TOWN OF RYE SEWER COMMISSION

Mailing: P.O. Box 544, Rye Beach, NH 03871
Physical: 830 Central Road, Rye Beach, NH 03871
(603) 964-6815; sewer@town.rye.nh.us

TOWN OF RYE SEWER COMMISSION MEETING MINUTES
TUESDAY, AUGUST 4, 2026, 8:00 A.M.
RYE BEACH VILLAGE DISTRICT BUILDING
830 CENTRAL ROAD, RYE BEACH, NH

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

Guests: Paige Libbey, Jones & Beach Engineers, Inc., and Max Pruna, Pruna Holdings, LLC.

I. Call to Order and Pledge of Allegiance

The Rye Sewer Commission Meeting was called to order at 8:10 a.m.

II. Announcements

The Rye Building Department is hosting a presentation "Septic 101 For Homeowners" Wednesday, August 12, 2026, 3:00-5:00 p.m., Rye Public Library.

III. Public Comment (at the beginning of the meeting, for any comment by any Rye Resident on any topic. Requested time limit, up to 5 minutes each person).

IV. New Business

a) 15 Sagamore Road, 024-022-000

Paige Libbey, Jones & Beach Engineers, Inc., and Max Pruna, Pruna Holdings, LLC were present representing 15 Sagamore Road, 024-022-000.

It was discussed that the previous owner of 15 Sagamore Road had obtained the necessary approvals to connect the property to the Portsmouth Wastewater System. However, the property was never developed, and the State of New Hampshire Sewer Connection Permit has since expired. Because the proposed project has also changed, a new sewer connection approval is required.

Paige Libbey presented the proposed sewer plan dated June 12, 2026, to the Sewer Commission. The proposed development is generally similar to the previously approved layout, including three single-family homes at the rear of the property and two mixed-use buildings at the front. The first floors of the mixed-use buildings will continue to accommodate commercial/restaurant uses; however, the previously proposed office space on the upper floors has been changed to residential use. Each building will contain three apartments consisting of a mix of one- and two-bedroom units. This change results in a slight increase in projected sewer flows.

The project also includes a phased construction plan to allow the existing coffee shop "La Mulita" to remain in operation until the new building is constructed. As a result, one of the sewer service locations has been relocated. The proposed sewer system will consist of low-pressure sewer/grinder pump stations, including dual pump stations serving the mixed-use buildings and individual pump stations serving the single-family homes. Potential grease trap locations have also been shown for future commercial uses where applicable.

The sewer connection will include both a force main and a gravity sewer section. It was clarified that the gravity section will be tested to the first interior cleanout by the Town of Rye, and the force main by the City of Portsmouth consistent with previous Sagamore Road connections.

It was recommended that the plans include a note requiring the contractor to coordinate with both the City of Portsmouth Department of Public Works and the Town of Rye Sewer Department prior to construction regarding sewer inspection requirements and scheduling. In addition, it is anticipated that the City of Portsmouth will inspect the force main portion of the connection, while the Town of Rye will inspect the gravity sewer portion.

All proposed interior and exterior sewer cleanouts shall be clearly identified on the plans and provided with details consistent with the Town of Rye Basic Requirements for Sewer Installations. It was discussed that the design should allow that the cleanouts and other access points shown provide practical access for inspection, testing, and maintenance. The gravity section will be isolated and tested to the first interior clean out.

The proposed grease interceptors are sized in accordance with the anticipated use and applicable requirements. The sewer trench notes need to be amended to meet the Town's requirements, and it was requested to identify the gravity sections on the plan.

The abandonment of the septic was discussed. It was determined that there is one septic holding tank that services the coffee shop. The existing tank will remain in service until the coffee shop moves and the building is demolished. At that time the septic tank shall be pumped and abandoned in accordance with applicable State of New Hampshire requirements and the Basic Requirements for Sewer Installations.

It was discussed that the plans need to be revised to reflect what was discussed and the State of NH may also require revisions and as such it was noted that through the process that all parties (State of NH, City of Portsmouth and Town of Rye) have and approve the same final plan.

In addition, the following basic hook-up conditions apply: A Sewer Permit obtained; Submit Engineering Plans to the Sewer Commission for review and approval; Engineering As Built Plans signed off by the design engineer. That includes horizontal and vertical control of elements constructed. Submitted to the Sewer Commission after construction is complete for review and approval; Easement obtained by any other property owners effected; Town of Rye Floodplain Development and Building Ordinance Permit if required; NHDES Application for Sewer Connection Permit if required; 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; 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; and the installer must be licensed with the Rye Sewer Commission.

It was noted that the Sewer Commissioners support the State of NH Permit application. The final utility plan will be submitted to the Sewer Commission and reviewed at a future meeting.

Motion was made by John McCune to conditionally approve the connection for 15 Sagamore Road, Parcel ID 024-022-000 pending the plan updates and that the basic hook-up conditions are met. Seconded by David Kohlhase. Motion carried.

V. Consideration of the O&M Report, August 4, 2026

The flow summary for Church Road Pump Station in July was 3,088,100 gallons, the flow for the same period in 2025 was 2,814,700 gallons. There were no irregularities in the pump run times at Church Road, Jenness Beach and Abenaqui Pump Station. The rainfall for July was 1.78 inches.

The Sewer Commissioners reviewed photographs of the sewer pressure test and inspection at 36 Cable Road taken on Wednesday, July 8, 2026. In excavating for a bulkhead, a section of the sewer service was removed. After the bulkhead was poured the pipe section previously removed was put back in place and reconnected. The requirements of the pressure test and inspection were met.

The Sewer Commissioners reviewed photographs taken on Thursday, July 9, 2026, of the dewatering and inspection of Force Main Structure (177) located in North Hampton. Underwood Engineers entered the structure and took measurements.

It was noted that 116 Old Beach Road, which is the adjacent property to the Jenness Beach Pump Station, has placed a structure close to the property line for tool storage. The Sewer Commissioners reviewed a photograph taken on July 10, 2026. The house is to be demoed and a new house built.

Lee Arthur participated in the Online Community Resilience Building Workshop held Tuesday, July 28, 2026, led by the Nature Conservancy. She noted that the workshop was very well organized. Connections between ongoing issues, hazards and local planning actions were made. Vulnerabilities were identified and actions to reduce vulnerabilities discussed. The workshop provided valuable information that can be utilized by the Master Plan Implementation Committee. The Nature Conservancy findings are forthcoming.

It was noted that Lee Arthur was asked to be a participant on the Advisory Team for the Coastal NH Drinking Water Resource Flood Risk Assessment, Actions, and Implementation. The project is funded through NHDES and will develop an inventory of drinking water assets in coastal NH, assess flood-related risk, and work with regional partners to identify and advance priorities to improve drinking water resilience. The Advisory Team includes staff from municipal water and public works departments, NHDES Drinking Water and Groundwater Bureau, NHDES Coastal Program and Regional Planning Commissions. The Kick-off Meeting was held on Monday, August 3, 2026, and laid the groundwork for the project.

The quarterly progress report for the Sewer Infrastructure Vulnerability Assessment was submitted to HSEM on July 13, 2026.

Motion was made by John McCune to approve the O&M Report of August 4, 2026. Seconded by David Kohlhase. Motion carried.

VI. Approval of Minutes

a) Sewer Commission Meeting Minutes of July 7, 2026

The Sewer Commissioners reviewed the meeting minutes of July 7, 2026.

Motion was made by John McCune to approve the Sewer Commission Meeting Minutes of July 7, 2026. Second by David Kohlhase. Motion carried.

VII. Signing of Bills and Correspondence

a) Sewer Department Financial Reporting

The Sewer Financial Report ending July 31, 2026, showed that $201,430.92, 36.81% of the budget, has been spent. The Bank Reconciliation Report for June was reviewed. It was noted that on July 13,

2026, a sewer CD was reinvested for a 6-month term at 3.49%. Susan Philbrick, Treasurer and Rita Donaldson, MRI Financial Consultant, have notified the Sewer Commission that there have been several changes with the Towns Bank that have impacted the Town's banking relationship and as a result the Town will be transitioning to a new bank. The Sewer Account will be one of the first accounts moved.

Lee Arthur indicated that over the past year she has spent a significant amount of time on the municipal accounting side of operations because of the changes in the Finance Department. Although time consuming the yield promotes better financial accuracy. She now enters the sewer payables into the MTS Accounting Program, has better access to financial records and can track special projects and grants easily.

b) Signing of Bills

There were no bills to be signed.

c) Email Correspondence from Brian Voelk, NHDES Announcing the Draft 2026 CWSRF & SAG Project Priority List

The Sewer Commission submitted a Clean Water State Revolving Fund Pre-Application prepared by Lee Arthur for Wastewater Vertical and Horizontal Asset Management Program Advancement – Technical Assistance and was recently placed on the draft 2026 NHDES Clean Water SRF Priority List Wastewater Planning Projects eligible for technical assistance at no cost to the Town. The public hearing was held virtually on August 6, 2026. The comment period ends on August 13, 2026, after that NHDES will issue the final priority list.

The proposed project is to further advance the Asset Management Program by integrating the results of the Sewer Infrastructure Vulnerability Assessment, Infiltration and Inflow (I/I) Assessment and Reduction Plan, Sewer Financial Assessment Plan and Wastewater Cybersecurity Assessment into the AMP as core decision making components rather than standalone studies. Additionally, it has been determined that incorporating easement data into the AMP would also be beneficial.

d) Correspondence from Kim Reed, Planning and Zoning Administrator save the date for the next Master Plan Implementation Meeting Wednesday, October 28, 2026, 9:30-11:30 p.m., Rye Public Library.

Correspondence received from Kim Reed, Planning and Zoning Administrator indicated that next Master Plan Implementation Meeting for the Public will be held on Wednesday, October 28, 2026, 9:30-11:30 p.m., Rye Public Library.

e) Correspondence from Kim Reed, Planning and Zoning Administrator invitation to attend the September 8, 2026, Planning Board Meeting to discuss Sewer Infrastructure Capacity.

It was indicated that Lee Arthur will attend the Planning Board Meeting on September 8, 2026, to discuss Sewer Infrastructure Capacity.

f) Sewer Article Town of Rye Newsletter September 2026

It was discussed that the sewer newsletter article would introduce the Wastewater Asset Management Program.

g) Other

Warrant for the Collection of Sewer Operations and Maintenance Adams Mobile Home Park Inc., May 5, 2026.

The Warrant for the Collection of Sewer Operations and Maintenance Adams Mobile Home Park Inc., August 4, 2026, had the amount to be collected as $10,169.26 after adjustments.

VIII. Old Business

a) 5 Cable Road, Parcel ID 084-176-000

It was discussed that the revised sewer plan for 5 Cable Road was received on July 8, 2026. The plan addressed the comments made at the Sewer Commission Meeting held on July 7, 2026. The line was camera 'ed and it was determined that there were three Ys in the shared lateral from the street. The middle Y was used to service 3 Cable Road that has since been demolished and combined with 1 Cable Road. The service was capped but needed to be abandoned properly. Three options were discussed with the installer, insert a test tee, insert a clean out, or insert a solid sleeve. The solid sleeve was the preferred option and communicated to the installer. The camera inspection of the existing lateral had no notable defects.

Motion was made by John McCune to abandon the middle Y in the lateral servicing 5 Cable Road, Parcel ID 084-176-000 by inserting a solid sleeve. Seconded by David Kohlhase. Motion carried.

b) 26 Richard Road, Parcel ID 052-159-000

Updated plans for 26 Richard Road were reviewed. It was noted that that the installer and plumber wanted to move the sewer line 3' to the right facing the front of the house making a cleaner tie-in, in the basement and outside the porch.

Motion was made by John McCune to approve the updated marked plan received July 7, 2026, from Millennium Engineering Inc. for 26 Richard Road, Parcel ID 052-159-000. Seconded by David Kohlhase. Motion carried.

c) NHDOT Reconstruction of Stone Revetment Seawalls/Berms Sewer Impact Update

The Sewer Commissioners reviewed the July 21, 2026, Technical Memorandum from Underwood Engineers regarding the impact of NHDOT Ocean Boulevard Revetment on Rye's Force Main. David Kohlhase reported that the Town Attorney, Sewer Director, Sewer Commissions Engineers and himself met with the NHDOT and their engineers on Wednesday, July 29, 2026. It was discussed that the NHDOT agreed to adjusting the design in order to maintain a 3 foot of horizontal and vertical separation between the force main and excavation face to maintain the necessary restraint at the pipe joints, limiting the length of excavation to 50 feet at any given time, satisfy HS-20 load limitations over the pipe and the first order of business should be the exploratory test pits to confirm the location of the force main.

IX. Adjournment

The next meeting of the Sewer Commission was tentatively scheduled for Tuesday, September 1, 2026, at 8:00 a.m.

Motion was made by John McCune to adjourn the Sewer Commission Meeting at 9:32 a.m. Seconded by David Kohlhase. Motion carried.

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