



TOWN OF RYE SEWER COMMISSION

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SEWER COMMISSION MEETING MINUTES

Tuesday, December 8, 2020, 8:00 A.M.

Rye Beach Village District Building

830 Central Road, Rye Beach, NH

In attendance: David Kohlhase, Chairman; Peter Kasnet, Commissioner; and David Adams, Commissioner by phone; and Lee Arthur, Administrator.

I. Call to Order and Pledge of Allegiance

The Rye Sewer Commission Meeting was called to order at 8:05 a.m.

II. Roll Call

III. O&M Report, December 8, 2020

Consideration of the O&M Report

The flow summary for Church Road Station in November was 2,670,200 gallons and the rainfall amount was 4.28 inches. The pump data graphs for Church Road Pump Station, Jenness Beach Pump Station and Abenaqui Pump Station for November were reviewed and there were no irregularities. It was noted that the flow summary for Church Road Station in November 2019 was 5,153,700. It was discussed that weather events greatly affect the flow from year to year.

The reconnection at 32 Gray Court is complete and the sewer line was inspected by Peter Kasnet on November 18, 2020. In preparation for demolition, 3 Cable Road was disconnected, and the capping was inspected by Lee Arthur on November 30, 2020. The sewer commissioners reviewed pictures of the secondary meter installation by Tim Leonard for 2326 Ocean Boulevard and the installation was approved. The Sewer Commission reviewed the Sewer Department Article and Select Boards Message in the Town of Rye Newsletter.

The 2020 Secondary Meter Abatements were discussed and reviewed. It was noted that the abatements for most customers are in the process of being issued. There are a few customers that cannot be abated until after the next billing because the usage is higher than what has been billed. It was noted that it is attributed to when the meter was read. The estimated amount to be abated for secondary meters in 2020 is \$58,172.33 (775,631 cf). It was noted that this past summer was dry and as a result secondary meter usage was up. It was discussed that there is unaccounted flow each year due to weather events.

There was a discussion that the ordinances need to be updated to include permit fees and fines. The Jenness Beach Pump Station line repair is scheduled through Chris- Co Construction Services for the week of December 14, 2020.

Motion was made by Peter Kasnet to approve the Operations and Maintenance Report as presented. Seconded by David Adams. All in favor roll call vote: David Kohlhasse, yes; Peter Kasnet yes; and David Adams, yes. Motion carried.

IV. Approval of Minutes

Consideration of Previous Meeting Minutes of November 10, 2020.

The sewer commissioners reviewed the meeting minutes of November 10, 2020.

Motion was made by Peter Kasnet to approve the Sewer Commission Meeting Minutes of November 10, 2020. Seconded by David Kohlhasse. All in favor roll call vote: David Kohlhasse, yes; Peter Kasnet yes; and David Adams, yes. Motion carried.

V. Signing of Bills and Correspondence

a) Sewer Department Financial Reports

Included in the meeting packet were the Financial and Treasurer's Report. At the end of November, 36.15% of the budget remained. The Treasurer's Report dated December 7, 2020 had a sewer operating fund balance of \$869,232.11.

The encumbrances were discussed. It was noted that Kevin Fuller has not yet billed the department for the culvert repair at the Church Road Pump Station.

b) Application for Demolition Permit 3 Cable Road, Map 5.3, Lot 044

The application for Demolition Permit for 3 Cable Road was included in the meeting packet and it was noted that the sewer service has been capped and inspected.

c) Application for Secondary Meter 80 South Road, Map 2, Lot 53

The application for a secondary meter for 80 South Road was included in the packet. It was noted that the installer has not been identified at this time.

d) Other

The List of Sewer Charges and Fees Effective January 1-March 31, 2021 were discussed.

1.	Hook-up Fee:	
A.	Front Footage Charge	\$267.49/per foot
B.	50 Foot Front (minimum charge)	\$13,374.50
	100 Foot Front	\$26,749.00
	170 Foot Front (maximum charge)	\$45,473.30

2. O.M.R. (Operating & Maintenance) Charge
Per Cubic Feet of H2O Consumption .085

Motion was made by Peter Kasnet to approve the List of Sewer Charges and Fees Effective January 1 – March 31, 2021 as presented. Seconded by David Adams. All in favor roll call vote: David Kohlhasse, yes; Peter Kasnet yes; and David Adams, yes. Motion carried.

Warrant for the Collection of Sewer Operations and Maintenance Cost
The Warrant for the Collection of Sewer Operations and Maintenance Cost for Adams Mobile Home Park dated November 16, 2020 was for \$10,957.65.

VI. Old Business

a) Staffing

The duties of the Sewer Director and Town of Rye Personnel Policy was discussed, and it was noted that the job description needs to be completed.

VII. New Business

a) 7 East Atlantic Avenue, Map 8.4, Lot 167

Included in the meeting packet was a Sewer Permit Application and plans for 7 East Atlantic Avenue. It was noted that it is a reconnection and that the existing structure is to be demolished and a new home built. The Sewer Commissioners reviewed the submitted plan and notes. Dillon Kendal of Groen Construction is the project manager and indicated in the notes that they intend to:

- Terminate and cap the existing sewer line +/- 25' from existing house within the property lines but closer to the road.
- Pitch the sewer line 1/4"/ft from the invert discovered to reach the invert at the house.
- A clean out will be located where the pipe enters the house on the south east corner of the interior.
- Garage with slab on grade is the low level where the cleanout will be located.
- There will be one elbow in the sewer line exterior at 45 degrees.

It was discussed that the project is not planned to begin until Spring and that the sewer line needs to be capped five feet from foundation before the house is torn down and inspected by the Sewer Department. The reconnection needs to be inspected prior to being backfilled and engineering as built plans signed off by the designing engineer. The plans must the invert elevations, horizontal and vertical control of elements constructed and be submitted to the Sewer Commission after construction is complete for review and approval.

It was discussed that construction may not start until the following conditions are satisfied:

- Sewer Permit obtained
- Shore Land Protection Permit to be obtained from the State of NH if required.
- Wetlands Permit to be obtained from the State of NHDES if required.

- Town of Rye Floodplain Development and Building Ordinance Permit if required.
- Contractor to provide Certificate of Insurance before construction starts. Amount and scope of coverage to be approved by Sewer Commission's legal counsel. Rye Sewer Commission and Town of Rye to be named as an insured.
- Easement obtained by any other property owners effected.
- The Town of Rye Sewer Use Ordinance must be followed.
- The Basic Requirements for Sewer Installations must be followed.
- The contractor and or design engineer is responsible for all testing as indicated in the Basic Requirements for Sewer Installations document.
- The Installer must be licensed with the Rye Sewer Commission.
- Excavations permit if needed.

Motion was made by David Adams to approve the reconnection of 7 East Atlantic Avenue, Map 8.4, Lot 167 if all conditions are met. Seconded by Peter Kasnet. All in favor roll call vote: David Kohlhase, yes; Peter Kasnet yes; and David Adams, yes. Motion carried.

VIII. Adjournment

The next meeting of the Sewer Commission is tentatively scheduled for January 12, 2021.

Motion was made by Peter Kasnet to adjourn the Sewer Commission Meeting at 9:42 a.m. Seconded by David Adams. All in favor roll call vote: David Kohlhase, yes; Peter Kasnet yes; and David Adams, yes. Motion carried.

**These are draft minutes. Please refer to the minutes of the next meeting for approvals/corrections.*