

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 10/03/2023
Approved November 6, 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 Tuesday, October 3, 2023 at the Water & Sewer District Office, 75 Main Street.

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

Absent: Catherine Nelson-Smith

A. Approval of Minutes

The minutes of September 5, 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.
- 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. Status Quo. **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 2nd requirement is due

January 1st 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. Paula presented an agreement with John Jackman to do the second piece of the work and he has gotten together with Josh to work on it and prepare a submittal to NH DES. He will put together the CMOM report and have the Commissioners review it before he submits it to NH DES. The agreement had "asset management" instead of "CMOM". Paula crossed asset management and wrote in CMOM. Ray signed the agreement. **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) **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:** The chemical feed facility will begin after the 2024 budget is approved.

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.
- b) Paula and Josh met with Hutchinson Sealing and NH DES and NH EPA the outcome is they are doing what they are supposed to be doing. Paula has to tweak their permit to make it clear the water sampling should take place.

George brought up the proposed Rugg development. If the town decides to purchase the property it will not be developed. If the development does happen there is a potential of many houses being built and it would become a strain on the aquifer. George would like the Commissioners to come to some sort of opinion on how we will support or not support the purchase. Ray reminded everyone that the project is in the very early stages the owners have not been before the Planning Board or Town with a plan. They did present a preliminary cluster subdivision plan that would include 64 houses.

C. New Items

1. Paula reported that she inspected the grease trap at the country store. They clean the trap out once per year. Paula suggested to them that they clean it out more often than once per year and to place a sign “don’t put grease down the drain” at the sink. She also provided them with a log to track date and time when they clean the grease trap.
2. The dam inspector notified Ray that the dam was inspected in July and we are all set. We should receive a report in the winter. Josh asked if we need a shoreland permit to cut the trees that the inspector wanted cut down. He wasn’t sure how many feet to the shoreland triggers the application process. (250’).
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. 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.
5. Lead Copper rule looking for municipality to make an inventory of all of our water services. The District does not have lead services lines. Paula reached out to Arcadis and asked them if the District could write a letter confirming we do not have lead service lines. The person she spoke to said that NH DES would probably not agree to that. Paula is going to check with one more source. Josh thinks they want us to dig up a certain amount of piping every year and certify that there is no lead service lines. Brian Knipstein would be the one to dig up the lines. Ray said the original system is along Main Street. Paula said we have to submit as-built plans of the water lines. Paula said that someone has to compile whatever information we have on record on the water lines. And the service connections and submit to the firm Arcadis who works for NH DES. We have to submit the tie cards. They are concerned with the service going into the house. The inventory is due October 16, 2024 to Arcadis.

6. Josh asked if he could call places to get prices on replacing the pump on well 3. Ray said that Barrie Miller would be the person to call. The probe is new for well 3 but couldn't put it in because the pipes were frozen. Josh will get in touch with Barrie Miller. Josh will schedule it.

7. Ray distributed a pamphlet that he thought we should send out to our customers for public outreach. It would probably cost around \$1,000.00.

The Meeting was adjourned at 8:05 PM. The next meeting is Monday, November 6, 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.