



## **TOWN OF RYE SEWER COMMISSION**

**Mailing: 10 Central Road, Rye, NH 03870**

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**(603) 964-6815, Fax (603) 964-1516**

### **SEWER COMMISSION MEETING MINUTES**

**Tuesday, August 9, 2022, 8:00 a.m.**

**Rye Beach Village District Building**

**830 Central Road, Rye Beach, NH**

**In attendance:** David Kohlhase, Chairman; John McCune, Commissioner; and Lee Arthur, Sewer Director.

**I. Call to Order and Pledge of Allegiance**

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

**II. Announcements**

There were no announcements.

**III. Public Comment**

There were no comments.

**IV. Consideration of the O&M Report, August 9, 2022**

The flow summary for Church Road Pump Station in May was 2,930,500 gallons, the flow for the same period in 2021 was 5,708,500 gallons. The rainfall for July was 3.67 inches. There were no irregularities noted at Abenaqui, Jenness Beach and Church Road Pump Stations.

Lee Arthur attended the Environmental Finance Center Network (EFCN) Lift Station Operation and Maintenance Training Session on July 19, 2022. The session covered the purpose of lift station design parameters; routine monitoring task; drawdown test; different pump types; wet well calculations to reach capacity; level and pump control types and function; emergency procedure options for power outages; and ventilation and odor control. On August 5, 2022 she met with Continental Paving again to review the structures that need to be raised as part of the NHDOT Route 1A Resurfacing. The cost is expected to be around \$6,000.00.

*Motion was made by John McCune to approve the O&M Report of August 9, 2022.*

*Seconded by David Kohlhase. Motion carried.*

**V. Approval of Minutes**

**a) Sewer Commission Meeting Minutes of July 12, 2022**

The Sewer Commissioners reviewed the meeting minutes of July 12, 2022.

*Motion was made by John McCune to approve the Sewer Commission Meeting Minutes of July 12, 2022. Seconded by David Kohlase. Motion carried.*

**VI. Signing of Bills and Correspondence**

**a) Sewer Department Financial Report**

At the end of July 2022, \$164,807.82 of the sewer budget had been expended which includes \$32,851.35 of prior year encumbrances. The actual amount spent minus the encumbrances is \$131,956.47. The report indicated that 54.26% of the budget remains, however that accounts for encumbrances. Therefore, 63% of the budget remains.

**b) Signing of Bills**

The Sewer Commissioners signed the Accounts Payable Check Register and Accounts Payable Payment Manifest in the amount of \$25,302.75.

**c) Warrant for the Collection of Sewer Operations and Maintenance Cost Adams Mobile Home Park**

The Warrant for the Collection of Sewer Operations and Maintenance Cost Adams Mobile Home Park was for \$11,749.97 and the amount to be collected is \$11,850.21 after being adjusted.

**d) City of Portsmouth Water and Sewer Rates Effective July 1, 2022**

The City of Portsmouth Water and Sewer Rates Effective July 1, 2022 were reviewed. It was noted that the Sewer Rates have increased 6%. Tier 1, the first 10 units of water consumption is billed at the rate of \$15.78 per unit and Tier 2, consumption above 10 units of water consumption is billed at the rate of \$17.36 per unit.

**e) 62 Cable Road Parcel ID 081-072, Secondary Meter Application**

The Sewer Commission reviewed the Secondary Meter Application for 62 Cable Road. The owner is to contact the Sewer Department once it is installed for inspection.

**f) 90 South Road Parcel ID 002-054-006, Secondary Meter Application and Inspection**

The Sewer Commission reviewed the Secondary Meter Application and the installation and inspection photographs for 90 South Road. It was noted that the meter was installed without a permit in 2019 and an external meter reader was not installed.

**g) 50 South Road Parcel ID 002-049, Secondary Meter Application and Inspection**

The Sewer Commission reviewed the Secondary Meter Application and the installation and inspection photographs for 50 South Road. It was noted that the meter was installed without a permit in 2019 and an external meter reader was not installed.

**h) Letter from Rockingham Planning Commission summarizing the technical assistance that will be provided through the Flood Smart Seacoast Project.**

It was noted that the purpose of the project is to provide technical assistance in preparing FEMA Hazard Mitigation Assistance application materials for one or more potential projects. In addition to completing a Benefit Cost Analysis Methodology for each project and to conduct public outreach.

## **VII. Old Business**

### **a) Request for Qualifications and Proposals Design/Build Abenaki Pump Station**

It was noted that the Town Attorney was contacted and is reviewing the draft Request for Qualifications and Proposals Design/Build Abenaki Pump Station and Legal Notice. Contracts with a political subdivision which are under \$125,000 are not required to obtain a bond (N.H., Rev. Stat. §447:16). Abenaki Country Club has been contacted as there is an easement with them. They were forwarded the easement document and a picture of a lift station without housing. Eversource was also contacted about the possibility of a power upgrade and David Kohlase will be meeting with their representative on August 16, 2022. It was noted that after input is received by the Town Attorney the RFQ/P will be posted.

## **VIII. New Business**

### **a) 90 South Road Parcel ID 002-054-006, Request to Waive External Meter Reader and Abatement**

The Sewer Commission Meeting minutes of February 23, 2021 were reviewed. They indicated “that a secondary meter was install at 90 South Road without a secondary meter permit from the Sewer Commission and that the owner had cc’d the Sewer Commission on a letter sent to Aquarion Water Company. A phone message was left for the owner to contact the Sewer Department and no contact has been made currently. A permit needs to be obtained and the meter installation inspected. Consideration of an abatement will be made after contact has been made.” It was discussed that contact has been made recently, the secondary meter application was received, and the meter has been inspected. The external meter reader was not installed. A request to waive the external meter reader requirement is expected but has not been received. The Sewer Commissioners reviewed 90 South Roads billing history.

*Motion was made by John McCune to table the discussion on 90 South Road, Parcel ID 002-054-006, regarding an abatement and the external meter reader requirement until the next meeting of the Sewer Commission. Seconded by David Kohlase. Motion carried.*

### **b) 50 South Road Parcel ID 002-049, Request to Waive External Meter Reader and Abatement**

It was noted that the meter was installed without a permit in 2019 and an external reader was not installed. A secondary meter application has been received and the meter has been inspected. A request for an abatement and to waive the external meter reader requirement is expected but has not been received. The Sewer Commissioners reviewed 50 South Roads billing history.

*Motion was made by John McCune to table the discussion on 50 South Road, Parcel ID 002-049, regarding an abatement and the external meter reader requirement until the next meeting of the Sewer Commission. Seconded by David Kohlase. Motion carried.*

**c) 88 Cable Road Parcel ID 081-084, Request for Abatement**

The owner of 88 Cable Road indicated in e-mail correspondence that his water consumption went up sharply in May and June due to a leaky outdoor faucet. The faucet was repaired on June 23, 2022 and the invoice was included as an attachment. The Sewer Commissioners reviewed 88 Cable Roads billing history.

*Motion was made by John McCune to abate 88 Cable Road, Parcel ID 081-084 based on 2200 cf which is \$198.00 Seconded by David Kohlase. Motion carried.*

**d) 2425 Ocean Boulevard, Parcel ID 002-020**

The Sewer Commission reviewed correspondence from TMS Architects regarding 2425 Ocean Boulevard. The owner is putting an addition on to the existing structure and a washroom is being added. The letter indicated that any new sewer connections associated with the new house addition to the existing house sewer line will be made within the footprint of the house. Lee Arthur noted that a sewer connection on the interior of the house requires a plumbing permit and if the sewer pipe on the exterior of the house is touched that would require a sewer permit. It was discussed that the correspondence is for clarification purposes.

**e) 2022 NHDES Clean Water SRF Priority List**

The Sewer Commissioners reviewed the 2022 NHDES Clean Water SRF Priority List. It was noted that Rye was awarded a Wastewater Asset Management Grant up to \$30,000.00. Was ranked 23 out of 47 for Infiltration/Inflow Assessment and Reduction Plan and 40 out of 107 for Abeniqui Pump Station Replacement.

**f) State Water Pollution Control Grant Program Priority List**

The Abeniqui Pump Station Replacement was listed on the extended portion of the beyond fiscal year 2024 list. It was discussed that this program covers indebtedness and was submitted in case the Abeniqui Pump Station Replacement Project cost more than anticipated and would require a loan.

**IX. Adjournment**

The next regular monthly meeting of the Sewer Commission was tentatively scheduled for September 13, 2022 at 8:00 a.m.

*Motion was made by John McCune to adjourn the Sewer Commission Meeting at 8:46 a.m. Seconded by David Kohlase. Motion carried.*

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