

# NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 11/06/2023

Approved December 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 Tuesday, November 6, 2023 at the Water & Sewer District Office, 75 Main Street.

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

**Absent: George Drinkwater**

John Jackman presented the Capacity Management Operation & Maintenance (CMOM) report. Josh will start doing manhole inspections; 20% each year. Wendy will do a better job updating the website with the monthly minutes. John will add that to the report. Most of the easements we have are maintained by the residents who have to cross. The easement we must maintain and keep cleared is the easement around the well heads where the sewer line goes through. John didn't have to add it to the report because we own it and it really isn't an easement. There is a description of collection system the size of pipe and the year installed. In 1980 there was 16,000 feet installed; 1989 there was 4,000 feet installed and 2005 36 feet installed. All the mapping has been updated that includes all the systems and the year installed. Map of the 5 easements are included. Paula informed John that she inspected the grease trap at the Country Store. He will add it to the CMOM report. The Old Lee Road pump is pumping at 30% less efficiency and will need to be addressed in the future. Swampscott pump #2 is the lead pump; pump #1 rags up 3 days to a week. If pump #2 went down, pump #1 would be the primary pump. The wet wells are be pumped out once a year. John will send the CMOM to the State and they will send feedback that he will address. He gave the Commissioners 2 weeks to be able to comment and then he will incorporate anything they come up with and send as a second draft to the State. Paula said that the District wants to do an evaluation of the forcemain at Swampscott and HTA would put together a letter of costs for design and construction that the District can add to the 2024 budget.

Paula discussed the lead & copper rule

**A. Approval of Minutes**

The minutes of October 3, 2023 were unanimously approved.

**B.** The District has to do a complete inventory of all water services by October 2024. NH DES has hired 4 consultants to put together the report to submit to the State. Arcadis has been assigned to Newfields. HTA is putting together information to send to Arcadis and they are going to put a template together. There are a lot of services in the District that are unknown. John suggested looking at the year the water was put in and that will tell us if there is a possibility lead piping was used. Houses built post lead use can be eliminated. The unknowns will have to be probed and dug up to find out what piping was used. Josh said that Sampson and Weston are doing Rochester and they are going in the customer's basement taking a picture to prove if it's copper or not. The District will have to hire someone to do that.

## 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 the report and there was 1 leak in the fire hydrant by the School. It has been shut off and will be worked on this weekend. Paula said we will have to add that to the leak log. We don't know how long it has been leaking
- 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 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:** Paula said we should start budgeting for sampling sludge for PFAS. John Jackman will submit the CMOM report by the January 1, 2024 deadline. **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 said they are tracking the rolling average and including the flow as a rolling

average. **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. Bill Meserve submitted paperwork to the Select Board to get quotes on installing rain gardens.

**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. 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.
- 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. Paula received the EPA report on findings; they would like Hutchinson within 60 days from November 2nd to come up with a sampling plan to sample the rubber line. Paula will follow up with Hutchinson to make sure they are complying. Paula gave Ray a copy of the report.

**C. New Items**

1. Josh said the effluent meter at the wastewater plant is going to fail. He received a quote of \$14,000 and will have it installed on December 12th. The price doesn’t include labor charges.
2. Josh’s 6-month contract is coming due. The District would like to extend it to 3 years. Josh will bring it to the December meeting.
3. Paula put together a general engineering agreement for small tasks or projects for the District. Paula gave a copy to Ray to sign on behalf of the Commission. Cathy agreed and Ray signed the agreement.
4. Josh contacted Barrie Miller and he will put in the new transducer in well #3.
5. Ray spoke to the neighbor next door and he has agreed to cut down the trees out back of the office for free but will keep the wood. The Commissioners agreed to allow him to do that.

6. Pamphlet for public outreach. George has it and Cathy will give him a call to see if he has it. The Commissioners can discuss purchasing some at the next meeting.

7. Paula left the new IPP agreement with the Commissioners to review and sign at the next meeting. The contract did go up approximately \$1,000, or 10% increase. The new agreement would begin in January.

8. Toxicity test for third quarter was completed and results are that the water going out of the plant is cleaner than the river.

The Meeting was adjourned at 8:20 PM. The next meeting is Monday, December 4, 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.