

Final approved by the Commission Minutes
Town of New Castle Water & Sewer Commission
April 15, 2021, 2:00 PM
Macomber Room

Members Present: Normand Houle, Chairman, John Ireland, Richard White, Walter Liff, Carl Roediger, Alternate, Steve Tabbutt, Department of Public Works

Members Absent: David McGuckin, Selectman, Anne Miller, Secretary

Also Present: Christiane McAllister, Accountant, Thomas and Patience Chamberlin

Chair Normand Houle opened the meeting at 2:00 p.m.

1. Public Questions

No public comments or questions were proffered.

2. Individual Applications/Petitions

Mr. and Mrs. Thomas Chamberlin appeared before the commission requesting an abatement of their April water/sewer bill. Some time in early January, Mrs. Chamberlin went to use a hose outside, turned on the faucet but, seeing no water flowing, realized that the hose was frozen; but she failed to turn off the faucet. In the ensuing five or six weeks, a thaw occurred and water had flowed to the ground. This was not noticed until early February.

The Chamberlins acknowledge they bear full responsibility for the water wasted. They are asking for forgiveness for water that would not have gone into the sewer system. Of the 136 units of water used, nine are presumed to have gone into the sewer system based on use over prior periods.

Mr. White moved that 127 units of sewer service be forgiven; Mr. Ireland seconded; and the commission voted unanimously to abate the bill the 127 units of sewer service @ \$18.98/unit = \$2,410.00.

3. Approve Minutes of March 18, 2021 Meeting

Mr. Ireland moved, and Mr. White seconded, to approve the minutes as originally drafted. 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; Mr. Ireland seconded; motion passed unanimously.

b. Accountant's report

i. Balances as of March 31, 2021

Water:

Cash	\$246,973.15
Trust (SB)	\$147,338.34 (As in February, March statement not received by meeting time.)
Trust (WSC)	\$27,776.72 (As in February, March statement not received by meeting time.)

Sewer:

Cash	\$300,105.15
Trust (SB)	\$16,493.08 (As in February, March statement not received by meeting time.)
Trust (WSC)	\$45,549.60 (As in February, March statement not received by meeting time.)

ii. Commitment for both Authority 1 (northside) and Authority 4 (USCG) were read. Mr. Liff moved to approve; Mr. White seconded; approved unanimously.

5. Selectman's Report

a. Status of DPW supervisor search.

In the absence of selectman McGuckin, Ms. McAllister (also Town HR) reported two batches of new applications: one for 22 of which two may be "reviewable" by selectman Maher; a second for 10 applications of which one may be "reviewable."

b. Select Board endorsement of backflow testing.

With commission approval of a contract with New England Backflow, Inc. (below), Chair Houle will draft a requirement-to-test notification letter to affected customers, and solicit selectman McGuckin co-signature to reflect select board endorsement of the backflow prevention testing requirement.

6. Continuing Business

a. New England Backflow, Inc. (NEB) proposal/contract.

After much effort by Ms. McAllister, Mr. White and Chair Houle, review by Primex the Town insurer and by Town legal services, agreement has been reached with New England Backflow (NEB) Inc. designating them as the exclusive backflow surveyor and tester for the Town. Mr. Ireland motioned to accept Version 4 of the contract dated April 15, 2021; Mr. White seconded; motion passed unanimously.

Chair Houle signed the contract which will be forwarded to NEB for signature by its president Mr. Paul Whittemore.

The next step in the first round of survey/testing (likely early June) is a letter notifying affected water customers of the requirement. Chair Houle will prepare a draft for commissioners' review.

b. Spring Hydrant Flush and Flow Tests.

DPW typically conducts the flush shortly after Portsmouth has conducted theirs so as to not overly stress the (regional) water system. Mr. Tabbutt will contact Portsmouth to determine when they intend to conduct their flush.

c. Access to ARVs.

This item addresses two air release valves, one on Walton Rd., the other on Portsmouth Ave. Prying the access hatches out of the ground will be delayed in light of a light-duty restriction placed on Mr. Tabbutt.

d. Conservation Article for *Island Items*.

Minor changes were suggested to an article composed by Mr. Roediger.

7. New Business

a. Northeast Integration Quarterly Report Review.

Chair Houle noted on time submittal; NEI thanked accordingly. Mr. Tabbutt confirmed that a new electrical wire terminal was replaced at the Steamboat Lane pump station,

b. Article 13 2021 Warrant Draft, Repair & Replace Private Water Lines.

Commissioners were advised of a related public bond hearing to be held April 19 via ZOOM.

c. NH Water Infrastructure Financing Webinar Series.

Chair Houle brought attention to this series to be conducted in May. In that the Town was a recent recipient of a state revolving fund award (for the waterline improvement project), our chances to receive another award near term are reduced.

d. Northeast Integration Annual SCADA Support Contract.

Tabled to next month.

8. Other Business for the Board

a. Rubber Membrane Repair of Water Line at Sawtelle Bridge.

Shortly before today's meeting, Mr. White received a "rough order of magnitude" (ROM) estimate to remediate the 74 spots on the water line which, as a result of shift/reinstallation of new brackets pursuant to the waterline improvement project, are now exposed to the elements. The ROM comes from MJ Murphy & Sons, Inc. roofing company of Dover. It is for \$19,750.00 and it clearly states that the Town would have to provide lift ("inspect-a-bridge" equipment such as owned by EVROKS which performed bridge repair summer 2020) and traffic control during the anticipated eight days it would take to complete the remediation. Based on prior experience, the rental fee for a lift is ~\$2,000.00/day and this does not include traffic control. Thus, the bottom line ROM would be in excess of \$35,750.00.

9. Adjourn

Mr. White moved, Mr. Ireland seconded, and members voted unanimously to adjourn at 4:24 p.m.