

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 05/01/2023
Approved June 5, 2023

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 May 1, 2023 at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, George Drinkwater, Systems Operator Josh Scotton, Engineer Paula Boyle and Treasurer Wendy Chase.

Excused: Commissioner Catherine Nelson-Smith

Others Present: Tom Grella, Pleasant Street – Mr. Grella came in to discuss his April water bill and was surprised to see that 100 gallons of water was charged to his outside water meter. His outside water meter was turned off for the winter. Ray said that he would go out this week and check the reading to see if there was a mistake or see if maybe Mr. Grella has a leak. Mr. Grella was satisfied with that decision and left the meeting. Ray and George will go over tomorrow to check it out.

A. Approval of Minutes

The minutes of April 3, 2023 were unanimously approved.

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. This is not part of Peter's contract. We may want to add to the job description – coordinate the calibration of the source meters.
- b) Leak Log: Paula said that they applied for a leak log grant and Newfields is on the list but they continue to shift the grant recipients on the list. The grant list will be out next month. Update: Paula reached out to NH DES to see if the district got any grant money from last year's leak detention survey grant. They said that they are sending the District a letter stating that they approved the project last year and we are to receive some money to do leak detection work in the Dixon Avenue area. They will make an award to the district to survey 1 1/5 mile of pipe. They will contact the District and coordinate that. Paula changed the name from Peter to Josh so Josh will be receiving that award.
- c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**

2. Sludge Removal. Remove sludge from Lagoons along with piping and old aeration system and replace existing aeration system with a permanent solution. Update: Paula said that NH DES is looking for applications from the District to be put back on the funding list. HTA will put together a pre-application to remove sludge from the lagoons to potentially get some funding for that project. That application is due June 1st. We still have not received the UEI number that replaced the DUNN. Wendy has been working on that for months and said that she is going to make a copy of the utility bill and 1979 Town meeting minutes and have Sue McKinnon notarize them as a true copy attest. Hopefully sending those notarized official documents will satisfy the criteria for us to receive the UEI number so that we may

apply for federal funding. HTA is also putting in another grant application to do a facility study at the wastewater treatment plant for a long term plan. That application is due June 1st to be placed on the funding list.

4. 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 will become 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:** The District received a letter from NH EPA regarding small permit, the modifications to the permit will go into effect June 1, 2023, however; NH EPA has 2 months where they may issue our letter of authorization. We are currently taking samples to Concord 3 times per week at \$90.00 per trip (fee does not include the fecal coliform testing). Paula will email Michelle at EPA who is in charge of this. The modification will alleviate us taking the sample to Concord and save us the \$1,000. Per month. **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 WWTF'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:** Josh will get paperwork to get signed for the nitrogen permit. **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:** Brian Knipstein said the town will put out RFP for an engineer to design the stormwater improvements in the next month or so. She asked that the town keep HTA in mind. Ray said Bill Meserve is in charge of the rain gardens they plan to construct.

5. Water Treatment & Supply Study.

- a) **Sustainability Plan: Background:** We received a grant for \$48,000 to look at alternates for a 20 year water sustainability plan. **Update:** Paula HTA finished the sustainability study that we had the \$50,000.00 grant money for. She will check to see if Dave sent the final report to NH DES and to also send the District a copy. The recommendation was to move ahead with looking at well #1 and #3 site for look for additional source water. We are going

to do exploratory test wells at wells 1 and 3 site to see what kind of quantity of water might be available. Paula will provide a handout depicting the site to bring to the District's annual meeting in case people have questions on Warrant Article #4. Ray commented that wells one 1 and 3 should show a protective radius, Paula said the circle on the map is little and doesn't show on the handout. She will make a note to have that section enlarged.

- b) **PFAS:** Paula commented that the District passed the 50,000 Warrant Article at the annual meeting. To use to dig test wells at the well 1 and 3 site to potentially add an additional shallow well to connect to the District's system for extra supply. She had Ray sign the agreement on behalf of the District. George will take a copy home to read and bring it back to Ray tomorrow. The new federal requirements for PFAS standards has come out. It will take a couple of years before the District has to comply. Paula spoke to Environmental Services Director Sean Greig from Newmarket and he indicated that there is a lot of money out there and Newfields should still consider connecting to Newmarket. Paula told him he would have to have to cut his initial offer in half for the District to consider that. She asked Dave to reach out to Sean. They haven't heard back from Sean. Newfields distribution system ends at Hutchinson Sealing, Route 85. Ray mentioned that there is a Newfield's resident that found the well on Basset Lane using a dowser and wondered if it would be appropriate to ask him to use it at the Baker Street site. Everyone agreed that it would be so Ray will ask him. Paula will reach out to Sean and see if he may want to meet with the Commissioners.

6. Water & Sewer System Operator

Josh reported that the SCADA system is shot. Laviolette came out and had it running for 15 minutes but Josh couldn't get in a ½ hour later. They are coming back on Monday so he will have them show him how to reset it. Laviolette is preparing to set us up with the new SCADA system. Josh said the oil furnace at the wastewater plant needs repair. He shut it off and will call Olofson to have it repaired. Josh wants to purchase a new desktop computer. He will shop around and email Wendy to order it.

C. New Items

1. EUI number. Wendy will have Sue McKinnon notarize two documents as true copies; the 1979 town meeting minutes and the District's water & sewer utility bill and upload them to feds.gov. Hopefully they will accept the documents and set the District up with a number.
2. Wendy gave Paula the Sewer Use Ordinance report that she will fill out and send to the state.
3. Ray got a request from Hutchinson Sealing to put in a new cooling system to use to reduce the water that is evaporated from the sewer. Josh said the system to put in is around \$30,000 to put in and most companies don't end up doing that because of the cost.
4. The Commissioners approved a rebate on sewer from Sue Champagne's bill because the refrigerator was leaking and she could not get a repair man out to take care of it for weeks. They agreed the rebate will be a one-time event.
5. The Droste's on Hemlock Court was set up incorrectly in the system for his two meters years ago. The amount for an abatement for water and sewer will equal approximately \$2,000. We discussed giving him a credit until it is used up but still charge him for the bond \$84.00 and meter \$15.00.

The Meeting was adjourned at 7:50 PM. The next regular meeting will be on Monday, June 5, 2023, at 7:00 PM in the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase,
Treasurer