisement.

VII. New Business

The Commissioners agreed that it is time to start preparing the 2021 Budget. It was decided to look at preliminary numbers for the budget at the next work session. There was some discussion about holding the next work session meeting in person, if possible.

VIII. Correspondence

**No correspondence was noted.*

IX. Town Planning and Zoning Minutes

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

Adjournment

Motion by Art Ditto to adjourn at 10:36 a.m. Seconded by Ralph Hickson.

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

Motion passed.

Respectfully Submitted,
Dyana Ledger

**RYE WATER DISTRICT
MEETING AGENDA
Meeting will be held via ZOOM
August 5, 2020 – 9:00 a.m.**

Attendance:

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

Others Present:

Arik Jones, Superintendent
Dyana Ledger, Business Manager
Phil Winslow, Selectman
Becky Bergeron, Rye Town Administrator

I. Call to Order

Chair Ditto called the meeting to order via Zoom video conferencing at 9:05 a.m.

Statement by Art Ditto:

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 #829-6830-1829 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 – July 1, 2020

Motion by Tom Clifford to approve the minutes of July 1, 2020 as amended. Seconded by Ralph Hickson.

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

Motion passed.

III. Election of Officers:

➤ Chair

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

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

Motion passed

Commissioner Ditto continued on as acting chair for the remainder of the meeting.

➤ Vice-Chair

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

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

Motion passed

IV. Discussion: Zack Malpass

**No discussion held, as Mr. Malpass was unavailable for the meeting.*

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

Superintendent Arik Jones reviewed his report for the month of July with the Commissioners.

- Well levels do not look abnormal for this time of year. Usage for the month of July decreased considerably compared to the months of May and June.
- There is a substantial drop in iron and manganese in both Bailey Brook and Cedar Run. The numbers are almost half. A higher iron and manganese values are typically seen in the winter, spring and late fall months. This is probably because the wells are able to get more groundwater depth capability at that time. High iron levels may be coming from

the shallow bedrock fractures. The pressure from the overburden may be driving it down. It dissipates as the seasons go along and the water table drops.

- Severino completed the paving on Route 1A and the job should be complete.
- The initial soporific bacteria sampling for the well investigation has come back clear. Final results should be available within the next two weeks.
- Plans are moving forward for the tank mixer. Underwater Solutions was the lowest bidder for installing a tank mixer at Breakfast Hill and had the highest quality mixer. The project should begin within the next couple of weeks.
- Chris Berg, Wright-Pierce, has sent the dates for test boring for the Wallis Road main replacement, which will take place on August 12th and 13th. The Police Chief has been contacted in regards to an approved traffic plan. The Chief has not responded back at this time.

Motion by Ralph Hickson to accept the Superintendent's Report for July. Seconded by Tom Clifford.

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

Motion passed.

VI. Cash Flow Reports & Budget Review

The Commissioners reviewed the cash flow report and reviewed the budget expenditures for the month of July. They also reviewed the second quarter billing return and year-to-date expenditures, as compared to 2019. It was noted that some customers who normally do not see a bill for the second quarter are receiving bills, due to an increase in water usage during the first half of the year.

The Commissioners did not have any issues or concerns with the reports.

There was some discussion about posting a notice on the website regarding the increase in water usage. The notice should explain how the Covid stay-at-home orders are affecting household usage and why customers may see an increase in their billing.

Motion by Tom Clifford to accept the budget and cash flow reports for July. Seconded by Ralph Hickson.

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

Motion passed.

VII. Old Business

a. Well Update

Superintendent Jones noted that they are waiting for the results that will determine how to move forward with T-2 well, which is the replacement well for Cedar Run. The next process is doing the safe yield test for T-3, which is the backup well to Bailey Brook. The bedrock wells cannot

be operated during that cycle, so the tests will have to wait until mid to late September when the usage has dropped off, in order to solely run on Garland Well.

b. Personnel Training

Superintendent Jones gave an update to the Commissioners in regards to personnel training for the water operators. Distribution and treatment licensing are not needed to be renewed for Arik Jones or Darren Prince until the end of 2021. Arik will be attending a class for backflow certification within the next two weeks, which will be good for 3 years. The new operator, Greg Vaillancourt, will have been employed for one year in November. At that time, Superintendent Jones will work on setting up classes and training for Greg for 2021.

There was some discussion in regards to remaining employee vacation time for 2020.

VIII. New Business

a. Wallis Road Service Agreement

The Wallis Road Service Agreement from Wright-Pierce was sent to the commissioners for their review prior to the monthly meeting. There were no issues or concerns noted by either the commissioners or Superintendent.

Motion by Ralph Hickson to accept the Wright-Pierce engineering service agreement for the Wallis Road project. Seconded by Tom Clifford.

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

Motion passed

b. Vote to Authorize Agent to Sign – Capital Projects

Motion by Tom Clifford to authorize Arthur Ditto, on behalf of the commissioners, and Arik Jones, as superintendent, to sign the Drinking Water and Groundwater Trust Fund documents for the Wallis Road project. Seconded by Ralph Hickson.

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

Motion passed

Motion by Ralph Hickson to authorize Arthur Ditto, on behalf of the commissioners, and Arik Jones, as superintendent, to sign the Drinking Water and Groundwater Trust Fund documents for the Garland Road Pump House Renovation project.

Seconded by Tom Clifford.

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

Motion passed

c. NH DES Terms of Drinking Water Trust Fund Loans

The commissioners discussed and considered the terms for the Drinking Water Trust Fund Loans. Terms of 5, 10, 15 or 20 years are offered. It was agreed that it may be appropriate to set a ten-year term for the Wallis Road project and twenty years for the Garland rehab project. The DWTF Commission will be setting the loan rates for the upcoming year within the next week. It is anticipated that the rate will be under the current 2.9%.

d. Consideration of Impact Fees

Commissioner Clifford noted that when DES met with the Commissioners at the beginning of the year, they mentioned that the District should consider imposing impact fees for new developments because of possible changes in infrastructure costs, due to the development. This might be something that the Commissioners should consider for developments in the future.

Commissioner Hickson pointed out that the District has a connection fee, which costs more than making the actual connection.

There was some discussion on possible impacts that may occur from development upfront and long-term. It was agreed that more information is needed from Wright-Pierce. There was also a question on whether the Town has impact fees.

Town Administrator Becky Bergeron explained that the Town does not have impact fees; however, it has been discussed on several occasions as something to investigate. The difficulty is how to structure the fees. It is a very involved process so the Town has not taken that challenge on, at this time.

Commissioner Hickson asked if the Water District could collaborate with the Town, if they decide to impose impact fees.

Ms. Bergeron confirmed.

More research and information is needed for further discussion.

e. Employee Wager & Classification Schedule

Commissioner Ditto proposed the idea of implementing a classification schedule for salary growth for the Water District employees. At this time, District employees are only subject to cost-of-living adjustments (COLA). Operators may also increase their wage for licenses or certificates received; however, this is limited. The intent of the proposal is to give the employee an incentive based on time served.

Business Manager Dyana Ledger agreed to work on a proposal, while taking the Town's policies into consideration, and bring it back to the Commissioners for further consideration.

IX. Correspondence

**None*

The Commissioners discussed the need to clean out the commissioners' email files. It was agreed this was a project to be worked on once the Commissioners are able to meet again in person.

X. Town Planning and Zoning Minutes

- The Planning Board has an application before them for a small subdivision off Long John Road for a total of three lots. One lot would be for the existing house with two new vacant lots proposed. Superintendent Jones confirmed that he has already been in contact with the engineer with regards to the project.

XI. Other Business

a. Fall Town Newsletter

- Water District Article for the Fall Town Newsletter due by August 14th.

Adjournment

Motion by Tom Clifford to adjourn at 10:21 a.m. Seconded by Ralph Hickson.

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

Motion passed.

Respectfully Submitted,
Dyana Ledger

**RYE WATER DISTRICT ANNUAL MEETING
SATURDAY, JULY 11, 2020**

On July 11, 2020 at 10:00 a.m., at Parsons Field, Moderator Joshua Scott convened the meeting with the Pledge of Allegiance. Moderator Scott introduced the Water District Commissions; Chairman Arthur Ditto, Thomas Clifford and Ralph Hickson. He also introduced Water District Counsel Bill Scott, Superintendent Arik Jones and Business Manager Dyana Ledger.

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.

Moderator Scott stated he would accept a nomination.

Motion by Ralph Hickson to nominate Arthur Ditto as commissioner. Seconded by Thomas Clifford.

Hearing no comments, Moderator Scott called for a vote.

Motion passed.

Moderator Scott read Article 2.

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

Motion by Thomas Clifford to nominate Amy Thibodeau as treasurer. Seconded by Ralph Hickson.

Hearing no comments, Moderator Scott called for a vote.

Motion passed.

Moderator Scott read Article 3.

Article #03 To see if the District will vote to raise and appropriate the sum of \$800,000.00 (gross budget) for the rehab of the Garland Road Pump Station and all costs incidental thereto and connected therewith: and to authorize the issuance of not more than Eight Hundred Thousand Dollars (\$800,000.00) of bonds and notes in compliance with the Municipal Finance Act (RSA Chapter 33); and to authorize the Rye Water District Commissioners to issue and negotiate such bonds and notes and to determine the rate of interest thereon; and to authorize the Rye Water District Commissioners to expend the proceeds so raised to that stated purpose. A 2/3 ballot vote is required.

**THIS ARTICLE IS RECOMMENDED BY THE BOARD OF COMMISSIONERS: 3-0
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 6-0**

Motion by Arthur Ditto to move Article #03 to the floor. Seconded by Ralph Hickson.

Jaci Grote, 124 Washington Road, asked the Commissioners to explain the details of the proposal.

Commissioner Ditto explained the upgrades proposed for the Garland Road pump house, which was originally built in the 1970's. The project includes upgrades to the storage area and windows with substantial upgrades being made to the electrical components. The intent of the project is to bring the pump house up to code in order to provide a safer and more efficient building.

Hearing no further questions or comments from the public, **Moderator Scott opened the ballot box for Warrant Article #03 at 10:14 a.m.**

Moderator Scott read article #04.

Article #04 To see if the District will vote to raise and appropriate the sum of \$315,000.00 (gross budget) for the Wallis Road Water Main Replacement, 1,165ft from the intersection of Wallis Road and Ocean Boulevard to the intersection of Wallis Road and Odiorne Drive, and all costs incidental thereto and connected therewith: and to authorize the issuance of not more than Three Hundred Fifteen Thousand Dollars (\$315,000.00) of bonds and notes in compliance with the Municipal Finance Act (RSA Chapter 33); and to authorize the Rye Water District Commissioners to issue and negotiate such bonds and notes and to determine the rate of interest thereon; and to authorize the Rye Water District Commissioners to expend the proceeds so raised to that stated purpose. A 2/3 ballot vote is required.

**THIS ARTICLE IS RECOMMENDED BY THE BOARD OF COMMISSIONERS: 3-0
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 6-0**

Motion by Ralph Hickson to move Article #04 to the floor. Seconded by Thomas Clifford.

Commissioner Ditto explained the project involves the water main that runs from the intersection of Wallis Road and Ocean Boulevard across the marsh area to Odiorne Point Drive. The marsh is a harsh environment for a water pipe and substantial corrosion has occurred from the salt water over the years. The proposal is to replace the existing main with HDPE pipe, which is a plastic corrosion resistant pipe. The work will be done by directional drilling to prevent digging through the marsh. This is considered structural maintenance to improve the reliability of the Water District's system.

Steven Borne, 431 Wallis Road, noted that the State has asked the Town to put a crosswalk at the corner of Wallis Road and Ocean Boulevard, due to a proposal for a development of 1215 Ocean Boulevard. He also noted that the developer intends to install a sidewalk in front of the property at 1215 Ocean Boulevard. Mr. Borne commented that a sidewalk should really be located on the Petey's side where cars park for people to go to the beach. He stated that the Water District's project might be a time for the departments in town to come together to figure out what should be done at that intersection. If the Rye Water District has the road torn up, that may be the time for the sidewalk to be put in so taking up that area only has to be done once.

Commissioner Ditto replied that the Water District is coordinating with the Town on the paving and the drainage work that needs to be done in that location. As far as the intersection, the District would be open to doing that. He pointed out that the project will probably not start until next spring, as the pump house is a more critical project. Everyone would be in favor of digging up the road once, from a traffic flow

standpoint. The District would entertain any discussion on timing of this project associated with other town projects.

Superintendent Arik Jones explained he has spoke with NH DOT about this project. It is almost impossible to receive any permits for excavation on any of their roads. The Water District's intent is to do directional drilling so there will be limited excavation on either side of the road with drilling going underneath the road. The intent is to not tear up the road during the project.

Hearing no further discussion, **Moderator Scott opened the ballot box for Warrant Article #04 at 10:20 a.m.**

Moderator Scott read Article #05.

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 BOARD OF COMMISSIONERS: 3-0
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 6-0**

Motion by Thomas Clifford to move Article #05 to the floor. Seconded by Arthur Ditto.

Commissioner Ditto explained the fund was established three or four years ago to build up funds for maintenance of the tanks when necessary. The District has three tanks with two on Washington Road and one on Route 1 at Breakfast Hill. The maintenance has to be done on a ten-year cycle; however, it is really driven by the inspections that take place on an annual basis. The fund currently has a balance of \$91,000.

