

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 11/07/2022
Approved December 5, 2022

Distribution: Ray Buxton Jr. Cathy Nelson-Smith George Drinkwater Paula Boyle Peter Hellfach Wendy Chase

Opening:

The regular meeting of the Newfields Village Water & Sewer District was called to order at 7:00 pm on November 7, 2022, at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, Cathy Nelson-Smith, George Drinkwater, Paula Boyle and Treasurer Wendy Chase.

Kelly Divoll was present to discuss the increase of her water and sewer bill. The Commissioners explained that there was a mistake on the sewer rate for the past 5 years and the district was undercharging for sewer. The new rate rectified it but it looks like the rate increase was more than 15%. They also explained that the amount of water consumed in her household was a little below average for water used per person by the NH EPA standards. The Commission agreed to allow Kelly to pay the invoice in monthly installments and charged interest on the balance each month.

Cheryl Murray was present to ask the Commissioners to remove the multiplier 2 on her account. She no longer has a two-unit dwelling. The Commissioners agreed to remove it on the condition that the 2nd unit will never be occupied. She explained that the 2nd unit is in the barn and the barn is falling down.

A. Approval of Minutes

The minutes of October 3, 2022 were unanimously approved.

B. 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. Paula asked if we should add this to the list of tasks on the new superintendent's contract.
- 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. Paula prepared applications to NH DES to get State Revolving Fund SRF loan money for the future project to remove sludge. Paula applied for the grant, and we are now on the lower end of the list for SRF loan money. We won't start moving up the list until the District appropriates money for the project. **On Hold.**

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:** Paula said Ray received a letter from NH DES basically saying they are going to modify the permit we have and open it up to make revisions to it. The permit closes in January 2023. Paula is going to look it over to see if any changes need to be made. We will then send in a notice of intent (NOI) that we want to be part of this permit. Ray said Newington and Newfields were the two communities that didn't meet the criteria to be a part of the original permit. Paula said she can take care of the NOI. The Commissioners agreed to have Paula take care of that. Ray said we continue to take the sample to Concord 3 days per week; Peter informed the Commissioners he is no longer going to do that. Ray found a Courier that will take the sample to Concord for \$90.00 per trip. Once the permit is approved we will be able to test the samples in house. We have been able to meet the limit of 16 lbs. of nitrogen going into the river. **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:** Paula reached out to Peter and asked if he had any problems with NH DES on his the operating report he sends in that calculates the nitrogen levels. He has not heard any feedback. Stephanie from DES did not agree with the way he was calculating the nitrogen levels but everyone else agrees he is calculating correctly. We have been able to meet the limit of 16 lbs. per day of nitrogen going into the river. Peter gets the reads for 3 days and calculates the average for 7 days. **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:** Raquel from HTA submitted the mitigation plan to the Town. DES was pleased with the Asset Management Plan for Stormwater. HTA is waiting to see if the Town wants to move forward with the two identifying projects in the report. Ray said the town will use ARPA funds to run a new line down Summer Street and down to the river.

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 said she and Dave have been working on a sustainability plan and came up with an option to make Newfields sustainable; put in another shallow Well; there is room behind Well #1. Peter said it would be ideal to get 20 gallons per minute. They decided to back off on that option and look at the Newmarket interconnection option because Newmarket and Newfields were awarded grant money from ARPA to do an interconnection with Newmarket. This is going to be a fast-moving project. Paula said the alternatives are (1) connect to Newmarket and keep our system as a backup or abandon our system (2) regionalization alternative (Stratham coming through on route 108) and (3) keep status quo and add shallow well. Paula had Ray sign the new HTA agreement. Paula said hopefully they will have solid information before we have to make a final decision. Paula said there will be a report of the alternatives with risk factors, advantages and disadvantages. There will be a comparison of all the alternatives and then we will need to make some major decisions. The report will not be ready until December. Once we decide we will have to have a big public outreach. The State will want to look at it and understand it. Ray met with Sean Greig from Newmarket. He said the plan would be to put water line under the railroad tracks and build a pump station on the Newmarket side. Paula said that they have received information on the regional aspect, but nothing is finalized. Dave from HTA has been in contact with Sean Greig from Newmarket. Dave expects to have a draft report to the Commissioners for their December meeting. Dave is also going to add PFAS treatment to the option of staying status quo and constructing another shallow well. Paula said that Newmarket will charge us 1 cent per gallon per day for the connection costs; that doesn't include all the capital infrastructure costs.

6. Water & Sewer System Operator

Wendy will send out Request for Proposals for Peter's replacement. The proposals are due December 2nd so that we have them for the December 5th meeting. The Commissioners discussed how long the contract should be. A 1-year trial then a 5-year contract after that if we are satisfied. Paula said RH White may be interested. They are located in Auburn, MA. Ray said that Josh Scutton has all of the qualifications. Paula will forward a cover letter template to Wendy to send with the request for proposals. The title is Operational and Maintenance Services associated with the Water & Sewer District. **In Process.**

C. New Items

1. Ray presented a proposal sent to the district to buy out the cell tower lease for \$500,000.00. Ray didn't know if we have the authority to sell it because the original contract was signed by the Select Board and we took it over. The Commissioners agreed not to entertain the offer.
2. Carolyn Scanlon wrote a letter requesting an abatement on her October Sewer invoice. Her usage is astronomically high and she has a plumber coming to see where the leak is coming from. The Commissioners decided to have the plumber put something in writing reporting on where the leak is coming from. If the water had not passed through and treated by the WWTP they would consider an abatement. Wendy will inform Carolyn.
3. Ray is going to check with Sue McKinnon to see if Cheryl Murray's tax card lists as a single-family

dwelling before we remove the 2nd dwelling unit from her account. We have to go by the tax records at the Town Assessing Office.

The Meeting was adjourned at 8:15 PM. The next regular meeting will be on Monday, December 5, 2022, at 7:00 PM in the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase,
Treasurer