

Final Approved Minutes
Town of New Castle Water & Sewer Commission
December 18, 2020, 3:00 PM
Macomber Room

Members Present: Normand Houle, John Ireland, Richard White, Carl Roediger, Alternate

Members Absent: David McGuckin, Selectman; Walter Liff; Steve Tabbutt, Department of Public Works

Also Present: Christiane McAllister, Accountant

Chair Normand Houle opened the meeting at 3:07 p.m.

1. Public Questions

None

2. Individual Applications/Petitions

None

3. Approve Minutes of 11-19-20 Meeting

Mr. White moved, and Mr. Ireland seconded, to approve the minutes presented as version 2.0. The motion carried unanimously.

4. Financials

a. Review, approve and sign checks

Chair Houle read the checks as presented. Mr. White moved to approve the checks as read, and Mr. Roediger seconded the motion. The motion carried unanimously

b. Accountant's report

Balances as of November 30, 2020

Water

Cash: \$233,267.49

Trust (SB): \$147,332.76

Trust (WSC): \$27,775.60

Sewer

Cash: \$250,332.41

Trust (SB): \$16,492.90

Trust (WSC): \$45,547.78

- c. Wentworth by the Sea (WBTS) Marina. An issue regarding proper billing for sewer services has been raised by Ocean Properties which owns the WBTS hotel, claiming that the marina is not an

element of the hotel which heretofore had been paying sewer charges associated with the marina's water meter. The Town accountant is in the process of resolving the issue.

5. Selectman's Report

Selectman McGuckin was not present at the meeting but reported to Chair Houle in a 16 December phone call that the select board had found a potentially acceptable candidate for the position of superintendent of public works. Mr. White reported that he is scheduled to interview the candidate on 22 December.

6. Continuing Business

- a. Sawtelle Bridge Hoop Replacement. After much coordination between Andy Sharpe of Underwood Engineering (UE) and NHDOT, NHDOT has approved a proposal from EVROKS Corporation to replace some 15 hoops which secure the sewer force main under the Sawtelle Bridge. The select board on 7 December approved the use of sewer trust funds under their control to partially fund the initiative, with the commission covering the balance from the trust fund under its control. Mr. Ireland moved to have the commission approve an amount not to exceed \$7,000 to cover the balance; Mr. White seconded; approved unanimously.
- b. Northeast Integration Quarterly Maintenance. Chair Houle reported that superintendent Tabbutt had reported NEI had in fact performed the maintenance on time. The commission is awaiting the quarterly report which is due no later than 31 December.
- c. Sawtelle Bridge Water Line Repair. Via an email on 3 December, Chair Houle advised the select board of deficiencies regarding the condition of the water line at the Sawtelle Bridge, namely exposed (to the elements) portions of the line at former points of attachment to supporting brackets; and exposed rust where old support brackets had been removed. The commission is concerned about resolving the path forward to rectify these conditions, which were brought about during the water line improvement project, before selectman Stewart signs off on any certificate of substantial completion. Chair Houle will email selectman Stewart to request a meeting with him to include Mr. White who is most knowledgeable about the issue.
- d. Sawtelle Bridge Air Release Valve (ARV) Replacement. Andy Sharpe (UE) and Steve Granese conducted a close inspection of the ARV associated with the sewer force main under the Sawtelle Bridge on 16 December. In their opinion, a short body ARV will not fit in the available volume and that the commission consider the installation of a manual (versus automatic) air release valve. This, along with other suggestions, has forced the commission to reassess the way forward. The commission will invite Mr. Sharpe to a future meeting to reconsider alternatives.
- e. Backflow Device Survey. In light of intractable insurance issues, Mr. Tom Cravens has had to withdraw his proposals to conduct the survey. Mr. White will reach out to New England Backflow, Inc. to solicit a proposal from them, likely at much greater cost.
- f. Water Conservation. Tabled until the next meeting.
- g. Hydrant Flow Evaluation. On 17 December, Chair Houle forwarded commission comments on UE's draft hydrant flow evaluation which reports improvements to fire flows resulting from the water line project. Relatedly, the commission will seek to discuss with UE and selectman Stewart how these results could influence the decision on what water line loops are pursued as the next step in the project.

7. New Business

- a. NHDES Notice of Violation. On 14 December, the Town was cited for not having reported certain water use data per a reporting schedule. While a recent violation might have resulted from miscommunication/handoff at the time Ben Jankowski left employment of the Town, DES has cited seven quarters as past due, all four for CY 2019 and three for CY 2020. According to the Town accountant, she understood that Mr. Jankowski had been submitting timely reports using water billing data. The issue is being researched. But first, Mr. Tabbutt will need to register as the Town's data provider. Ms. McAllister indicated that her accounting assistant should be able to help in retrieving the data.
- b. Utility Planning Solicitation. Tabled.

8. Any Other Business before the Commission None.

9. Adjourn

Mr. Ireland moved, Mr. White seconded, and members voted unanimously to adjourn. The December 18, 2020 meeting of the Water & Sewer Commission adjourned at 5:28 p.m.