

**RYE WATER DISTRICT**  
**MEETING MINUTES**  
**Meeting held via ZOOM**  
**March 3, 2021 – 9:00 a.m.**

**Attendance:**

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

**Others Present:**

Arik Jones, Superintendent  
Darren Prince, Asst. Superintendent  
Dyana Ledger, Business Manager  
Chris Berg, Wright-Pierce  
Selectman Phil Winslow

**I. Call to Order**

Chair Clifford called the meeting to order via Zoom video conferencing at 9:03 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.zoom.com](http://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](http://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**

- February 3<sup>rd</sup>

**Motion by Ralph Hickson to approve the minutes of February 3, 2021 meeting. Seconded by Art Ditto.**

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

**Motion passed**

## **III. Update from Chris Berg, Wright-Pierce**

**Chris Berg, Wright-Pierce**, gave an update to the Commissioners in regards to on-going district projects. The Garland pump-house shop drawings are being reviewed by Wright-Pierce. Disbursement requests have begun with the State for this project. A preliminary schedule has been submitted by Apex Construction to Wright-Pierce. The intent is for site work to begin in April. Interior work will commence once the temporary pole for electricity is set.

He continued that the design for the Wallis Road project is 95% complete. Plans have been submitted to NH DOT for review to be sure there are no issues with Route 1A. The project will also need to be submitted to NH DES for a Shoreland Wetland Permit, as the area is within the tidal zone. He noted that construction does not take place within a wetland or wetland buffer. Once the plans are approved by DES, the project will go out to bid, which is anticipated to be by the end of March.

A meeting is scheduled for Wednesday, March 10<sup>th</sup> to discuss the Risk and Resiliency Assessment, which is mandated by EPA to be completed by the end of June. The second phase of the assessment addressing emergency response must be completed by the end of December.

Mr. Berg had no further updates for the commission.

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

Superintendent Arik Jones presented his monthly report, pumping chart and bacteria tests for the month of February.

- Water usage remains higher than years past, but is consistent with the trend over the past year.
- Bacteria hit at sample site was detected with follow-up testing coming back clear. Iron and Manganese samples taken for system revealed low detect levels.
- A water main break was discovered on Pollock Drive on February 28<sup>th</sup> with repairs being made on March 1<sup>st</sup>.
- The recent fire at 7 Holland Drive on February 28<sup>th</sup> had water usage of 35,000 to 40,000 gallons.
- The ISO updated has been completed.
- The well levels have returned to about 97%, which were affected by the drought last year.
- The poles for temporary power at the Garland pump-house site are being set into place and should be completed soon.
- Monthly readings are being taken in the field, which is unveiling high use customers. The Assistant Superintendent is following up with those customers to research whether there are unknown issues at the property causing the high use; such as, leaky faucets or running commode.
- Verra & Associates are continuing with the survey work for the Cedar Run replacement well and are more than half way complete.
- BCK Excavation has informed the district of a rate increase in their services.
- No information or follow-up has been received from Attorney Justin Richardson or Zach Malpass.
- Operator Greg Vaillancourt is continuing with operator classes online and is expected to be completed mid-April.

**Motion by Ralph Hickson to accept the Superintendent's report for the month of January.  
Seconded by Tom Clifford.**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes**

**Art Ditto – (not present for vote due to loss of internet)**

#### **V. Cash Flow Reports**

The Commissioners reviewed the updated expenditure and receivable reports for the month of February. There were no issues or concerns.

**Motion by Ralph Hickson to accept the cash flow reports for the month of February.  
Seconded by Tom Clifford**

**Roll Call: Ralph Hickson – Yes; Tom Clifford – Yes;**

**Art Ditto – (not available for vote due to loss of internet.)**

## **VI. Correspondence**

- An email was received from Resident John McCune expressing his interest in being on the commission.

## **VII. Old Business**

### **a. Cell Tower Contract Update**

Business Manager Dyana Ledger reported that the cell tower agreements were reviewed and brought up to date with revenues owed. The agreement with Sprint is in its last five-year cycle and will expire in 2024.

## **VIII. New Business**

*None*

## **IX. Other Business**

Superintendent Jones presented a proposal to the commissioners for a rate increase to the service connection fee. Currently, the service connection is \$125.00 and has not been increased in several years. An increase to \$250.00 plus the cost of meter is recommended.

The commissioners agreed with the rate change.

**Motion by Ralph Hickson to accept the proposed rate change to the service connection fee of \$250.00 plus the cost of meter, as presented by Superintendent Arik Jones. Seconded by Art Ditto.**

## **X. Town Planning and Zoning Minutes**

*No concerns were noted.*

## **Adjournment**

**Motion by Art Ditto to adjourn at 10:29 a.m. Seconded by Ralph Hickson.**

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

Respectfully Submitted,  
Dyana F. Ledger