Hearing no further questions or comments, Moderator Scott called for a vote on Article #05.
Article #05 passed.

Moderator Scott read Article #06.

Article #06 To see if the District will vote to raise and appropriate the sum of One Million Four Hundred Ninety-Eight Thousand Ninety-One Dollars (\$1,498,091) 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 BOARD OF COMMISSIONERS: 3-0
THIS ARTICLE IS RECOMMENDED BY THE BUDGET COMMITTEE: 6-0**

Motion by Ralph Hickson to move Article #06 to the floor. Seconded by Thomas Clifford.

Commissioner Ditto gave a summary of projects anticipated for the next year, along with a brief update of the past year's projects.

Robert Whitter, 113 Washington Road, spoke in regards to the extension of the water line near 701 South Road to the North Hampton line, which was approved by town vote in 1984. He noted that residents in this area have been paying taxes to the Water District for years and do not receive water services. He also spoke in regards to the fire safety issues for homes that do not receive town water. He asked the Commissioners to consider moving forward with completing the water extension that was authorized years ago.

Commissioner Ditto confirmed that the Commissioners will consider the project and discuss it at future District meetings.

Steven Borne suggested that the Commissioners look at other areas where water may be needed.

Hearing no further comments, Moderator Scott called for a vote on Article #06.

Article #06 passed.

At 11:14 a.m., Moderator Scott closed the ballot box for Warrant Article #03 and called for a count of the ballots.

Article #03 passed by a 12 – 0 vote.

At 11:20 a.m., Moderator Scott closed the ballot box for Warrant Article #04 and called for a count of the ballots.

Article #04 passed by a 12 – 0 vote.

Article #07 To transact any other business which may legally come before the meeting.

No further business came before the meeting.

At 11:23 a.m., Ralph Hickson made a motion to adjourn the annual meeting. Seconded by Thomas Clifford.

Meeting adjourned.

Respectfully Submitted,

**RYE WATER DISTRICT
MEETING
Meeting will be held via ZOOM
July 1, 2020 – 9:00 a.m.**

Attendance:

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

Others Present:

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

I. Call to Order

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

Statement by Art Ditto:

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 #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 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 – June 3, 2020

Motion by Ralph Hickson to approve the minutes of June 3, 2020 as presented. Seconded by Tom Clifford.

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

Motion passed.

Approval of Public Hearing Meeting Minutes – June 24, 2020

Motion by Tom Clifford to approve the minutes of June 24, 2020 as presented. Seconded by Ralph Hickson.

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

Motion passed.

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

Superintendent Arik Jones reviewed his report for the month of June with the Commissioners. He also reviewed the pumping chart and test results for June.

Motion by Ralph Hickson to accept the Superintendent's Report for June. Seconded by Tom Clifford.

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

Motion passed.

IV. Cash Flow Reports & Budget Review

The Commissioners reviewed the cash flow report and reviewed the budget expenditures for the month of June. They also reviewed the first quarter billing return and year-to-date expenditures, as compared to 2019. Business Manager Dyana Ledger noted that 91% of the first quarter bills have been paid, which equals 88% of the total amount billed.

The second quarter billing is in the process of being sent out. There are no real concerns at this time with cash flow for the District.

The Commissioners did not have any issues or concerns with the reports.

Motion by Ralph Hickson to accept the cash flow reports. Seconded by Tom Clifford.
Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes; Art Ditto – Yes
Motion passed.

V. Treasurer's Reports

**Tabled*

VI. Old Business

a. Annual Meeting Update

There was discussion about set up for the annual meeting, which is being held on July 11th at Parson's Field. A tent will be rented from Marshall's Rental and set up the day before the meeting with it being taken down as soon as possible after the meeting. Chairs for participants will be set up 6ft apart under the tent and a table will be set up for voter check-in.

Superintendent Jones agreed to follow up with DPW to inquire about the mowing of the field. He has also been working with the Police Chief with regards to whether or not an officer will be needed to monitor the traffic. At this time, Police Chief Walsh has confirmed that an officer is not needed; however, cones will be set up on Washington Road to help manage the traffic going into the junior high to park. An officer will check in on the meeting to be sure there are no issues.

Superintendent Jones has also been working with the Fire Chief with regards to the setup of the tent. Fire Chief Cotreau had no issues with the tent and approved the diagram for the setup of chairs at 6ft distances.

Other ideas that were discussed by the Commissioners included setup of trash cans, mosquito spraying and/or control, the availability of bottled water and the process for voting on the bond warrant articles. It was agreed by the Commissioners that a site walk at Parsons Field should be scheduled with the Moderator to go over the final setup for the meeting.

Business Manager Ledger will contact Josh Scott to schedule a date and time.

VII. New Business

**None*

VIII. Town Planning and Zoning Minutes

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

IX. Other Business

**None*

Adjournment

Motion by Tom Clifford to adjourn at 10:00 a.m. Seconded by Ralph Hickson.

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

Motion passed.

Respectfully Submitted,
Dyana Ledger

**RYE WATER DISTRICT
MEETING
June 3, 2020 – 9:00 a.m.
Via ZOOM Video Conferencing**

In Attendance:

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

Others Present:

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

I. Call to Order

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

Statement by Art Ditto:

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 #869-1036-8914. Password: 03870

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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 6, 2020

The following correction was noted:

- Page 3, under Old Business, 2nd sentence should read: **It was agreed that limited contact will continue throughout the month of May and the office will remain closed.**

Motion by Ralph Hickson to approve the minutes of May 6, 2020 as amended. Seconded by Tom Clifford.

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

Motion passed.

III. Discussion with Wright-Pierce re: Projects and Updates

Chris Berg, Wright-Pierce Engineering, gave an update to the Commissioners in regards to ongoing projects for the District. In regards to the Cedar Run Well, pump tests will start on site within the next two weeks. He will submit that information to the Commission as soon as it becomes available. The hope is to have comments from NH DES within the next few days regarding the preliminary pump tests. DES has not indicated there are any issues with the plan, so the intention is to proceed based on the initial discussion with them.

Mr. Berg noted that the two projects being submitted for the NH Drinking Water and Groundwater Trust Fund are on track. He confirmed that he is available to make the presentation at the public hearing for the warrant articles to fund the projects. The Garland Road pumphouse design may be ready to go out to bid in July, if the project is approved at the annual meeting.

He commented that he will work with Superintendent Jones to come up with a list of projects to be added to the SRF list. He will send a list of those projects to the Commissioners.

IV. Superintendent's Monthly Report, Pumping Chart, and Data Report, and Bacteria Tests for May

The Commissioners reviewed the Superintendent's monthly report, pumping chart, and data for the month of May.

Superintendent Arik Jones reported:

- There has been an increase in water usage, which higher than it has been over the past five years, due to the 'Stay at Home' orders and the recent dry weather. The time for the average pumping has doubled from 7 to 8 hours per day to 14 to 17 hours per day. The duration of time the tanks are at the start level jeopardizes fire protection capacity. Adjustments have been made at the booster station to help resolve the problem and will be closely monitored over the next few weeks.
- Most of the pipe has been laid for the Route 1A project. The work for the creek crossing will be completed within the next two weeks.
- Tank inspections have been completed for the tanks on Washington Road and Breakfast Hill by Underwater Solutions. A report from them should be received within the next couple of weeks. Early reports indicate that there may be some significant interior ice damage to the tank at Breakfast Hill, which will need to be addressed in the near future.
- Monthly samples will be taken next week.
- The District should start to think about some type of communication with the residents in regards to the recent high usage of water and encouraging water conservation by all users.

There was discussion about ways to communicate with the residents about water usage. Superintendent Jones will speak with the Police Chief about using the electronic message board. A message will also be put on the District's sandwich board signs and on the Rye Water District website. Information will also be sent to the selectmen's secretary at the Town to post on the Town's website and Facebook page.

Motion by Tom Clifford 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.

V. Cash Flow Reports & Budget Review

The Commissioners reviewed the cash flow report and reviewed the budget expenditures for the month of May. They also reviewed the first quarter billing return and year-to-date expenditures, as compared to 2019. There were no issues or concerns noted at this time.

Motion by Ralph Hickson to accept the cash flow reports. Seconded by Tom Clifford.

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

Motion passed.

VI. Treasurer's Reports

**Tabled*

VII. Old Business

a. Annual Meeting Update & Public Hearing

The public hearing for the warrant articles regarding the Garland Road pump house rehab and the Wallis Road main replacement will be held via Zoom on June 10th. Public notices of the meeting have been posted in the newspaper.

The annual meeting is tentatively scheduled for June 27th pending future orders by the Governor with regards to group gatherings. The District is currently searching for an outside location to hold the meeting, as the junior high school is closed to outside activities and is not an option at this time. The District will be following CDC Guidelines for social distancing and no contact for the meeting. The annual meeting will be noticed on the Rye Water District website, as well as the Town's, and will be posted at the Town Hall and Library.

VIII. New Business

a. Water Usage Notice

**Addressed above*

IX. Correspondence

**None*

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 Ralph Hickson to adjourn at 10:03 a.m. Seconded by Tom Clifford.

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

Motion passed.

Respectfully Submitted,
Dyana Ledger

**RYE WATER DISTRICT
MEETING
May 6, 2020 – 9:00 a.m.
Via ZOOM Video Conferencing**

In Attendance:

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

Others Present:

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

I. Call to Order

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

Statement by Art Ditto:

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 #869-1036-8914. 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 8, 2020

Motion by Ralph Hickson to approve the minutes of April 8, 2020 as presented. Seconded by Tom Clifford.

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

III. Discussion with Wright-Pierce re: Cedar Run well investigation

Greg Smith, Wright-Pierce, reviewed the results of the drilling that was completed for the Cedar Run well replacement. He presented a map on the screen showing the drilling areas and explained the results for each site. Wright-Pierce is preparing a report for the Commissioner's detailing this information which will be presented to the commission after the preliminary report is approved by the State.

Chris Berg, Wright-Pierce, was also available to answer questions from the Commissioners.

IV. Superintendent's Monthly Report, Pumping Chart, and Data Report, and Bacteria Tests for April

The Commissioners reviewed the Superintendent's monthly report, pumping chart, and data for the month of April.

Superintendent Jones reported:

- Pumping is up by 1.8 million, which is most likely due to the Stay at Home Order issued by the Governor in response to COVID-19.
- Flushing throughout the system has been completed. The City of Portsmouth were not able to perform their flushing, so the areas of Elizabeth, Heather, Frontier and Wentworth are on hold at this time.
- PFAS samples were received from Seacoast Analytical.

Motion by Tom Clifford 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

Motion passed.

V. Cash Flow Reports & Budget Review

Business Manager Dyana Ledger presented the cash flow reports, along with the past two years year-to-date revenues, for the Commissioners review. The first billing for 2020 was sent at the beginning of April with a due date of May 15th. At this time, there is a 59% return on the first quarter billing; however, payments are being received daily. An updated return rate for the first billing will be available at the Commissioner's work session on the 20th.

Motion by Ralph Hickson to accept the cash flow reports. Seconded by Tom Clifford.

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

Motion passed.

VI. Treasurer's Reports

Motion by Ralph Hickson to accept the Treasurer's Reports for the months of January and February. Seconded by Tom Clifford.

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

Motion passed.

VII. Old Business

a. COVID-19 Update

There was some discussion about how to handle the reopening of the Water District office. It was agreed that limited contact will continue throughout the month of May and the officer will remain closed. Residents are able to drop off payments through the mail slot at the office. They may also call the district to make any payments by phone. Rye Water District staff will practice safe distancing with each other, as well as customers. Masks and other appropriate PPE will be worn with hand sanitizer and equipment sterilization being done frequently.

b. Annual Meeting Update

Business Manager Dyana Ledger reported that the public hearings for the NH Drinking Water Trust Fund loans, which are being presented as warrant articles at the annual meeting, may be done electronically via Zoom. It was agreed to try to hold a public hearing for the two warrant articles via Zoom on June 3rd at 6:30 p.m. It was also agreed that the annual meeting date is still on hold; however, the intent would be to hold the meeting on June 20th depending upon the Governor's Orders moving forward.

Public notices for the public hearings will be posted in the Portsmouth Herald and will list information for accessing the meeting. Notices will all be posted at the Town Hall, post office and Transfer Station. Information will also be posted on the district's new signs that are posted in several locations in town.

VIII. New Business

a. Town Newsletter

An article from the Water District for the June Newsletter is due to the Town by May 18th. Chair Ditto will draft something to send to the Selectmen's Secretary.

b. CCR

The Consumer Confidence Reports have been completed and will be going out to customers within the next couple of weeks. The report will direct people to the Water District's website to watch for a posting on the annual meeting date.

IX. Correspondence

**None*

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 Ralph Hickson to adjourn at 10:27 a.m. Seconded by Tom Clifford.

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

Motion passed.

Respectfully Submitted,
Dyana Ledger

**RYE WATER DISTRICT
MEETING
April 8, 2020 – 9:00 a.m.
Via ZOOM Video Conferencing**

In Attendance:

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

Others Present:

Dyana Ledger, Business Manager
Selectman Phil Winslow
Chris Berg, Wright Pierce

I. Call to Order

Chair Ditto called the meeting to order via Zoom video conferencing at

Statement by Art Ditto:

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 #814-905-865. Password: 679162

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. Discussion with Chris Berg, Wright Pierce re: projects and updates

Chris Berg, Wright Pierce Engineering, gave an update to the commissioners with regards to projects his firm handles for the Water District. He has spoken with the NH Drinking Water Trust Fund about the status of the capital projects for Wallis Road and the Garland Well upgrade, as the District's annual meeting has been postponed. The Commission will need to submit a letter to the Trust Fund stating the intent to move forward with those projects pending warrant article approval. The plan for the Garland upgrade is moving along and there should not be too much of a delay in schedule.

Mr. Berg spoke to the Commissioners about moving the survey portion of the Wallis Road project forward to help keep the project on schedule. Once the survey is completed, Wright Pierce can continue to work on the design. At this time, the design is about eighty-five percent complete.

Chair Ditto noted that the Commissioners will have to review the budget, as it is currently in a "limbo" stage.

Mr. Berg agreed to email the estimate for the survey to the Commissioners. With regards to the Cedar Run Well project, the drilling contractors are scheduled to do their work on April 20th. He noted that it is important to keep this project moving forward and would be a higher priority than the Wallis Road project. The asset management project is nearing completion. Final deliverables will be ready for May 31st, which is inline with the State's deadline. The overall well investigation work is on hold at this point and the focus is on the replacement of the Cedar Well. He noted that he spoke with Carl McMorran from Aquarion Water in regards to an interconnection project between North Hampton, Hampton, Rye and Portsmouth. along the Route 1 corridor. Mr. McMorran seems to be supportive of the idea. He suggested having a meeting with the group later in the summer to discuss. He will send the Commission an outline of the projects that are currently being worked on and will continue to move forward on the Environmental Review packages and the Cedar Well drilling, unless he hears back from the Commission differently.

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

The Commissioners reviewed the Superintendent's monthly report, pumping chart, and data for the month of March.

Commissioner Hickson questioned the PH for the Garland treatment, which was below 7 and is usually above. This is a question for the Superintendent.

There were no other questions or comments.

Motion by Ralph Hickson to accept the Superintendent's report. Seconded by Tom Clifford.

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

Motion passed.

IV. Discussion & Update on Emergency Management Meetings re: COVID-19

Minutes of the most recent Emergency Management Meeting were provided in the Commissioner's packets to keep them updated on the operations of Town Departments.

V. Cash Flow Reports & Budget Review year-to-date versus 2019

Selectman Winslow spoke to the Commission regarding the financial stress test that is being completed for the Town. The test is going to take into account that there may be a decrease in revenues received, due to property taxes not being paid on time and vehicle registrations not coming in. The tests will reflect 10% and 20% decreases in cash flow and how that will affect the Town. He suggested the Water District run similar tests.

Business Manager Dyana Ledger presented the year-to-date cash flow reports for the commissioners to review. It was agreed that possible financial impacts should be reviewed due to the current conditions with COVID-19. A stress test will be completed for the commissioner's work session on April 15th showing anticipated revenues and possible impacts to cash flow.

The Commissioners agreed it is important to keep moving forward with the Cedar Run well project, as replacement of that well is a priority.

Motion by Ralph Hickson to accept the cash flow reports. Seconded by Tom Clifford.

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

Motion passed.

VI. Old Business

a. Annual Meeting Update

At this time, the annual meeting is on hold and will have to be rescheduled by the District's Moderator in the near future. A date for the meeting will be addressed again at the end of April.

The Commissioners agreed to have a target date of June 20th, subject to the Governor's orders which are in effect to May 3rd.

VII. New Business

- The PFAS sampling results table for February and March were submitted by Chair Ditto. The table will be posted on the District's website.
- The first water billing for 2020 has been prepared and will be going out within the week.

VIII. Correspondence

a. Families First Coronavirus Response Act - PRIMEX

Information on the Families First Coronavirus Response Act was provided in the Commissioner's packets. The Act will be in place starting April 1st and will run through to December 31st and sets requirements for employees for covering sick leave and extended family leave due to COVID. Information on Employee Rights' has been posted

IX. Town Planning and Zoning Minutes

- A proposed development for the site located beside Evolve on Route 1 is on the table at the Planning Board. No formal application has been listed on any upcoming Planning Board agendas. The Commissioners agreed they should keep an eye on how this project evolves in order to determine how the Water District should move forward on the proposal.

X. Other Business

a. Annual Report

The Commissioners reviewed the annual report draft and made some slight changes. It was agreed the report was ready for the annual meeting books.

XI. Approval of March 4, 2020 Meeting Minutes

Motion by Tom Clifford to accept the minutes of March 4, 2020. Seconded by Ralph Hickson.

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

Motion passed.

Adjournment

Motion by Ralph Hickson to adjourn at 10:01 a.m. Seconded by Tom Clifford.

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

Motion passed.

Respectfully Submitted, Dyana Ledger

**RYE WATER DISTRICT
MEETING**

**March 4, 2020 – 9:00 a.m.
RWD Office: 60 Sagamore Road**

In Attendance:

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

Others Present:

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

Residents: Joe Cummins, Melanie Cummins, Steve Borne

I. Call to Order

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

II. Superintendent Monthly Report, Pumping Chart, and Date Report, and Bacteria Tests for February

Superintendent Arik Jones gave an update to the Commissioners for the month of February:

- The pumping totals show that usage is right on track with last year's numbers.
- Bacteria samples have come back clean for the month of February.
- He has been working on the gallons pumped to gallons billed report. At the start of the process, it was showing that the District had a loss of 14.4% for unaccounted water. After working with the billing software company and making necessary adjustments, the percentage was brought down to .8% for unaccounted water, which represents 1,000,084 gallons.
- The road work for the new well site investigation has been completed. Testing for three possible locations has begun and will continue through the week.

Motion by Tom Clifford to accept the Superintendent's Report for the month of February. Seconded by Ralph Hickson. All in favor.

III. Discussion: Joe Cummins, 990 Washington Road

Joe Cummins and Melanie Cummins, 990 Washington Road, met with the Commissioners to discuss concerns with the water usage reported on their bill for their property on Washington Road.

The water usage history since 2015 was reviewed. The usage was also reviewed by individual reading dates and average gallons of usage per day.

Mr. Cummins noted his concern is with the reading from Fall 2019 and does not feel the number reflects the true usage. His concern is that the meter is not reading correctly.

