

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 12/04/2023

Approved January 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, December 4, 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.

The Loosmans came to the meeting to discuss the outstanding balance for the Hazel property that they acquired. The Commissioners informed them that they would abate the outstanding balance except for the bond fee portion and interest on the bond fee portion. They paid the balance by check.

A. Approval of Minutes

The minutes of November 6, 2023 were unanimously approved.

B. NH DES Lead and Copper Rule

The District has to do a complete inventory of all water services by October 16, 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. **Update:** HTA has as-built drawings and have scanned all the service tie cards. They will put the information together and send it to the NH DES consultant Arcadis, We will need to know what to budget for if they decide we need to do a full plan. Arcadis will be assisting the District in gathering data and creating a plan to identify unknown services line materials and to replace any dound lead lines. Ray said that we do not have any services that have lead. NH DES cannot just take our word for it; we have to prove it. Paula said she hopes NH DES will take the information and let the District know where we may have gaps in data and then we can fill them in as best we can. Paula had Ray sign the task agreement to continue the process. Ray signed two copies; one for our files. Josh suggested coming up with an incentive to have every homeowner in the district take a picture of the pipe going into their house so we wouldn't have to do all the work. Paula said if there are lead services there is a certain time limit to make sure they are replaced.

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:
- 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 Joe Ducharme from HTA recently did a lagoon project in Pittsfield, NH and will be looking at the amount

it will cost to remove the sludge giving him current data and a better cost estimate for our sludge removal project. Mr. Druett is in charge of the sludge for New Hampshire and the regulations are going to be revised within 8 months to a year and most likely there will be a Pfas component added. **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. Josh said his updated contract includes the added costs for reporting the sludge sampling data and doing manhole inspections. **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: 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 sent out Request for Qualifications (RFQ) for area firms and HTA was included. They will look at the Pleasant St. stormwater project and decide if they will bid on the project. This is a town project.

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:** There are some safety issues. There is no ventilation and no place for the chemical gas to go. Ray said there is no fire alarm system in that room because of the chemicals.

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:** Paula said that the unspent money might be used to look at digging a shallow well at well #6 site. Dave from HTA said based on the data he reviewed he doesn't believe there is more than a 20% chance that they will find enough water to make it worthwhile. Paula asked the Commissioners if they would want to pursue it by drilling a couple holes that would cost approximately 10-15,000\$. The Warrant Article states wells #1 and #3.

- b) IPP Program – HTA monitors what Hutchinson Sealing and Coed Sportsware discharge into the sewer system. Paula said NH EPA conducted an audit at Hutchinson Sealing and provided a report that stated they needed them to develop a better sampling plan for where they collect the sample at the rubber extrusion line. Paula spoke to Eric Gallant and he is putting together that plan and will submit it to NH EPA and send a copy to Paula and the District.

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 Wednesday December 13th. The price doesn't include labor charges.
2. Josh presented his updated 3-year contract. Due to added duties including sampling and manhole inspections, inflation and cost of living increases the proposed contract went from \$118,000 to \$136,000 per year. The Contract will run from March to March. The Commissioners will take action on the proposed contract at the January 3, 2024 meeting.
3. 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. We are still having an issue with the transducer and Josh has contacted Laviolette.
4. 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. Ray will let him he has permission to cut the trees and take the wood.
6. Pamphlet for public outreach. George will bring it to the January meeting.
7. Paula left the new IPP agreement was signed. The contract did go up approximately \$1,000, or 10% increase. The new agreement would begin in January.
8. Swamscott forcemain repair. Paula said we may need to appropriate money to do the study. They will have to do a report for replacing the forcemain because it's so close to the river. It will be approximately \$15 to \$20,000. Paula said it is an urgent matter. We could have Brian dig and inspect the pipe, but we are unsure what kind of permitting we would need because it's so close to the river. Paula will speak to Brian to see what he thinks.

9. Josh said NH DES inspections are this week and they will be on site to do wastewater inspections. Stephanie Larson will be looking at all the lab work. She will be here December 7th for the water sanitary survey.

10. Ray said that Josh has done a great job cleaning up the wastewater treatment plant.

11. Ray said we had an inspection of the fire alarm system. Items that need to be addressed – wiring issues and we need to connect to the Newmarket Dispatch Center. The Commissioners voted unanimously to approve the upgrades to the wiring and connecting to the Dispatch Center (3-0).

12. Ray said one of the panels to the solar array garden is damaged. ReVision wants to know if we want the panel replaced and it will be \$147.00 per hour. We do not own the system. The Commissioners agreed that it should be their insurance company pay for it. Wendy was directed to email them and let them know we are not interested in paying for the replacement/repair.

13. Wendy said a customer on 13 Pleasant Street wants to be on a payment plan. To pay 1/3 per month it will be \$604.00 per month. The commissioners were agreeable to that. The Haywards are in arrears \$2,224.00 and has not paid anything according to his payment plan. The Commissioners agreed to terminate the water service if not paid by December 28, 2023. Wendy will send them a certified letter.

The Meeting was adjourned at 8:20 PM. The next meeting is Tuesday, January 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.