

# NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 09/05/2023

Approved October 4, 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 September 5, 2023 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 August 7, 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. The Commissioners will discuss with Josh whether or not to add calibration of the source meters to his contract.
- b) Leak Log: **Update**: Ray received an email from NH DES and was informed that they are coming at the end of September or early October to perform the leak detection survey.
- 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:** The pre-application has been submitted. Paula said Josh will have to start testing for PFAS at the treatment plant in the influent, effluent and sludge. The sludge has been in the lagoons for over 40 years. HTA estimates it will cost \$1.6 M to remove the sludge. Paula said the Commissioners should start thinking about appropriating the money in 2025. Newfields is #37 (78?) on the list to borrow 1.5 million to remove the sludge. **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:** The permit states that the testing of PFAS in the influent, effluent and sludge will take effect the first or third calendar quarter following six months after EPA notifies the permittee that EPA lab validation method is available. Paula suggested to Josh that he should wait to be notified from EPA. Paula stated that the 1st part of the CMOM requirement was sending the letter to let

them know what we are doing for management of the sewer system. The 2<sup>nd</sup> requirement is due January 1<sup>st</sup> 2024. John Jackman will start pulling all the info together to make that deadline. Josh has not received anything from NH DES regarding PFAS. Multi validated lab method for testing PFAS is required and that hasn't happened yet so it's not yet a regulation, but that may happen by the end of December. Paula said that Josh will have to implement what John Jackman has prepared for CMOM, such as public outreach. John suggested working directly with the District instead of going through HTA and working with Josh to put together a template for what the District's going to have to do after the CMOM report goes in. An annual report must be submitted each year documenting how we are keeping our collection system clean, etc. If this is not part of Josh's current contract she suggested it be added to it for next year. John Jackman estimates it would cost \$4,000.00. The District agreed, Paula will let John Jackman know to write a letter of agreement between himself and the District for the work that needs to be pulled together for the CMOM requirement as part of this permit. **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:** Josh confirmed with Paula that he is okay with the calculations Peter came up with of using the rolling average to make sure we meet the 16 lbs. per day nitrogen levels, which we are meeting on a daily basis. He said it is important to have accurate flow data. The data will come from the SCADA system so the data cannot be manipulated in any way. Josh hasn't done his first report to NH DES yet. Paula asked Josh to send her the monthly operating report. **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:** The town has not sent out Request for Proposals for engineering for the stormwater project yet.

## 5. Wastewater Projects

- a) HTA put together two pre-applications for two projects at the wastewater treatment plant to get grant money. 1. SCADA system - Josh said we received quotes from Laviolette, Wright Pierce and A & D Instruments. Laviolette left out the excel report so they included it and updated their quote coming in \$8,000 more than the original quote of \$23,000. We awarded A & D Instruments because they came in at \$26,000. The SCADA computer is installed. Josh reached out to Laviolette about the water treatment plant and they are working on it right now. 2. Chemical Feed Upgrade – Was not budgeted to do this year. We will have to budget \$40,000 in next year's budget to complete the upgrade. **Update:** HTA applied for

grants for funding the two projects totaling \$66,000. The District made the list. The money the District would get reimbursed for the two projects is 30%. Paula said that with HTA administration fees that would eat up the money we saved for the well drilling. She suggested we don't apply for the grants because it is not worth it. The District agreed. Josh has two good vendors so he can go ahead with one of them and not through HTA. The chemical feed facility will begin after the 2024 budget is approved.

## 6. Water Projects

- b) **Sustainability Plan: Background:** We received a grant for \$48,000 to look at alternates for a 20 year water sustainability plan. **Update:** Dave finalized the report after the work on wells 1 and 3. He emailed the final version to the Commissioners today. That closes the book on the Sustainability Study. NH DES and the District has a copy. The study states that the District keep using the wellfield the way we are operating them now.
- c) The test well was drilled at the 1 & 3 well site with Barrie Miller's crew. Dave is putting together a report of the results. There was so little water that they were unable to collect a water sample to bring to the lab. The project was \$50,000 worth of work. We appropriated the money for the drilling; we will have money left over.
- d) **IPP:** Paula reported on Hutchinson Sealing IPP inspection. They want a rebate on the sewer because they feel a large amount of water gets evaporated in the cooling tower and they don't feel like they should be charged for sewer on the amount of water that goes through the meter because most of it gets evaporated. **Update:** Ray spoke to Peter about it and he said it would amount to 100 gallons so it's not worth it. A Hutchinson employee read the meters for the July bill and the read did not equate properly. The District charged them the same amount they used last July. They will be instructed to calibrate their meters annually and to send us a calibration certificate for proof of calibration. The wastewater meter is calibrated annually. They did suggest putting in new meters. Paula and Josh thought it would be best if Josh read the meters in the future instead of employees of Hutchinson Sealing. Ray said that they should continue reading the meters themselves and report the reads to us and that they should replace the meters and have them calibrated annually and show proof of that calibration.

## C. New Items

1. Paula will be checking the grease trap at the Country Store at some point.
2. The dam inspection was done in August. We should receive a report sometime this winter.
3. Josh said the effluent meter at the wastewater plant is going to fail. He received a quote of \$14,000 for just the meter not including the installation. He will check with the manufacturer to see if we can get a better price.
4. Ray asked Paula for a new map of the water lines going up Old Lee Road, Dixon and Piscassic. We need this information for the leak detention survey.
5. Josh's 6-month contract is coming due. The District would like to extend it to 3 years. He will start drafting that up within the next 3 months and let us know what to include in the new contract.

The Meeting was adjourned at 7:45 PM. Paula will not be available October 2nd. The District agreed to change the monthly meeting date to Tuesday, October 3, 2023, 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.