

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 03/07/2022

Approved April 4, 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 March 7, 2022, at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, Cathy Nelson-Smith, George Drinkwater, Peter Hellfach, Superintendent, Paula Boyle, HTA Engineer and Treasurer Wendy Chase.

A. Approval of Minutes

The minutes of February 7, 2022 were unanimously approved as amended. The minutes were corrected as follows: Ray Buxton celebrated his 60th year on the Fire Department; not 40th as written in the minutes.

B. Open Issues

1. Irving Gas Station a.k.a. College Auto Property. Paula said the Developer did not provide the as-built drawing they asked for. Aiden from HTA is going to do additional work for asset management and thinks he can pick up the necessary GIS points at that time and put in the sewer asset management plan. Tropic Star wants to close out the bond around June 20th. Paula said Aiden she'd like to get Aiden out there to do the GIS work and then they will close out the account.

2. Conservation Plan.

- a) Calibrating the Source Meters: Due every 3 years. Next calibration deadline is by the end of year 2024.
- b) Leak Log: Ray has a copy of the leak log excel spreadsheet. Ray has not completed the log yet. He did say that the gallons produced and gallons billed resulted in 10% water loss, which is good; the State standard is 15% water loss. Paula said there is grant money available for leak detection if the District wanted to pursue. The application is due in June; the Commissioners need to decide if we should apply for the grant. Ray has updated the leak log and gave a copy to Paula. Paula explained that we have to include an updated leak log to the Conservation Plan every so many years.
- c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**

3. Ongoing projects:

- a. Remove sludge from Lagoons along with piping and old aeration system – **on hold.**
- b. Replace existing aeration system with a permanent solution – **on hold.**
- c. **ARPA money.** Paula mentioned that there may be some ARPA money for sewer work. The Town sent a check to the District for \$31,000.00.

4. Sludge Removal. This is on hold. Paula prepared applications to NH DES to get State Revolving Fund SRF loan money for the future project to remove sludge. She pushed the dates out to next year with a possible project date of 2024. HTA increased the rate of \$635,000 to \$800,000 to remove the sludge and new aeration system because the State will be changing the sludge regulations and they are concerned with inflation and project costs. Ray signed the applications. Signing the applications does not obligate us but this will keep us on the list for loan money. **In Process.**

5. Wastewater Updates:

- a) Sewer Use Ordinance: HTA updated the SUO. We received comments back from NH DES – 1. Change regulation number; 2. Put in 3 requirements that anyone in the District that is an Industrial user will also submit a permit application to the State. Paula made the corrections. She gave us the final copy of the SUO, she will also send us a copy electronically so we can add it to the website. The SUO is good for five years. Wendy will add the SUO to the website. She will also add information about what not to flush down toilets. They have had some major blockages at Swamscott recently.
- b) Nitrogen – HTA asked Hutchinson Sealing and Coed Sports what chemicals they are using as nitrogen sources. Hutchinson’s nitrogen discharging into the sewer is higher than domestic flow. Paula received an email from Hutchinson Sealing to let HTA know what they are doing to reduce nitrogen.

6. National Pollutant Discharge Elimination System (NPDES) Permits.

- a) **Small Wastewater Treatment Facility General Permit (WWTFGP) (Village District purview)**– 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. Instead of an application, eligible facilities may choose to submit a Notice of Intent (NOI). Peter submitted the NOI. This permit is in draft form. Peter said that nitrogen sampling was changed from monthly to quarterly and pfas sampling was changed from quarterly to twice a year. Paula said that EPA wants the District to calculate the average monthly flow using on the days we discharge. HTA disagrees with this method of calculating. They need to have a conversation with EPA on how the seasonal average total nitrogen should be calculated. The Commissioners agreed to have HTA speak to EPA to explain to them how we should be calculating. The Notice of Intent (NOI) is due January 29, 2022. Paula drafted a letter for Ray to sign. They will hold off mailing it because once it’s received by the State the new requirements come into effect. Peter will have to do more sampling and the samples will have to be sent to Concord 3 days per week by courier. Paula said that a new CMON requirement which has to do with operating the sewer system that will take effect; we will also be responsible for submitting an annual plan to the State. She has asked Mike Trenk to look into how much that would cost to put that plan together. Paula said that they submitted the NOI letter, and the effective date of the permit will be April 1, 2022. We received the letter from NH DES February 7th. There are new requirements on the new permit - there will be collection system mapping and we’ll have to explain how we’re going to manage the collections system and the major new requirement CMON. Paula said that the CMON work is due by October 1st and that John Jackman will do the work contracted through HTA for \$15,000. That amount will have to be added to the budget. Peter said that they are going to start it on April 4th. **In process.**
- b) **Great Bay Total Nitrogen General Permit (GBTNGP) (Village District Purview)** – 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. Peter submitted the NOI. This permit is in draft form. We are unique; we are the only intermittent dischargers to Great Bay. Paula presented an amendment to the Great Bay contract. Mike Trenk spent more time than he thought he would on explaining to DES how to calculate the pounds of nitrogen discharged from the wastewater plant. They did agree with the way we want to calculate the nitrogen; we always want the levels to be under the 16 pounds we're allowed. Hopefully we will receive an email from Theresa confirming that DES agrees with how we calculate. Paula said it's important to get something in writing from Theresa. The amendment to the contract is for an additional \$2,500.00. HTA is done with the work on the Permits. Paula will send him a spreadsheet that shows the calculation on the seasonal rolling average. **In Process.**