Superintendent Jones stated that he looks at gallons per day usage. He noted that the meter has been read three times since Mr. Cummins has expressed concerns on his usage. The average gallons per day is 221gal for the dates of 12/19/2019 to 3/03/2020. In early 2019, the average gallons per day was running 238gal and previous to that it was about the same. He noted that the water usage is very consistent, which shows that the meter is tracking correctly because the average gallons per minute start matching up to a very consistent amount of usage. He also noted that the District keeps track of daily weather conditions. In 2019, there was a fair amount of rain over the course of the summer. In September, there was a very limited amount of rain and water usage increased over that period of time. He explained to Mr. Cummins that the difference with his bill for 2019 is that the property normally goes into an overage (above 50k gallons) in June; however, that did not happen until September which would also cause an overage for December's billing. Normally, the bill would be bigger in September because of the overage starting in June; however, the big bill did not come until December because the usage was reflected in the latter part of the year.

Mr. Cummins also spoke with the Commissioners about his concern with not having the ability to read his meter, as it is located in a meter pit at the end of his driveway and he feels it is not easily accessible. He expressed his desire to have a meter which he could access to keep track of water usage.

There was discussion on ways the meter could be read from the meter pit. Superintendent Jones agreed to meet with Mr. Cummins to discuss the meter at his property and ways in which residents are able to monitor their usage. After a long discussion with Mr. Cummins and review of the account, the Commissioners concurred that the meter readings reflected in billing were correct and the water was ultimately used at the property. They also agreed that any adjustment to the bill would not be appropriate in this case.

IV. Public Input

Steve Borne, 431 Wallis Road, spoke with the Commissioners regarding the warrant articles being presented at the District's annual meeting for the rehab of the Garland Well site and for the water main replacement for Wallis Road/Ocean Blvd to Wallis Road/Odiorne Drive. He also

expressed his thoughts about how the District can provide better communication and education to the residents of the Water District.

V. Approval of Minutes

- **February 5th**

Motion by Ralph Hickson to accept the minutes of February 5, 2020 as presented.

Seconded by Tom Clifford. All in favor.

- **February 19th**

Motion by Ralph Hickson to approve the minutes of the Public Hearing of February 19, 2020. Seconded by Tom Clifford. All in favor.

VI. Correspondence

a. Cybersecurity Assessment

A free cybersecurity assessment is available to the District through the EPA. It was agreed that Superintendent Jones should follow up on this.

b. Farm Bill & Source Water Protection Meeting

Hosted by American Water Works Association and New England Water Works Association. The meeting is being held on March 19th, 10:00a.m., 54 Concord Street in Concord, and will provide an opportunity to address source water protection challenges.

c. Rye Day Event

The Commissioners received an email from the Rye Day Committee regarding Rye Day, which is planned for Sunday, September 27th. Rye Day will kick off with a parade in Rye Center followed by events at Parsons Field. The Rye Water District is invited to participate in the event by showcasing what they do, share information and engage with the public. The Commissioners agreed that this will be a great event and the Water District should participate.

- d. Rye Energy Commission is holding a revision seminar on March 23rd at 5:30p.m., Rye Town Hall. This meeting is with the select board before the regularly scheduled Selectmen's meeting.**

VII. Cash Flow Report – February

The Commissioners reviewed the cash flow report for February and did not have any issues.

Motion by Tom Clifford to accept the cash flow report for February. Seconded by Ralph Hickson. All in favor.

VIII. Town Planning and Zoning Minutes

- There were no areas of concern for the Water District in the February minutes for the Planning Board and Board of Adjustment.

IX. Old Business

e. Seacoast Drinking Water Commission

Chair Ditto noted that the recent Seacoast Drinking Water Commission Meeting was held on February 28th. The Commission reviewed a letter that was being sent to the Drinking Water Trust Fund in support of the Portsmouth and Dover interconnection with a pipe across Dover Point along the bike path. It is felt that the interconnection would connect four systems above the Dover area and eight systems south of the bridge. The Commission also reviewed Bills that are before the Legislature relative to water. They discussed the previous Commission's recommendations and what steps to take next.

X. New Business

- *None*

XI. Other Business

f. Commissioners Report for Annual Meeting

The report has been started and will be completed within the next week. A draft will be emailed to the Commissioners for input.

Adjournment

Motion by Ralph Hickson to adjourn at 11:25 a.m. Seconded by Tom Clifford. All in favor.

Respectfully Submitted,
Dyana F. Ledger

**RYE WATER DISTRICT
MEETING**

February 5, 2020 – 9:00 a.m.

RWD Office: 60 Sagamore Road

In Attendance:

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

Others Present:

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

Present from NH DES: Michael Unger, Drinking Water and Groundwater Trust Fund Project Management; Rick Skarinka, Drinking Water Bureau; and Drew Hoffman, Engineer and Project Manager for the Coakley Landfill Superfund Site, Waste Management Division

I. Call to Order

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

II. Discussion with NH DES: Mike Unger, Rick Skarinka & Drew Hoffman

The Commissioners met with NH DES to discuss current and future projects of the Rye Water District.

- **Process, schedule and funding requirements for Drinking Water and Groundwater Trust Fund projects**

The Drinking Water and Groundwater Trust Fund was created by the State Legislature and is a similar program to the State Revolving Fund. The funds are strictly State money so there is no federal requirements or restrictions. The State Legislative Advisory Commission voted to approve the funding of two proposed projects for the District. The funding will be used for the rehabilitation of the Garland Road pumphouse, in the amount of \$800,000., and for a water main replacement on Wallis Road, in the amount of \$315,000. The District is working on a final application pending voter approval at the District's Annual Meeting in March. The final application is due May 1st. The intent is to start the projects in the fall of 2020. A public hearing on the projects is being held on February 19th at the Rye Public Library.

Chris Berg, Wright Pierce, summarized the items to be completed at the pumphouse, which includes electrical and mechanical upgrades. The Wallis Road main replacement is for pipe that has been in the ground for sixty years that has had multiple failures and corrosion issues. He will be working on an environmental review for the Wallis Road project, as it is in a tidal area. He will also be working on the final application for the Drinking Water and Groundwater Trust Fund. Once that is submitted, the funding process will take about two to three months.

- **Cedar Run replacement well status**

Superintendent Arik Jones gave an update on the status of the Cedar Run well replacement. Tree work and road construction is currently in progress to allow for access to the drill sites. Drilling on the proposed site is planned for the third week in February. The high iron and manganese levels in the Cedar Run well is driving the need for a replacement well.

Rick Skarinka, NH DES, reviewed past testing results for the Cedar Run well. He noted that manganese is now a concern at the federal level. The Environmental Protection Agency (EPA) has issued a health advisory for manganese of .3mg per liter. NH DES is reviewing this new information and working on it along with other contaminants. DES will probably be making a decision within a year on what action should be taken and an advisory level will be developed. Right now, the advisory level is .84mg., which is not a maximum contaminant level. If the State adopts .3mg., this would mean that if there was a source that was active above that number a “Do Not Drink” public notice would need to be issued. He noted this is not something that has been adopted by the State at this time. It is something that will be coming out within the next couple of years and will be an issue across the State. He pointed out that iron and manganese have been around for decades, as they are naturally occurring. The emerging contaminants (PFAS) are drawing the public’s attention right now, especially along the Seacoast.

