



COMMISSION MEETING
Friday January 16, 2026 – 10:30 a.m.
Water District Office – 60 Sagamore Road

Commissioners Present: *Chair Scott Marion, Rosalie Lopresto, and Tom Mack* (remote)

Others Present: *Attorney Keriann Roman, District Administrator Brian Goetz, Superintendent Arik Jones and Business Manager Dyana Ledger*

1. Call to Order

Chair Marion called the meeting to order at 10:33 a.m.

Motion by Rosalie Lopresto to allow Tom Mack to join the meeting remotely. Seconded by Scott Marion. All in favor.

2. Non-Public per RSA 91-A: II (a) Personnel

At 10:33 a.m., Rosalie Lopresto made a motion to go into non-public session per RSA 91-A:II (a) Personnel. Seconded by Tom Mack.

Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye

Motion passed: 3-0

The Commission came out of non-public session at 10:56 a.m.

3. Approval of Minutes – December 3rd

Motion by Tom Mack to approve the minutes of December 3, 2025. Seconded by Rosalie Lopresto.

Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye

Motion passed: 3-0

4. Authorize Administrator to sign SRF loan and grant reimbursement submittals to NHDES

Motion by Scott Marion to authorize District Administrator Brian Goetz to sign reimbursement requests for SRF loan and grant reimbursement submittals to NHDES and any other necessary paperwork related to the Grant and loan funding. Seconded by Rosalie Lopresto.

Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye

Motion passed: 3-0

5. Water Restriction Bylaw

Administrator Goetz and attorney Roman went over the Bylaw draft for updating the water restriction language, adding procedures and fines for customers violating the restrictions. The Bylaw change will be presented at the January 29, 2026, Public Hearing and then voted on by the Commissioners at their February 4, 2026, meeting.

6. Rate Study Update

- a. Rate recommendation
- b. Quarterly billing (new billing system transition)

Underwood Engineers will be prepared to meet with the District at the January 28, 2026, meeting to go over their final recommendations and presentation prior to the January 29, 2026, public hearing. The Commissioners will vote on rate changes at the February 4, 2026, commission meeting

7. 2026 Budget

The Commission reviewed the proposed budget and warrant articles for 2026.

ARTICLE #03 To see if the District will vote to raise and appropriate the sum of two million three hundred seventy-eight thousand one hundred thirty-nine dollars (\$2,378,139) 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 Rosalie Lopresto to recommend Article #03. Seconded by Tom Mack.

Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye

Motion passed: 3-0

ARTICLE #04 To see if the District will vote to raise and appropriate the sum of two hundred fifty thousand dollars (\$250,000) for the purpose of testing and permitting the West Road site. This amount of come from the unassigned fund balance. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the testing and permitting at the West Road site is completed or by December 31, 2028, whichever is sooner. This article has no tax impact. (Majority vote required.)

Motion by Tom Mack to recommend Article #04. Seconded by Rosalie Lopresto.
Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye
Motion passed: 3-0

ARTICLE #05 To see if the District will vote to establish a Water Treatment Capital Reserve Fund for costs and expenses associated with the design, construction, and maintenance of a water treatment facility including but not limited to associated costs and fees such as consultant and legal costs; to appoint the District Commissioners as agents to expend from said fund; and to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to be added to this fund with said amount to come from the unassigned fund balance. This article has no tax impact. This CRF can also be used, in part, for debt service payments for the water treatment facility pursuant to RSA 35:15, III(a). This Article is dependent on the discontinuance of the Contingency Expendable Trust Fund in Article 07, and this Article is moot if Article 07 fails.
(Majority vote required.)

Motion by Tom Mack to recommend Article #05. Seconded by Rosalie Lopresto.
Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye
Motion passed: 3-0

ARTICLE #06 To see if the District will vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to be added to the System Replacement CRF established at the 1995 District Annual Meeting for the purpose of modifying, replacing or enlarging the distribution system. This amount to come from the unassigned fund balance. This article has no tax impact. This Article is dependent on the discontinuance of the Contingency Expendable Trust Fund in Article 07, and this Article is moot if Article 07 fails.
(Majority vote required.)

Motion by Rosalie Lopresto to recommend Article #06. Seconded by Tom Mack.
Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye
Motion passed: 3-0

ARTICLE #07 To see if the District will vote to discontinue the Contingency Expendable Trust Fund created in 1995. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the District's general fund unassigned fund balance.
(Majority vote required.)

Motion by Rosalie Lopresto to recommend Article #06. Seconded by Tom Mack.
Roll Call: Rosalie Lopresto – Aye; Tom Mack – Aye; Scott Marion – Aye
Motion passed: 3-0

8. Other business
None

Rosalie Lopresto moved to adjourn at 12:00 p.m. Seconded by Tom Mack. All in favor.
Respectfully submitted, Dyana F Ledger