



Newfields Village Water & Sewer District

August 4, 2026

Meeting Minutes

Approved September 1, 2026

The regular meeting of the Newfields Village Water & Sewer District was convened by the Chair at 5:30 PM on Tuesday, July 7, 2026, at the Ray P. Buxton Jr. Building, 75 Main Street.

Present: Commissioners John Hayden, Chair, William Meserve, Stacey Grella; Systems Operator Josh Scotton, Treasurer Wendy Chase, District Operator Scott Buxton.

Visitors: Members of the Newfields Yacht Club, Win Fream and Michael Sununu. Hal Mapes, Core & Main, Jack Parnham, Scanlon Drive.

The Commissioners and Yacht Club members discussed the installation of a formalized water meter for flushing boat engines, with a focus on the process and costs involved. John explained the need for a curb stop and meter pit, emphasizing the district's obligation to ensure system safety. The cost of water services was estimated at \$5,000, with potential additional expenses for excavation and pavement repairs. It was confirmed by Win Fream that there was no formal agreement between the Yacht Club and the District. Wendy gave a water connection application to Michael Sununu. Bill suggested waiving the base fee and charging the Yacht Club a \$50.00 connection fee. John suggested they determine the connection fee when the Commissioners receive the completed application. The Yacht Club would need to seek permission from the property owner (the Town) to install a meter pit. There is an existing curb stop that the Yacht Club can use. Win, Josh and Scott will meet at the town landing for a site visit to discuss the best place to install the meter pit. Win will ask Brian Knipstein to attend the site visit to estimate how much excavating would be involved.

Hal Mapes from Core and Main Inc. was present to discuss the radio antennas the Commissioners approved to purchase for all water meters. The antennas will allow "drive by" meter reading. He brought one to demonstrate how the radio, touch coupler installs over the existing touchpad. He suggested running 3 wires; they're labeled white, green and black. He explained that the command link communicates by radio signal via 900 megahertz frequency. Sensus owns the frequency. Other companies do not own their own frequency. The meter reader drives by the meters and the radio picks up the read and downloads the read into the tablet via Bluetooth. The distance to register is typically line of site or 1,000 feet. We have the cloud-based platform FlexRead that stores three years of data reads. Hal explained that we can drive through town as frequently as we want to detect possible water leaks. Wendy will run a report to determine how many meter radio antennas to purchase. The Commissioners discussed the future upgrades to the meter reading system allowing leak detection in real time and water shut off remotely. Hal explained that this would require installation of a base station (FlexNet) that could be attached to the water tower or cell tower. They would do a propagation study to determine the best location. One base station cost approximately \$50,000. Money can be added to a capital reserve fund for future base station upgrades. The antenna purchase protects future investments because the equipment can remain in service when the utility upgrades to a FlexNet fixed-network system. The antennas will not need to be replaced when upgrading to the FlexNet base station.

Hal explained that once he gets a hard number on the number of antennas we need, he will put together a hard quote. He generally needs a 4-week lead time. John said that we would like to shoot for full installation of the antennas for our October reading.

Jack Parnham explained that he is a sewer only ratepayer and his bill increased significantly. He said it looked like he was receiving the elderly exemption in the past and it was removed causing the increase. John explained that the requirement to receive the elderly exemption from the District is to receive the town elderly tax exemption. He suggested Mr. Parnham check with the town to see if he is receiving the elderly exemption. It was also explained to Mr. Parnham that there was a sewer rate increase in June. Wendy confirmed that Mr. Parnham does not receive the elderly exemption.

Natilie Fream questioned the increase in her water and sewer bill. The Commissioners explained that the rates were increased due to rising costs of repairs and maintenance, a budget deficit from the prior year and lack of increases in rates since 2022. Natalie said she researched the website and District meeting minutes and found no information about the rate increases. Bill explained that there was information posted on the website prior to the public hearing, in particular, a budget analysis document that shows the budget deficits. The public hearing was posted in the newspaper, post office, town hall and on the website.

Commissioners to Consider Acceptance of Minutes

July 7, 2026, Meeting Minutes

Bill made a motion to approve the July 7, 2026, meeting minutes as written.

Stacey seconded the motion.

The motion carried 3-0.

Treasurer Report

The Commissioners reviewed the bank recap report.

Water Projects

Josh said that there is a moderate drought. There have been several low levels in the wells. Rain has helped with the shallow wells. He suggested cleaning out Well #6 this fall to get some veins going again.

The Commissioners agreed that they will not give Underwood Engineers the Waterworth rate study data; they are under contract to find us water; not utility rate studies.

Wastewater Updates

Josh said that the Wastewater Treatment Plant is running great and we are meeting all of our NH DES and NH EPA permits.

Josh reported that the back brick wall at the wastewater treatment plant is falling apart. He received an estimate of \$6,700 to repair it. He suggested adding that to next year's budget and repairing it in 2027.

Josh suggested offering a 300 gallon water rebate to the Hervey Court residents affected by the main break on July 22nd. (6 Hervey, 4 Hervey, 2 Hervey, 7 Railroad, 5 Railroad, 9 Railroad).

Stacey made a motion to approve a water abatement of 300 gallons for the October billing cycle to the 6 properties listed above for disruption in the water service while the main was repaired on July 22, 2026.

Bill seconded the motion.

The motion carried 3-0.

Wendy will send out letters to those property owners.

The Commissioners agreed that Hutchinson Sealing Systems will have to purchase their own meter and require they purchase a Sensus meter. Josh will direct them to contact Core and Main for the sensus meter.

Bill will speak to the Cell Tower Representative regarding the District's cell tower lease.

Bill reported that he and Wendy met with our TD Bank representative Christina Duane. We have money sitting in the escrow accounts and suggested combining the accounts and put it in a contingency fund. Bill spoke to Steve Yevich, Trustee of the Trust Funds and said that if the Commissioners want to withdraw money for the District's trust fund they would need to send a letter and proof of payment to the Trustees to request the amount they want the Trustees will write a check.

Discussion ensued about the water shut-off process. It was determined that the door hanger should be eliminated from the process. A final shut-off notice will be mailed with the date of the shut-off without further notice. Wendy will post a public hearing to amend the Rules and Regulations to reflect the changes to the shut-off process.

It was decided to add the explanation, presented by Josh, of the rate increase in the library quarterly newsletter.

Bill made a motion to approve the credit card agreement so that we will be able to take credit card payments from ratepayers.

Stacey seconded the motion.

The motion carried 3-0.

Stacey moved to approve the abatement for Steve Yevich, in the amount of \$186.00. He was incorrectly billed for the bond fee on his outside meter.

Bill seconded the motion.

The motion carried 3-0.

Bill made a motion to approve the abatement \$116.99 for the Yacht Club. They were billed \$16.99 twice by mistake and \$100.00 for the backflow preventer charge, which is no longer required because they planned to connect to the water system.

Stacey seconded the motion.

The motion carried 3-0.

Bill made a motion to approve an abatement of \$208.00 for Leland Thomasset. He was mistakenly invoiced double for the bond, meter and sewer charge for his April 2026 invoice.

Stacey seconded the motion.

The motion carried 3-0.

The meeting was adjourned at 7:35 PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary

