

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 03/04/2024

Approved April 2, 2024

Distribution:

Ray Buxton Jr.
Cathy Nelson-Smith
George Drinkwater
Paula Boyle
Josh Scotton
Wendy Chase

Opening:

The regular meeting of the Newfields Village Water & Sewer District was called to order at 7:00 pm on Monday, March 4, 2024 at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, Catherine Nelson-Smith, George Drinkwater, Paula Boyle, Engineer, Josh Scotton, Water/Wastewater Operator, and Wendy Chase, Treasurer.

A. Approval of Minutes

The minutes of February 5, 2024 were unanimously approved.

B. NH DES Lead and Copper Rule

The Environmental Protection Agency (EPA)'s Lead Copper Rule Revisions (LCRR) is a federal rule requiring all community (C) and non-transient non-community (NTNC) water systems to develop a service line inventory and replacement plan as needed, and submit to the New Hampshire Department of Environmental Services (NHDES). The inventory includes both utility and customer-owned portions of the service line. Along with the inventory, a proposed replacement plan for any lead, galvanized requiring replacement (GRR) or unknown service line material must be submitted. The District has to do a complete inventory of all water services by October 16, 2024. **Update:** Paula said that all the information has to be sent to NH DES' consultant, Arcadis. HTA is collecting data and will send it to them in an inventory form. No lead services were allowed after 1989 so it is important to give them information of when water lines were installed. It is estimated that ½ the services were installed after 1989. The data has to be sent to Arcadis and then we can certify the services have no lead but it doesn't preclude us from doing physical inspections. We will have to do 20% over a ten-year span. Heather from NH DES said we can dig a hole to the service and take a picture and that will satisfy the inspection side. Josh will find the certification template. He said the certification process is not an EPA rule; it is a state rule. Paula said that we have a contract with HTA and there is money left in that contract to cover the work HTA is doing.

C. Open Issues

1. Conservation Plan.

- a) Calibrating the Source Meters: Due every 3 years. Next calibration deadline is due by the end of year 2024. **Update:** Josh said those will be done at the same time as the Wastewater Plants.
- b) Leak Log: **Update:** Ray said he used the updated information on the water conservation annual report he submitted to Concord. Ray said it looked like there was an 11% loss.
- c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**

2. Sludge Removal. Background: Remove sludge from Lagoons along with piping and old aeration system and replace existing aeration system with a permanent solution. **Update:** Paula said dredging the sludge will not work for us because of power lines. HTA is getting good prices on dewatering the sludge and using the bag system. She will update the Commissioners with a new cost estimate using that removal technique. Paula will have cost estimates for the April meeting. **In Process.**

3. National Pollutant Discharge Elimination System (NPDES) Permits.

- a) **Small Wastewater Treatment Facility General Permit (WWTFGP) (Village District Purview)**– **Background:** was issued September 28, 2021 and became effective December 1, 2021. The Small WWTF General Permit is designed to authorize discharges of wastewater from publicly owned treatment works and other treatment works that treat domestic sewage. The permit establishes effluent limitations, monitoring requirements, reporting requirements and standard conditions for facilities that discharge to fresh and marine waters in MA and NH. We have a small wastewater treatment facility permit in place for the wastewater system. **Update:** No update. **In Process.**
- b) **Great Bay Total Nitrogen General Permit (GBTNGP) (Village District Purview)** – **Background:** The GBTNGP was issued for 13 eligible wastewater treatment facilities that discharge treated wastewater containing nitrogen within the Great Bay watershed in NH. It was issued on November 24, 2020 and became effective February 1, 2021. The permit establishes total nitrogen effluent limitations, monitoring requirements, reporting requirements and standard conditions for the 13 WWTFs. The discharge of all pollutants other than nitrogen from these WWTFs will continue to be authorized by each WWTS’s respective individual NPDES permit. Rather than address this permitting task on a permit-by-permit basis, EPA instead fashioned a general permit designed to comprehensively regulate nitrogen loading from 13 WWTFs in NH on a gross, watershed-wide scale, incorporating an innovative and adaptive approach to achieving water quality standards in the Great Bay estuary through a combination of mandatory load limits at the WWTFs and voluntary nonpoint source nitrogen reductions. **Update: In Process.**
- c) **Stormwater Asset Management MS4 (Town’s Purview)** – **Background:** Stormwater Asset Management ties into the NH Small MS4 General Permit; both under the town’s purview. Ray is the liaison as District Commissioner. **Update:** This is a Town project. The Town sent out Request for Qualifications (RFQ) for area firms and HTA was included. Paula said that HTA sent in a bid. Ray said the Town received a second bid. **In Process.**

5. Wastewater Projects

- a) **Chemical Feed Upgrade** – **Update:** \$40,000 will be budgeted this year for the upgrade.

6. Water Projects

- a) The District approved a \$50,000 Warrant Article for Barrie Miller to drill test well at the 1 & 3 well site. There was so little water that they were unable to collect a water sample to bring to the lab. There is approximately \$25,000 that was not spent out of that account. Because it was a Warrant Article voted on for a specific project, the money cannot be used for a different project. Barrie sent invoice to HTA and it was estimated at \$15,000, but came in at \$10,000. We cannot use the extra money for anything else because it was a Warrant Article specifically for the project. **Update:** Discussion ensued regarding the balance left (\$26,000.) on the WA for \$50,000. Wendy said that we will have to add the \$26,000 to the budget for Barrie to finish the work and dig a shallow well at site well #6.
- b) IPP Program – HTA monitors what Hutchinson Sealing and Coed Sportswear discharge into

the sewer system. Paula received the Coed Sportswear self-monitoring reports.

C. New Items

1. Josh said the effluent meter at the wastewater plant is going to fail. He received a quote of \$14,000. He said that they are operating at a level just above where he wants to be. He said that we will wait until April. He has the meter and it is in storage. **Update:** Josh will line everyone up to get it replaced after April.

2. Josh said well #3 was producing 2.6 gallons of water per minute. Barrie Miller put in the new pump and transducer and now the well is producing 12-13 gallons of water per minute. Transducer measures the pressure and can determine how many feet of water is in the well. Josh said that the transducer seems to be working. He is going to change the contactor and overload on that well. It is still kicking out. **Update:** Josh said the electrician will be in to replace the parts.

3. Swamscott forcemain repair. **Update:** We are still waiting for a quote from Brian Knipstein. Ray will ask him again.

4. The Commissioners were in receipt of Leigh Willett's resignation at District Clerk. Ray said that there isn't any rule that the District Clerk has to be a customer of the village district. **Update:** Ray asked everyone to try and think of possible replacements. It cannot be a Commissioner. Josh said it's common for contract operators to help with the billing. Leigh said that she would do the April bills.

5. Josh said we should think about budgeting to have the second pump replaced on Swamscott Street. The first pump was replaced years ago. Josh said we should budget \$20,000 to replace the pump. He recommends new electric motor and new seals. Also change it to non-clogging. The public hearing for the budget has to be held at the April meeting. Josh will get an estimate of the cost and forward the information to Wendy. The figure will be added to the repairs maintenance and equipment line. **Update:** Josh is still waiting for a solid number.

6. Josh will get the wet wells pumped out in March. Josh will schedule it with Sherbourne. They supplied the vacuum pump the last time we pumped them. **Update:** Josh we need the special vacuum pump truck to pump out the wet wells.

7. We will be doing lead and copper testing this year and that has to be added to the budget. Josh will get an estimate. The testing comes out of contracted services budget line. It was decided to keep \$200,000 in the budget line. **Update:** Josh is still waiting for an estimate.

8. Josh said the heater in the chemical room no longer works and produces heat. He has tried to get in touch with Olofson Heating but they have not returned his calls. He's trying to get pricing. He will have the electrician come in and unwire it. **Update:** The Electrician is coming Thursday to fix it.

9. The public hearing on the budget will be at the April 2nd meeting.

10. Ray got a quote to replace all the windows in the building. There are 11 original windows. The quote is for \$16,488.00 from Rite Windows. There are different options on how to pay for it, interest free. The Commissioners agreed to choose the interest free option and pay them off within 25 months and to budget \$7,920 for the first year under maintenance and repairs line item.

11. Budget: If the \$200,000 remains under contracted services it will probably cover the testing for 2024. The \$26,000 is added in the \$200,000 figure. Josh got an estimate of \$18,000 for wastewater labs 3 times a week but

suggested budgeting \$20,000. He has not received the estimate for water that would include lead and copper tests. He suggested adding \$25,000 to include water, wastewater and occasional pfas testing for the year. \$25,000 will be added to the contracted services. The second pump on Swamscott Josh estimated it for \$20,000. That will be added under equipment maintenance. We are waiting on the effluent quote and Swamsoctt Forcemain quote to add to the equipment maintenance line.

George questioned cyber security for the Plant. Josh said that there are grants available for cyber security.

Paula said she has a wastewater meeting with NH DES in April and they are going to say the final rule is coming out that hasn't been published yet.

The Meeting was adjourned at 8:15 PM. The next meeting is Tuesday, April 2, 2024 at 7:00 PM at the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase
Treasurer

*PFAS - Per- and polyfluoroalkyl substances (PFAS) are chemicals that resist grease, oil, water, and heat. They were first used in the 1940's and are now in hundreds of products including stain- and water-resistant fabrics and carpeting, cleaning products, paints, and fire-fighting foams.