- c) **NH Small MS4 General Permit (Town's Purview)**– MS4 – Municipal Storm Sewer System. What is required is regulatory compliance of stormwater discharges from MS4 (Municipal Storm Sewer System) to US waters. This is primarily the Town's responsibility. Ray is the District's liaison to the Town. Paula said that the District will have to start keeping track of non-point sources like catch basins and storm drains. Paula said that she heard from NH EPA that Pfas testing of laundromats, and car washes will now be included in the permit. Newfields has neither. Ray was invited to attend the December Planning Board Meeting to discuss Asset Management for stormwater. Paula said she was going to ask Mike Sununu if they designated someone to be responsible for keeping track nitrogen loading. Hopefully they will discuss that at the Planning Board Meeting. Paula said Raquel from HTA is working with the Town. She has scheduled some meetings and will invite Ray as a Liaison to the District. Bill Meserve has to complete the Hazardous Mitigation plan and wants to know when the Stormwater Asset Management Plan will be complete. Paula said she will have Raquel contact Bill.

7. **Water Treatment & Supply Study.** The District voted to spend \$75,000 on a study to reduce arsenic in the water supply. Paula said that Barry Miller tested the wells and will put together a report to HTA. Well #1 hasn't lost capacity; Wells 2 & 4 have lost capacity (they are shallow wells). Paula said that is usually rectified by cleaning the wells. Paula will contact Newmarket and set up a meeting with the Town Manager and the Environmental Services Director Sean Greig to discuss the potential of tying into Newmarket's water system. The District has to have a plan to reduce the arsenic in our water supply to submit to the State by the end of the year. Paula said that they received information on the arsenic speciation testing and some pfas info but will not have the report ready to submit to the Commissioners until the January meeting, but because we are in compliance NH DES is fine with getting the report in January instead of the end of this year. Paula said that the District is not eligible for funding for this project because of the median local income in Newfields is too high. She said that we will pursue any ARPA money that may be available for this project. Reducing the arsenic is in the million-dollar range. Barry Miller will be cleaning the wells #2 and #4 December 7th or 8th. Barry Miller is retiring and the organized two young men to clean the wells. Cleaning Well #2 did not go well. Each well costs \$9,500.00 to clean. The District hired them. Paula said that there is issues with Well #4. Barry Miller's helper will go out tomorrow and check on it's capacity issues. Peter reported

that Well #4 is back on track resulting in above average capacity. Well #2 is also producing more than before. We have the wells cleaned every five years.

- a) **Consolidation Plan:** The Commissioners were sent a copy of the report by email; it's over 100 pages. The report documents what we'll need to do to get the arsenic level down to 5 parts per billion. The rolling average is just over the 5. Each time it is over the District needs to send out letters to the customers. Paula said they may be able to achieve lowering the level by reducing well 6 down to 35 gallons per minute. The basic recommendations in the report is to put an addition on the blending facility and install two filters to eliminate the arsenic; costing approximately \$840,000. The approximate amount to connect to the Town of Newmarket is \$2.8M. The District received a letter from Newmarket's Town Manager Steve Fournier. Paula will have Dave address the letter. Paula gave a copy of a technical memo prepared by Dave to Ray with alternatives for treating the wellfield or interconnection with Newmarket. Dave will have to put his engineering stamp on it. She also has to put together a business plan and will email Wendy with some financial questions to complete that. Once that is complete, she can submit it to NH DES and then the consolidation plan will be buttoned up for now. The water and sewer costs are not separated. The District determined that 2/3 of the operating budget is wastewater and 1/3 is water. Paula said the scope of work for the Sustainability Grant has gone to the State and they will review; they will either agree with the plan for the \$48,000. Or they will adjust it. Paula said HTA fee won't change that much unless they add on a major task. It has to go to Governor Council after that. We will not know if we will get the grant until April. The Commissioners decided to add the \$48,000 to the operating budget and if we received the grant, we can adjust the budget at the April 18th annual meeting. The District also decided to increase the legal budget line to \$20,000. Newmarket has reached out to the District stating that they would expect Newfields to upgrade 16 linear feet of pipe in Newmarket. Paula suggests we keep moving forward looking for Grant money for both alternatives.

C. New Items

1. The Commissioners are going to move forward on figuring new rate increases because of the cost of all the required additional testing. The new rates will be finalized and voted on at the next meeting or the annual meeting. The projected increase is 15% and an increase in the meter fee from \$13.65 to \$15.00. **In Process.**
2. George is working with UNH on organizing educational events for elementary students regarding the water and sewer systems.
3. The Commissioners agreed to add \$48,000. To the operating budget in line 7140 for a sustainability study. If we receive the grant for that amount, we may reduce our budget at the April 18th annual meeting in that amount. Other increases included \$13,400 for the additional testing Peter has to do and an additional \$10,000 under the legal line totaling \$20,000.
4. Paula gave Wendy a list of bookkeeping questions to help with the grant application.
5. The Budget Public Hearing will be Monday, April 4, 2022. Wendy will notice in the Fosters and around Town. The Annual Meeting is April 18, 2022 at 7:00 PM in the NVWSD Office. Ray will get additional chairs from town hall for the meeting.

The Meeting was adjourned at 8:18 PM. The next regular meeting will be on Monday, April 4, 2022, at the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase
Treasurer