

**RYE WATER DISTRICT MONTHLY MEETING MINUTES  
WEDNESDAY, April 5, 2017 – 9:00 a.m.**

**Attendance:**

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

**Others Present:**

Dyana Ledger, Business Manager  
Ken Aspen, Superintendent  
Peter Crawford, Resident  
Phil Winslow, Resident

**I. Call to Order**

Chairman Ditto called the meeting to order at 9:03 a.m.

**II. Superintendent's Monthly Report, Pumping Chart, Data Chart and Bacteria Tests for the month of March.**

It was noted that the gallons pumped has increased from last year.

**Ralph Hickson made a motion to accept the superintendent's report for the month of March. Seconded by Tom Clifford. All in favor.**

**III. Review minutes from the February and March monthly meetings.**

- February 1, 2017

The following correction was noted:

- Under Correspondence, Item 5 it should state that a **Conservation Plan is required by NH DES from the Rye Water District.**

**Ralph Hickson made a motion to approve the meeting minutes of February 1, 2017 as amended. Seconded by Art Ditto. Vote: 2-0-1 Abstained: Tom Clifford**

- March 1, 2017

**Tom Clifford made a motion to approve the meeting minutes of March 1, 2017 as presented. Seconded by Art Ditto. Vote: 2-0-1 Abstained: Ralph Hickson**

#### **IV. Correspondence:**

- A notice for the semi-annual survey was received from the U.S. Department of Commerce for 2017 regarding government employment and payroll.

#### **V. Treasurer's Report for the months of January and February**

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

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

#### **VI. Cash Flows:**

**Motion by Ralph Hickson to accept the Cash Flow report for the month of March. Seconded by Tom Clifford. All in favor.**

#### **VII. Planning Board and Zoning Board:**

- It was noted that the proposed South Road development will be going before the Board of Adjustment at the April meeting for a variance to construct a driveway within the wetlands. The proposal will also be before the Planning Board at their monthly meeting in April.
- The commissioners agreed that Zoning Administrator Kimberly Reed and Town Administrator Michael Magnant should be contacted to make them aware of the training that the State is giving regarding the rules and regulations of the Wellhead Protection Area. The meeting is being held on May 16<sup>th</sup> in Concord. The Town may want to send members of the Planning or Zoning Board.

#### **VIII. Old Business:**

- Rate increase letters were sent during March to all customers.

#### **IX. New Business:**

- Annual bills have been printed and are being prepared for mailing. The bills will be sent over the next couple of days.
- Information was received in regards to setting up the water district with online billing and payment options. This would be sourced through the billing system UBMax. Customers would be able to view their accounts and bills online. There is a convenience charge to the customer if they would like to pay their bills online.

The Commissioners did not have an issue with implementing the online billing/payment option.

- Business Manager, Dyana Ledger, noted that a package has been sent to the auditors for the 2016 audit. She is waiting for a date from the auditors to begin.
- The sampling result table is available for posting on the Town website. Dyana Ledger will forward the newest table to be posted with the old tables being removed.
- Flushing of the water mains will be taking place during the weeks of April 10<sup>th</sup> and 17<sup>th</sup>. The notice has been posted in the local paper.
- Superintendent, Ken Aspen, gave an update on the purchase of the new Ford truck, which is expected to be ordered for July.

- **Election of Officers:**

- Chairman

**Motion by Tom Clifford to nominate Ralph Hickson as chair. Seconded by Art Ditto. All in favor.**

- Vice-Chair

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

- Commissioner Hickson noted that the changes to the cross connection regulations needs to be reviewed at a future work session to be adopted by the commission. The plan will also need to be approved by the State.

## **X. Public Comment**

**Phil Winslow, 100 Harbor Road,** asked questions in regards to the number of customers the water district serves.

**Peter Crawford, 171 Brackett Road,** spoke about future planning for the possible need for additional wells in the Town.

## **Adjournment**

**Motion by Tom Clifford to adjourn at 10:17 a.m. Seconded by Ralph Hickson. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger