



## **TOWN OF RYE SEWER COMMISSION**

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

**Physical: 830 Central Road, Rye Beach, NH 03870**

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

### **SEWER COMMISSION MEETING MINUTES**

**Tuesday, September 13, 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.

**Guest:** Eric Weinrieb, Altus Engineering

#### **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, September 13, 2022**

The flow summary for Church Road Pump Station in August was 2,914,300 gallons, the flow for the same period in 2021 was 3,889,500 gallons. The rainfall for August was 2.53 inches. There were no irregularities noted at Abenaqui and Church Road Pump Stations. However, the transducer failed at Jenness Beach Station and a replacement has been ordered.

The Environmental Finance Center Network (EFCN) is sponsoring a webinar “Building Resilience in an Uncertain Future for Small Wastewater Systems” on September 21, 2022 and a full day NH Training “Setting the Right Rates for your System” on September 27, 2022 in Concord. Lee Arthur indicated that she plans on attending both trainings.

The Sewer Commissioners reviewed pictures of the two capped sewer connections at 6 Oak Avenue. The services were capped and inspected on Thursday, September 8, 2022 and the Demolition Permit was signed.

***Motion was made by John McCune to approve the O&M Report of September 13, 2022. Seconded by David Kohlhase. Motion carried.***

**V. Approval of Minutes**

**a) Sewer Commission Meeting Minutes of August 9, 2022 and September 7, 2022**

The Sewer Commissioners reviewed the meeting minutes of August 9 and September 7, 2022.

*Motion was made by David Kohlase to approve the Sewer Commission Meeting Minutes of August 9, 2022. Seconded by John McCune. Motion carried.*

*Motion was made by David Kohlase to approve the Sewer Commission Meeting Minutes of September 7, 2022. Seconded by John McCune. Motion carried.*

*Motion was made by John McCune to take New Business out of order. Seconded by David Kohlase. Motion carried.*

**VI. New Business**

**a) 61 Red Mill Lane, Parcel ID 005-036**

Included in the meeting packet was the plans for a reconnection and an additional connection to a rear building at 61 Red Mill Lane. Eric Weinrieb, Altus Engineering indicated that Parcel ID 005-037 has been merged with Parcel ID 005-0376. The plans include having a main building and another rear building (art studio – including a bathroom and sink). The rear building gravity sewer service will run towards Central Road and tie into the new service coming out of the main building. Eric Weinrieb noted that there is the force main that is located between the front and rear building that services two other properties on Central Road and is under easement, that will be preserved and protected. The plan is to go over that force main. If there is interference, they would explore lower the force main. Lee Arthur indicated that she is scheduled to inspect the sewer capping Friday, September 16, 2022. The Sewer Commission reviewed the plans and the RBVD Planning Board Notice of Voluntary Merger of Pre-existing Lots. It was noted that both sections of the sewer service will need to be tested and inspected.

In addition, the following basic hook-up conditions apply: Obtain a Sewer Permit; 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; Engineering As Built Plans signed off by the designing engineer. That includes horizontal and vertical control of elements constructed. Submitted to the Sewer Commission after construction is complete for review and approval; NHDES Application for Sewer Connection Permit if required; Shore Land Protection Permit to be obtained from the State of NH if required; and Wetlands Permit to be obtained from the State of NHDES if required.

*Motion was made by David Kohlase to approve the sewer plans as presented and connection of the front and rear buildings at 61 Red Mill Lane, Parcel ID 005-036, as long as the basic hook-up conditions are met. Seconded by John McCune. Motion carried.*

Eric Weinrieb mentioned that his firm is working with the owner of Adams Mobile Home Park in the development of a plan to further improved and corrective issues with their wastewater disposal system. He took responsibility for the delay and mentioned that an onsite generator would address outages. Because when the power goes out there is still the disposal of municipal water.

It was discussed that properties along Sagamore Road that have the option to connect to the City of Portsmouth Sewer System still need to have the connection approved by the Town of Rye Sewer Commission.

**b) 2023 Sewer Budget**

The 2023 Budget Preparation and Guidelines were distributed by the Finance Director as well as the Budget Schedule 2023. The deadline for submitting the 2023 Sewer Budget is Tuesday, October 11, 2022; Select Board Work Session is Thursday, November 3, 2022; and Budget Committee Work Session is Wednesday, November 16, 2022.

The Sewer Commission reviewed the proposed 2023 Sewer Budget. The directive from the Finance Department was to use the following increases: 2.75% cola, 7.5% health insurance, and 5% dental as place holders. The proposed budget was \$414,440 a \$54,152 increase over last years. It was discussed that Rye is responsible for 4% of the Hampton WWTP Improvements Loans. The first bond payment for the 2018 WWTP \$11.78M Loan is due in 2023 and Rye's share is \$33,435.40, which accounts for 62% of the budget increase. The City of Portsmouth Sewer Rates have increased by 6% which accounts for 8% off the overall budget increase. It was noted that the line items affected by City of Portsmouth increase are fully reimbursed (in/out). Other increases were attributed primarily to inflation and rate increases. The current sewer rate is .09 cents per cubic feet of H2O consumption and the proposed rate for 2023 is .10 cents. Adjustments will be made to the as actual rates are confirmed.

The Sewer Budget operates out of fund 2. Revenues received from fees and charges are deposited into the fund and department costs are expended from the fund. The monies can accumulate from year to year and are not deemed part of the general fund; the fund must be self-supporting. The Sewer Budget is 100% supported by user fees and is not included in the tax rate.

*Motion was made by John McCune to approve the proposed \$414,440 budget and allow for adjustments as actual rates are confirmed. Seconded by David Kohlase. Motion carried.*

**VII. Signing of Bills and Correspondence**

**a) Sewer Department Financial Report**

At the end of August 2022, \$201,650.72 of the sewer budget had been expended which includes \$32,851.35 of prior year encumbrances. The actual amount spent minus the encumbrances is \$168,799.37. The report indicated that 44.03% of the budget remains, however that accounts for encumbrances. Therefore, 46.85% 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 \$7,284.53.

**c) Sewer Charges and Fees Effective October 1-December 31, 2022**

1. Hook-up Fee:

A. Front Footage Charge	\$274.17/per foot
B. 50 Foot front (minimum charge)	\$13,708.50
100 Foot Front	\$27,417.00
170 Foot Front (maximum charge)	\$46,608.90

2. O.M.R. (Operating & Maintenance) Charge  
Per Cubic feet of H2O Consumption .09

*Motion was made by John McCune to approve List of Sewer Charges and Fees Effective October 1–December 31, 2022. Seconded by David Kohlase. Motion carried.*

**VIII. Old Business**

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

A letter was received from the owner of 50 South Road requesting an abatement and that the secondary meter external meter reader requirement be waived. The overall water usage history was reviewed, and the secondary meter flow estimated.

*Motion was made by John McCune to abate 50 South Road, Parcel ID 002-049, 20,100 cf (\$1,507.50) for 2020, 9,000 cf (\$765.00) for 2021 and waive the external meter reader requirement. Seconded by David Kohlase. Motion carried.*

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

The owner of 90 South Road had previously requested an abatement. The overall water usage history was reviewed, and the secondary meter flow estimated.

*Motion was made by John McCune to abate 90 South Road, Parcel ID 002-049, 26,100 cf (\$1,957.50) for 2020, 36,900 cf (\$3,136.50) for 2021 and waive the external meter reader requirement. Seconded by David Kohlase. Motion carried.*

**c) Request for Qualifications and Proposals Design/Build Abenaqui Pump Station Update**

The Request for Qualifications and Proposals Design/Build Abenaqui Pump Station Pre-proposal Site Walk and Meeting was held on Wednesday, September 7, 2022 and six companies attended (T-Buck Construction; Renew Mechanical Maintenance LLC; Scherbon Consolidated; United Compressor and Pump Services; Champlin Associates; and Weston & Sampson). The deadline for submittals is no later than 4:30 p.m., Friday, September 30, 2022.

**d) 2023-2028 Sewer CIP Update**

Lee Arthur noted that the CIP representative to the Sewer Commission requested that the Church Road Pump Station Generator and the Jenness Beach Pump Station Pumps Replacement Project Submissions be resubmitted as a 2023-2028 CIP Project Request instead of a 2022 Status Update. They were resubmitted as requested.

**X. Adjournment**

The next regular monthly meeting of the Sewer Commission was tentatively scheduled for October 11, 2022 at 8:00 a.m.

***Motion was made by John McCune to adjourn the Sewer Commission Meeting at 9:10 a.m. Seconded by David Kohlase. Motion carried.***

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