

MASTER PLAN IMPLEMENTATION | MEMORANDUM



TO: Kim Reed, Planning and Zoning Administrator, Town of Rye
FROM: Forrest Bell, FB Environmental Associates (FBE)
SUBJECT: Town of Rye Master Plan Implementation
DATE: October 31, 2024
CC: Julia Maine, FBE; Steve Whitman, Resilience Planning & Design (RP&D)

This memorandum provides justification for additional funds required to implement the recommendations developed through the Town of Rye's (Town) Master Plan update. A summary of recent environmental and community planning work completed by the Town is presented followed by a Scope of Work narrative to support implementation of the Master Plan in 2025. This includes possible focus areas for the Town, such as furthering implementation projects related to housing and septic system vulnerability.

SUMMARY OF PLANNING EFFORTS

The Town has recently completed or is in the process of completing the following projects: 1) update to the Town's Master Plan, 2) Build-Out Analysis, 3) Parsons Creek Restoration (funded via NHDES Clean Water State Revolving Fund), and 4) Parsons Creek Watershed Based Plan update. FB Environmental (FBE) and Resilience Planning and Design (RP&D) were contracted to complete the Master Plan update and the Build-Out Analysis, and FBE was contracted to complete the Parsons Creek projects. These projects, along with ongoing monitoring in the Parsons Creek watershed by FBE, have identified the intersection of housing and septic systems as a key implementation priority for the Town.

The Restoring Parsons Creek project identified high and rising groundwater as a key threat which can worsen septic system pollution. In addition, innovative policies to better manage private septic systems on a municipal and/or watershed scale are needed. Additional work is also necessary to ensure future housing is built responsibly.

SCOPE OF WORK

FBE and RP&D will build on these previous efforts to work with the Town of Rye to implement the priorities of the Master Plan. RP&D has provided an outline of their scope and budget in a separate memorandum. FBE Tasks for implementation will include:

Task 1. Implementation Team Meetings & Prioritization

FBE will meet with the implementation team to review the final action items that are included in the Master Plan and to prioritize action items for implementation in the Town.

Task 2. Secure Funding Mechanism

Following prioritization of the final action items, the project team will work with the Town to identify appropriate funding mechanisms and timelines for implementing these priorities.

Task 3. Pursue Pilot Projects for Implementation

Included in this Scope of Work is time to begin piloting the high priority initiatives identified during the process outlined in Task 1. The specific scope and focus of this task will depend on the decisions outlined by the implementation team. Possible next steps identified by the project team (subject to change) include:

- a. Conduct a pilot study gathering existing but fragmented data from site evaluations to better map soils, seasonal high groundwater table, and septic system disposal field depths at a finer scale than is currently available to better inform planning.
- b. Conduct preliminary research on potential applicability of community septic systems and/or septic system utilities to the Town of Rye.

- c. Incorporate the findings of the Build-Out Analysis to implement the vision and recommendations of the Master Plan. Develop housing solutions that align with the environmental constraints and requirements established through FBE’s analysis and assessment. The goal of this implementation work will be to position the Town to support expanded and affordable housing while effectively managing impacts on natural resources and water quality.

BUDGET

The total cost for labor time and materials for both firms will not exceed **\$30,000**, split evenly between FBE and RP&D. FBE will bill monthly by time and materials until the \$15,000 “do not exceed” is met. No time will be billed above this amount without prior approval from the Town. Table 1 lists the hourly rates for FBE.

Table 1. FBE team rate breakdown.

NAME	TITLE	FIRM	RATE (\$/hr)
Forrest Bell	Owner & CEO	FBE	\$182
Cayce Dalton	Senior Project Manager	FBE	\$155
Lindsey Collari	Business Manager	FBE	\$125
Julia Maine	Project Manager	FBE	\$116
Christine Bunyon	Project Manager	FBE	\$116
Amelia Wallis	Project Scientist I	FBE	\$82

Kimberly Reed, CFM
Planning and Zoning Administrator
Town of Rye, New Hampshire
10 Central Road, Rye, NH 03870

October 31, 2024

Re: Master Plan Implementation



Dear Ms. Reed,

As the Master Plan project gets closer to completion, we wanted to provide you with some information related to support services we can provide during implementation. Once the Plan has been adopted and an Implementation Committee has been formed, we would be happy to assist the Town on specific action items. This could include:

- Meeting with the Implementation Committee to review the identified action items,
- Assisting the Implementation Committee with the prioritizing of actions, or
- Additional research or regulation drafting to move an action forward to the voters.

We would be happy to provide these and other services on an on-call basis and to bill hourly. For your budgeting purposes our hourly rates for 2025 are as follows:

- Steve Whitman, EdD, AICP \$165
- Liz Kelly \$105
- Zak Brohinsky \$105
- Crystal Kidd \$75

Based on our experience in other communities we would suggest budgeting at least \$15,000 for this level of support. Thank you for the opportunity to offer our services.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Whitman", written over a light blue horizontal line.

Steve Whitman, EdD, AICP
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