There was some discussion on the possibility of funding and grants for addressing some of these issues.

Chair Ditto noted that the Water District has been tracking iron and manganese for a few years. At some point, the numbers for the Cedar Run well increased so something must have happened to make it jump up. An investigation of the well found it is highly fractured near the surface of the bedrock and that is where the majority of the water is coming from for that particular well. This is probably where the iron and manganese are coming from, along with detects of PFAS which has also been tracked over the past two to three years. The Cedar Run Well was taken offline in September 2018 because of the water quality issues. The District has been working towards a solution since that time.

There was some review of the reports for iron and manganese levels over the past few years.

Mr. Skarinka commended the District for being proactive and continuing to work on the replacement of the well.

The goal of the District is to have a replacement well online by the end of this year.

- **Breakfast Hill status**

The City of Portsmouth approached the Water District Commissioners in 2019 about the possibility of providing Rye Water to Greenland homes, through Breakfast Hill extending down to Post Road, through Portsmouth’s water service. Currently, Rye supplies water to Portsmouth for ten homes and the church near Breakfast Hill and this would be an extension of that water line. This is the only agreement that Rye has with Portsmouth and there is nothing in that to allow for further extension of the line without approval

from the constituents of Rye Water District. The Water District Commissioners have not had any further discussion with Portsmouth about this proposal; however, there is concern with regards to the capacity and ability to provide the water given the current status of the Cedar Run well. At this time, the Commissioners agreed that the District would probably not be able to provide the water. Further research and information would be needed in order to make a solid decision.

- **Iron & Manganese Water Treatment Plant status and plans**

There was discussion on when the Water District will move forward with a water treatment plant. It was noted that what would trigger a treatment plant would be the will of the citizens living in the District or if it became a compliant issue. At this time, the District has a design for a treatment plant ready to be implemented when needed. Since there is no issue of compliance currently, the Commissioners will continue to monitor the water testing results and keep the water treatment plant discussion open.

- **Garland Well monitoring and potential contamination sources (Rye Landfill)**

The District has been monitoring PFAS at the Garland well since April 2016. They have been tested on a monthly basis since July 2017. Dioxane is tested once or twice a year, as it has not been an issue, and will continue to be monitored annually. The monthly testing will also continue and updated results may be viewed on the Town and the Rye Water District websites.

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

Superintendent Jones gave an update to the Commissioners for the month of January.

- The bacteria tests have been taken but results have not yet been received.
- There were no abnormalities in the pumping data.
- The bridge is in for the well drilling site. Tree work will be completed in the next few days and the road will be completed in the next few weeks. Drilling is scheduled for the end of February. There are four potential water locations being drilled with a fifth drilling for well monitoring.

The Commissioners did not have any issues with the monthly reporting and pumping/data reports.

Motion by Ralph Hickson to accept the superintendent's report. Seconded by Tom Clifford. All in favor.

IV. Review minutes from January

- January 8, 2020

Motion by Ralph Hickson to approve the minutes of January 8, 2020 as written. Seconded by Tom Clifford. All in favor.

- January 15, 2020

Motion by Ralph Hickson to approve the minutes of January 15, 2020 as written. Seconded by Tom Clifford. All in favor.

V. Correspondence

- None

VI. Treasurer's Report – Last part of 2019

The Commissioners reviewed the treasurer's reports for September, October, November and December. No concerns were noted.

Motion by Tom Clifford to accept the treasurer's reports for September, October, November and December. Seconded by Ralph Hickson. All in favor.

VII. Cash Flow Reports – January

The Commissioners reviewed the cash flow reports for the month of January. No concerns were noted.

Motion by Tom Clifford to accept the cash flow report for January. Seconded by Ralph Hickson. All in favor.

VIII. Town Planning and Zoning Minutes

There were no applications before the Board of Adjustment or the Planning Board in the month of January that would be of interest or concern for the Water District.

IX. Old Business

- Budget Committee Update

The Water District's proposed 2020 Budget was presented to the Budget Committee on February 4th. There were no issues or concerns from the committee and they voted to recommend the District's budget as presented. The District will vote on the budget at the annual meeting, which will be held on March 28, 2020, 10:00 a.m., Rye Junior High.

X. New Business

- Chair Ditto has submitted an article for the Town's spring newsletter.
- Superintendent Jones noted that a resident spoke to him about the property at 701 South Road which is not within the Rye Water District Precinct but is being taxed as such. There are also other properties in this area that are under the same situation. He also noted that the regulations state that the property must be within 600ft of a hydrant in order for it to be considered in the District and these are not.

There was some discussion on the proper procedure for taking those properties out of the District. Further information on why those properties were voted into the District may be needed. Superintendent Jones will follow up with the Tax Assessor's Office.

XI. Other Business

- A public hearing for the Garland Road pumphouse upgrade and the Wallis Road main replacement is scheduled for February 19th, 6:00 p.m., Rye Junior High. The meeting will be noticed in the Portsmouth Herald, at the Rye Town Hall and on both websites for the Town and the District.
- Chair Ditto spoke about the possibility of holding a public informational meeting to discuss items of interest with the residents; such as the PFAS sampling and whether a water treatment plant is supported regardless of compliance issues. This could be linked to the asset management plan as part of public outreach and community relations.

Adjournment

Motion by Ralph Hickson to adjourn at 11:48 p.m. Seconded by Tom Clifford. All in favor.

Respectfully Submitted,
Dyana F. Ledger

RYE WATER DISTRICT MEETING

Wednesday, January 15, 2020, 9:00 a.m.

60 Sagamore Road

Attendance:

Art Ditto, Commission Chair

Ralph Hickson, Commissioner

Tom Clifford, Commissioner

Others Present:

Arik Jones, Superintendent

Darren Prince, Asst. Superintendent

Dyana Ledger, Business Manager

I. Call to Order

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

II. Budget Workshop

The Commissioners reviewed and discussed the proposed 2020 budget for the District, along with the Superintendent, Asst. Superintendent and Business Manager. A few changes were made to the proposed budget. They also reviewed the proposed warrant articles for 2020. It was agreed to not put forward warrant articles for the Expendable Trust Fund for unanticipated expenses; the Equipment and Buildings Capital Reserve Fund; nor the Distribution Replacement and Improvement Capital Reserve Fund. It was agreed to forward the warrant article to add \$30,000 to the Storage Tank Maintenance Fund.

