

Officially Approved by the Commission
Town of New Castle Water & Sewer Commission Meeting
Public Session: 3:00 p.m.
September 17, 2020

Commission Members Present:

Mr. Normand Houle, Chair
John Ireland, Vice Chair
Richard White
Dave McGuckin, Select Commission Liaison
Carl Roediger (alternate)

Commission Members Absent:

Walter Liff

Others:

Steve Tabbutt, Public Works Director
Ms. Christiane McAllister, Town Accountant
Ms. Amelia Trapp, Recording Secretary
Ms. Anne Miller

Chair Houle called the meeting to order at 3:03 p.m. 5 members were present, and a quorum was established.

Approval of Minutes:

August 20, 2020 – Chair Houle sent version 2 to the Commission members. The Chair brought a grammar change to the secretary's attention. **Mr. Roediger made a motion to accept the minutes as amended and was seconded by Mr. White. Motion passed unanimously.**

Financials:

≠ **Review, Approve, & Sign Checks** – Chair Houle read and reviewed each check with its associated invoice. **Mr. Ireland made a motion to accept the checks as read and was seconded by Mr. Roediger. Motion passed unanimously.**

≠ **Accountant's Report** – Ms. McAllister gave her report on the trust funds for both water and sewer.

AUGUST 31, 2020 FINANCIAL REPORT	
Water Checking: \$213,016.99	Sewer Checking: \$220,521.04
Water SB Trust Balance: \$147,323.24	Sewer SB Trust Balance: \$16,492.59

Water WSC Trust Balance: \$27,773.68	Sewer WSC Trust Balance: \$45,544.64
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Presentation on Backflow High Degree of Hazard Survey:

Chair Houle said they needed to conduct a survey of degree of hazard. Portsmouth's Jim Siegel had said that the survey would be New Castle's responsibility. Chair Houle said our survey needed to be consistent with the City of Portsmouth. Mr. Tom Cravens said he would be able to conduct the survey(s) for the WSC. He is retired but has maintained his certifications to continue to assist the community. He would need access to any of the areas needing surveys. He checks interior and exterior water usage.

Out of the 42 entities needing backflow prevention, it was possible that there could be 7 entities that are high degree of hazard. Mr. Craven said in the city of Portsmouth, all irrigation systems are considered a high degree of hazard, but they were only tested once per year during the spring. The overall decision to test the systems would be based on Mr. Craven's survey.

A low degree hazard would be anything that may change the taste of the water but not compromise or contaminate the water. New Castle is 98% residential and would not comply with the frequency of low degree of hazard unless they were to have a well that was used for irrigation. Mr. Craven will review the list and give the WSC an estimate of time needed to proceed. Mr. Roediger said this survey would allow WSC to write a policy on backflow prevention and present it to the town. Chair Houle said it was only vaguely addressed in the ordinance.

Chair Houle asked Mr. Craven what their next steps would be. Mr. Craven said he would compile information for the WSC and present them at the next meeting. Chair Houle thanked Mr. Craven for his presentation. Mr. Craven left at this time. The commission discussed the list and presuming that although most of the homes had outdoor irrigation systems, if they were used seasonally, they could be tested once per year.

Report of Selectman Dave McGuckin:

Selectman McGuckin said that Ben Jankowski has resigned, but they had agreed to pay him a stipend to continue his employment as the town's water operator while they search for another Class 1 Public Systems Operator. Selectman McGuckin said the BOS had a draft for the Director of Public Works position. It will be posted to the website and Indeed.com. Once an individual is hired, he will work with Steve for a year before Steve's retirement. Chair Houle said he would like one member of WSC to be present on the interview team to bring a new candidate on. Selectman McGuckin said he would bring the request to the BOS.

Status of Deficiencies reported in NEI quarterly report:

Mr. Tabbutt said the April quarterly report had concerns that would be addressed when the meter is replaced. Chairman Houle was displeased with the fact that the discrepancies had not been corrected and asked Mr. Tabbutt to ensure the work is complete before the next meeting.

New Business:

- **Approve Underwood Engineering ESR 13-2**

The WSC discussed the ESR. Mr. Ireland preferred they use a different engineer the next time they had a project due to the poor work they were doing. Mrs. Miller commented on remaining money for doing the water project. **Mr. White made a motion to accept the ESR 13-2 and was seconded by Mr. Roediger. Motion passed unanimously.**

▪ **Fire Hydrant Color Discussion**

Mr. White said there are yellow hydrants around town. He asked if they were to be painted red by the town or the project manager for the water project. Mr. Roediger said based on federal regulations, the cap needed to be painted based on flow rates from the hydrant. He also said it would be a good idea to paint the bonnet a reflective white to help drivers at night. Mr. Tabbutt would take care of the hydrant painting.

▪ **Flow Testing following water project discussion**

Chair Houle said the flow testing would be done. It was decided at the most recent water project meeting and the Fire Chief wanted to know the results as well. Underwood understands they would be doing flow testing. Mrs. Miller asked if the test would be done on Wentworth Rd. Mr. Tabbutt gave a few of the areas where the tests would be taken for comparison. The WSC discussed testing all the hydrants. Mr. Ireland said that the hydrants they should test are all the hydrants on Rte. 1B as well as all the first and last hydrants on the side streets. Mr. White thought they should test all the hydrants. Mr. Roediger said the Fire Department has the equipment to do the flow tests. It may be best to have Underwood do a set amount while the Fire Department does the rest. Selectman McGuckin asked if the FD could do them all. Mr. Roediger said they may have equipment but not the knowledge. Mr. Ireland said Underwood had done the testing before. Mr. White said the FD could watch the flow testing being done.

▪ **Service Contracts List Review**

Mr. White said they were on coming up on budget season and they should review the contracts. Chair Houle said they had 1 at this time, which was the NEI SCADA Support Contract. He said the equipment was to be serviced on a quarterly basis. Mrs. Miller asked about the new water line and whether it would be transferred over to the Water Commission. Chair Houle said the taxpayers have funded the project and once the contract is complete, then the WSC would assume the expense for repairs.

Meeting Adjourned:

Selectman McGuckin made a motion to adjourn and was seconded by Mr. Roediger. Motion passed unanimously. The Water & Sewer Commission Meeting on September 17, 2020 was adjourned at 4:50 p.m.