



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, January 9, 2024, 8:00 a.m.

Rye Beach Village District Building

830 Central Road, Rye Beach, NH

In attendance: David Kohlhase, Chairman; Susan Labrie, Commissioner; 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, January 9, 2024

The flow summary for Church Road Pump Station in December was 5,642,700 gallons, the flow for the same period in 2022 was 3,952,300 gallons. The rainfall for December was 6.04 inches. The irregularities in the pump runtimes at Church Road, Jenness Beach was a result of 2.14 inches of rain fall on December 18, 2023. The flow summary for Church Road Pump Station in November was 2,859,300 gallons, the flow for the same period in 2022 was 2,506,000 gallons. The rainfall for November was 4.22 inches. There were no irregularities in the pump runtimes at Church Road, Jenness Beach and Abenaqui Pump Station.

The Sewer Commissioners reviewed before and after photographs of the roofs at each pump station as all three were replaced in November.

Motion was made by John McCune to approve the O&M Report of January 9, 2024.

Seconded by Susan Labrie. Motion carried.

V. Approval of Minutes

Sewer Commission Meeting Minutes of November 14, 2023

The Sewer Commissioners reviewed the meeting minutes of November 14, 2023.

Motion was made by Susan Labrie to approve the Sewer Commission Meeting Minutes of November 14, 2023. Seconded by John McCune. David Kohlhase abstained. Motion carried.

VI. Signing of Bills and Correspondence

a) Sewer Department Financial Reports and Encumbrances

At the end of December 2023, \$343,248.86 plus \$47,159.74 of prior years' expenditures had been expended, \$82,399.14, 19.35% of the budget remains. It was discussed that a significant amount of 2023 payables still need to be paid, including bills from the Town of Hampton and the City of Portsmouth that have not been received.

At the end of November 2023, \$325,452.58 plus \$47,159.74 of prior years' expenditures had been expended, \$100,195.42, 23.53% of the budget remained.

It was discussed that various 2023 invoices are not typically received until the end of January and as a result \$73,544.26 plus \$12,626.38 from prior years was encumbered.

b) Signing of Bills

There were no documents to sign.

c) List of Sewer Charges and Fees Effective January 1-March 31, 2024

It was discussed that the 2024 budget primarily increased due to the treatment rate in Hampton increasing significantly and grant match for a Sewer Infrastructure Vulnerability Assessment. In order to meet the budget obligations, the rate needs to increase by 2 cents.

Motion was made by John McCune to raise the sewer rate by 2 cents. Seconded by Susan Labrie. Motion carried.

List of Sewer Charges and Fees Effective January 1-March 31, 2024

1. Hook-up Fee:
 - A. Front Footage Charge \$288.04/per foot
 - B. 50 Foot front (minimum charge) \$14,402.00
 - 100 Foot Front \$28,804.00
 - 170 Foot Front (maximum charge) \$48,966.80
2. O.M.R. (Operating & Maintenance) Charge
Per Cubic feet of H2O Consumption .125

Motion was made by John McCune to approve List of Sewer Charges and Fees Effective January 1-March 31, 2024. Seconded by Susan Labrie. Motion carried.

d) Memorandum from Janice Ireland requesting Annual Report for the Year Ended December 31, 2023 no later than Friday, January 26, 2024.

It was noted that the Sewer Annual Report has been started and should be submitted well before the deadline.

e) Other

E-mail received from Kim Reed dated January 5, 2024 notifying Board Members and Department Heads that the Town is creating a new Master Plan and the Rye Master Plan Steering Committee is hosting a fun and interactive Community Forum Event on February 15, 2024 at the Rye Junior High School Gymnasium from 6-8 p.m. to solicit input.

VII. Old Business

a) Other

There was no old business.

VIII. New Business

a) FFY 2023 Building Resilient Communities and Infrastructure (BRIC) Grant Awarded to complete a sewer infrastructure vulnerability assessment for the Town of Rye.

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) has awarded FFY 2023 Building Resilient Communities and Infrastructure (BRIC) Grant to complete a sewer infrastructure vulnerability assessment for the Town of Rye.

The Federal portion of the grant is \$55,500.00 and the local cost share is \$18,500.00.

The Town of Rye Sewer System consist of 6.9 miles of gravity sewer, three pump stations, one of which is in an existing FEMA 100-year designated flood zone, and 3.5 miles of force main that directly abuts the Atlantic Ocean, which runs through the towns of North Hampton and Hampton where it discharges to the Town of Hampton sewer system. This critical infrastructure is increasingly vulnerable to the impacts of climate change including increased flooding from heavy rainfall and projected sea level rise based on projections derived from the State of New Hampshire.

The goal of the grant proposal was to develop a vulnerability assessment for the Town of Rye's existing sewer infrastructure to evaluate impacts associated with climate change and develop specific goals and options for increasing infrastructure resiliency. The town will engage consulting engineering firm in the development of the vulnerability assessment. The process for developing the vulnerability is anticipated to be as follows: Step 1: Inventory existing sewer infrastructure in Rye; determine existing conditions, location, past impacts from extreme weather events, etc. Step 2: Determine extent of flood risk to existing infrastructure using sea level rise and groundwater rise data projections as well as projected increases in extreme precipitation derived from the New Hampshire Coastal Flood Risk Guidance Part 1: Science. Step 3: Using data from Step 2, determine the existing infrastructure's tolerance for flood risk and areas most vulnerable to damage or disruption from flooding. Step 4: Identify and evaluate adaptation strategies for mitigating flood risk to existing infrastructure. Step 5: Prioritize adaptation strategies for future implementation. The intent of the grant proposal is to result in a complete project application for future funding opportunities to support the mitigation activities derived from the assessment. It is worth noting that that Rye's Hazard Mitigation Plan (2022) identifies completing a vulnerability assessment of the Town's sewer infrastructure as an explicit mitigation strategy.

The project grant period ends on November 13, 2026 and a final performance and expenditure report needs to be sent to the State by December 13, 2026. All applicable federal and state laws, rules, regulations, and requirements need to be followed. The Town needs to maintain financial records, supporting documents, and all other pertinent records for a period of three years from the grant period end date. In these records, the 25% cost share required by this grant needs to be documented.

An audit in compliance with OMB Circular 2 CFR 200 is required, if applicable. If a compliance audit is not required, at the end of each audit period the Town will need to certify in writing that

the amount of federal funds that would require a compliance audit (\$750,000), have not been expended.

Motion made by John McCune to accept the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of \$55,500.00 to evaluate facilities to identify mitigation actions, developer conduct engineering, environmental, feasibility and/or benefit cost analyses, and activities supporting development of applications.

Furthermore, the Sewer Commission acknowledges that the total cost of this project will be \$74,000.00, in which the town will be responsible for a 25% match (\$18,500.00) of which the Town of Rye will satisfy through the sewer budget which is supported by user fees, and to authorize Matthew Scruton, Town Administrator to sign all documents related to the grant including but not limited to the Grant Agreement. Conditional on a Public Hearing being held and Select Board acceptance. Seconded by Susan Labrie. Motion carried.

IX. Adjournment

The next meeting of the Sewer Commission was tentatively scheduled for February 20, 2024 at 8:00 a.m.

Motion was made by Susan Labrie to adjourn the Sewer Commission Meeting at 8:48 a.m. Seconded by John McCune. Motion carried.

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