Balances at the end of 2019 in each of the District's Capital Reserves and Trusts are as follows:

- **Distribution Replacement and Improvement Capital Reserve Fund - \$136,233.08**
- **Equipment and Buildings Capital Reserve Fund – \$63,449.35**
- **Storage Tank Maintenance Expendable Trust Fund - \$91,896.73**
- **Rye Water District Expendable Trust Fund - \$146,792.29**

III. Vote on 2020 Warrant Articles

Article #03:

To see if the District will vote to raise and appropriate the sum of \$800,000 (gross budget) for the rehab of the Garland Road Pump Station and all costs incidental thereto and connected therewith; and to authorize the issuance of not more than Eight Hundred Thousand Dollars (\$800,000) of bonds and noted in compliance with the Municipal Fund Act (RSA Chapter 33); and to authorize the Rye Water District Commissioners to issue and negotiate such bonds and notes and to determine the rate of interest thereon; and to authorize the Rye Water District Commissioners to expend the proceeds so raised to that stated purpose. A 2/3 ballot vote is required.

Motion by Tom Clifford to recommend Article #03 in the amount of \$800,000 for the rehab of Garland Road Pump Station. Seconded by Ralph Hickson. Vote: 3-0

Article #04:

To see if the District will vote to raise and appropriate the sum of \$315,000 (gross budget) for the Wallis Road Water Main Replacement, 1,165ft from the intersection of Wallis Road and Ocean Boulevard to the intersection of Wallis Road and Odiorne Drive, and all costs incidental thereto and connected therewith; and to authorize the issuance of not more than Three Hundred Fifteen Thousand Dollars (\$315,000) of bonds and notes in compliance with the Municipal Finance Act (RSA Chapter 33); and to authorize the Rye Water District Commissioners to issue and negotiate such bonds and notes and to determine the rate of interest thereon; and to authorize the Rye Water District Commissioners to expend the proceeds so raised to that stated purpose. A 2/3 ballot vote is required.

Motion by Ralph Hickson to recommend Article #04 in the amount of \$315,000 for the Wallis Road water main replacement. Seconded by Tom Clifford. Vote: 3-0

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 in the amount of \$30,000 for the Storage Tank Expendable Trust Fund. Seconded by Tom Clifford. Vote: 3-0

Article #06:

To see if the District will vote to raised and appropriate the sum of One Million Four Hundred Ninety-Eight Ninety-One Dollars (\$1,498,091) 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.)

Motion by Ralph Hickson to recommend Article #06 for the District's Operating Budget for 2020. Seconded by Tom Clifford. Vote: 3-0

IV. Other Business

- **Seacoast Drinking Water Commission, RWD Appointment**

Chair Art Ditto agreed to continue on as the District's representative for the Seacoast Drinking Water Commission.

Adjournment

Motion by Tom Clifford to adjourn at 10:40 a.m. Seconded by Ralph Hickson. All in favor.

Respectfully Submitted, Dyana Ledger

RYE WATER DISTRICT MONTHLY MEETING

January 8, 2020 – 9:00 a.m.

Water District Office – 60 Sagamore Rd.

Attendance:

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

Others Present:

Arik Jones, Superintendent
Darren Prince, Asst. Superintendent
Dyana Ledger, Business Manager
Charlotte Dura, Resident
Mr. Dura, Resident
Georgina Saravia, Resident

I. Call to Order

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

II. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for December

Superintendent Arik Jones presented his monthly report, pumping chart and data reports to the commissioners for review. There were no issues or areas of concern.

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

III. Review minutes from the December meeting

**Motion by Tom Clifford to approve the minutes of December 4, 2019 as presented.
Seconded by Ralph Hickson. All in favor.**

IV. Correspondence:

- Information was received from Selectman Phil Winslow regarding possible grant opportunities that may be available if the District has to build a treatment plant.

V. Treasurer's Report Not Available

VI. Cash Flow Report – December

The Commissioners reviewed the cash flow reports for the month of December. No areas of concern were noted.

**Motion by Ralph Hickson to accept the cash flow report for the month of December.
Seconded by Tom Hickson. All in favor.**

VII. Town Planning & Zoning Minutes

- There were no cases before the boards that caused any concerns. Webster at Rye is proposing an expansion of 23 beds to its facility. Superintendent Jones noted that the system can handle the increase in water usage; however, it will put some stress on the system during high use times with the Cedar Run Well being down.

VIII. Old Business:

- **PFAS Sampling/Reporting Process**

Superintendent Jones noted that the District has moved forward with meeting the State requirements for the recommending testing. The Commissioners will be added to the email to receive the results in order to be kept informed.

Coliform testing will be taken within the next few days. PFAS sampling was completed the third week of December and are still being processed by Seacoast Analytical. The chemical samples have been taken and analyzed. There were no detects in all categories tested. That information will be forwarded to the Commissioners for their review. It was agreed that the water sampling budget for the 2020 proposed budget should be looked at carefully to be sure to include enough funds for all sampling now being done.

- **Updated Fee Schedule Review**

The Commissioners have not had a chance to review the proposed fee schedule submitted by Superintendent Jones. It was agreed this should be discussed and worked on in the future.

IX. New Business:

- **Charlotte Dura, 559 Long John Road**, spoke to the Commissioners regarding her concerns with the District's billing system and the fourth quarter reading for water usage at her property on Long John Road.
Georgina Saravia, 670 Long John Road, also expressed concerns on the billing.

The Commissioners reviewed Mrs. Dura's billing and usage history with her. After much discussion, the Commissioner's agreed to take her concerns about the billing system and water readings for her property under advisement. The District will review the calculations of the Dura's property based on the average of past usage and recalculate the bill as appropriate. Superintendent Jones will follow up with Mr. and Mrs. Dura within the next few days.

X. Other Business:

There was discussion on ways the District can move towards a billing system that may be easier for the customers to read with regards to the usage, timeframe and amounts due. The District will continue to work on the system and look towards a possible change in billing software for 2021. There was also discussion on ways the customers can check their meters and how the District can help educate the residents in this regard.

- **Budget Work Session**

The Commissioners reviewed and made changes to the proposed budget for 2020. They also reviewed the proposed warrant articles. A public hearing is needed for the warrant article for a State Revolving Fund Loan (SRF) in the amount of \$800,000 for the rehab of the Garland Road pump house. A public hearing is also needed for the warrant article for an SRF Loan for \$315,000 for the water main replacement on Wallis Road. It was agreed to look at the week of February 17th to schedule the public hearings, which will be held at the Library.

The Commissioners will be holding a regular meeting on January 15th in order to vote on the final numbers for the proposed budget.

Adjournment

Motion by Tom Clifford to adjourn at 11:38 a.m. Seconded by Ralph Hickson. All in favor.

Respectfully Submitted,
Dyana F. Ledger