

**TOWN OF GREENVILLE, NH  
SELECTMEN'S MEETING  
May 27, 2015  
Minutes**

**3:30 p.m. Open Meeting**

Chairperson Ste. Marie opened the meeting at 3:30 p.m.

**In Attendance:** Chairperson Ste. Marie, Selectperson Mary, Selectman Reardon, Town Administrator Kelley Collins, Stacy Herbold Water Use and Water Conservation and Kelsey Vaughn from NH DES, Gerry Curran and Rob Lauricella with Utility Partners.

**3:30 p.m. Meet with Stacy Herbold from NH DES to discuss Town's Water Conservation Plan**

The Board met with Stacy Herbold from NH Department of Environmental Services and Gerry Curran our Water & Sewer Operations Manager to review the Town's Water Conservation Plan.

Stacy has been working on the Water Conservation Plan with Gerry. Greenville is required to have a WCP under the inflow rules. We are not required to implement under Water Conservation our requirements are under the Inflow Rules.

The Board and Ms. Herbold went through the Water Conservation Plan and reviewed her comments (see attached).

The Board thanked Ms. Herbold and Ms. Vaughn for coming and they left at approximately 4:30 p.m.

**Adams Hill Water Tower**

The Board reviewed and discussed with Gerry Curran and Rob Lauricella, Limerick Steeplejacks estimate of \$21,000 to fix foundation and grouting problems at base of the water tower as well as the installation of an OSHA certified ladder system. The quote is \$21K. The Town needs that in writing. The Board is ok with going ahead with this project.

**Generator for Water Plant**

The generator for the Water Plant is off line right now. Gerry notified the Board that when Powers Generator came out to do the annual preventive maintenance on the generator they found a fin that had broken off and if we run it like that we risk the entire generator. Gerry has a quote for providing a rented generator in the event of an emergency but we are looking to repair ours as soon as possible.

**Main Wastewater Pump Station**

A couple of years ago we had a repair necessary on (2) of (4) internal motor overload resets. They could be shut off but only from the outside, not internally. We replaced those two and put them on the shelf at the plant, just in case. Now we have another (1) that has gone bad and we used one of the old ones on the shelf for now. The Town Administrator suggested we replace both the one that has failed and the only one that has not yet failed. The Board agreed. The quote from Farrar, Inc. is for \$1833.82 and the Board approved it.

**Jar Testing**

Selectperson Mary asked when the jar testing is starting? Gerry noted that Brian Tanner will be coming to the plant on June 4<sup>th</sup> to start the jar testing.

**Antenna on Water Tower**

We are having problems receiving the signal from the water tanks, intermittently. Gerry is waiting for a quote for a new antenna.

**Review and discuss deeding, and evictions for unpaid 2011 taxes on M1, L70-123, M1, L70-200; M1, L70-40 and M6, L11**

The Town Administrator reviewed the properties that are on the deed list and have not paid. The deadline was May 19, 2015 but since the Tax Collector was on vacation they have not been deeded yet. The Board reviewed the one payment plan that was requested in writing.

The Board accepted the payment plan provided to them in writing from Ms. Priest on Map 1, Lot 70-123, 123 Mountain View Road and will provide the Tax Collector with a waiver from tax deeding. The Selectmen will not waive the tax deeding on 200 New Hillcrest Drive, Map 1, Lot 70-200, owned by Robert and Joanne Castle and Lynne E. Day, or on 40 Old Ashby, Map 1, Lot 70-40 owned by Michael and Lisa Legere or 11 Hubbard Hill Road, Map 6, Lot 11 owned by Theresa Smith. These deeds are at the Town Attorney for tax deeding.

**Old Business**

**Review and discuss status of pool and staffing**

The Road Agent filled the pool last week and it lost 2 feet of water over the long weekend. Quality Design is reviewing next steps. Town Administrator has asked for a quote for someone to use scuba gear and dye to try to identify any leaks.

**Review, discuss and approve job description and employment ad for Office Clerk**

The Board reviewed and discussed the job description and ad for an Office Clerk. The Board would like to remove the education/experience requirement and also take any mention of wage out of the ad. They would like to determine wage when they see the qualifications of a successful candidate. The Board approved the Town Administrator posting the ad and running it in the Nashua Telegraph and the Union Leader.

**Review, discuss and approve advertisement for open Selectman's position**

The Board reviewed a draft ad for the open Selectman's position. The Board approved the draft advertisement. They briefly discussed if we should include that we are looking for someone to be the Emergency Management Director and someone to represent the Town on the Souhegan Ambulance Committee. The Board decided to hold off on these other two positions and concentrate on Selectman for now.

**Review and update on NH Pipeline Coalition**

The Board reviewed the latest pipeline information.

**Non Public Session under RSA 91-A:3, II (c) TGPD contract negotiations**

There was no discussion on this item.

**New Business**

Review and discuss letter from Beck & Bellucci, Inc. (New Ipswich bridge construction company) for permission to draw 6000 gallons of clean water from hydrant. The Board is ok with a one time draw of water for the bridge construction. They need clean water

from a hydrant for welding. If it is only 6K gallons of water the Board is ok with not charging. If it becomes more they will have to review again and will probably charge them.

**Review and discuss invoice from Hazen Fisk, Jr. for glass repair to 1998 Chevy Blazer**

The Board reviewed the invoice submitted to the Town for repair to the glass in Mr. Fisk's 1998 Chevy Blazer. The Town Administrator spoke to the Road Agent and he is certain their sweeping operations did not cause this damage. The Town Administrator also obtained a copy of the police report and photo from the officer. The Board took all this into consideration.

Selectman Reardon made a motion to deny Mr. Fisk, III's request for reimbursement for damage to his vehicle because there is insufficient corroborating evidence that it was caused by town equipment. Chairperson Ste. Marie seconded. Motion passed 3-0.

**Review and discuss Temple Fire Chief's request to use water for Temple Elementary event**

The Town Administrator made an error in posting of the agenda with New Ipswich instead of Temple Fire Chief.

It was noted that this is the third or fourth year that they have done this end of the school year celebration and we have always allowed them to use what little water they need. Gerry keeps an eye on it and it has never had an adverse effect on our system. The Board unanimously agreed to allow Temple Fire Department to use water from the hydrant in front of the Temple Elementary School on Friday, June 12<sup>th</sup>.

**Review and discuss next steps for water and sewer service at 25 Main Street**

The Town Administrator discussed the fact that we have sent the owner of 25 Main Street at least (3) separate certified letters regarding our inability to get a reading with our hand held meter reader, over the last two years. The owner lives in Townsend, MA and signed for the first two certified letters and may have made some contact with the Water Department but we have never been able to get them to meet us out there to rectify the issue with the meter. This most recent reading we sent a certified letter and they did not sign for it. The Town Administrator is looking for permission to contact the town attorney in order to shut off the water to this property until such time as the meter situation is rectified. This will be a little more involved because the Town Administrator believes that the property is inhabited by a tenant and they would have to be given notice of any discontinuance of water and sewer service. The Board unanimously agreed that the Town Administrator be allowed to pursue a service shut-down with the town attorney.

**Signature Folder**

**Review, discuss and approve the payroll and accounts payable check manifests**

The Board reviewed, approved and signed the payroll and accounts payable check manifests.

**Review, approve and sign the minutes of the May 13, 2015 including (1) set of Non Public minutes**

The Board reviewed, approved and signed the minutes of the May 13, 2015 Selectmen's Meeting, including (1) set of Non Public minutes.

**Adjourn**

The meeting adjourned at 5:30 p.m.

**Submitted by:** Kelley Collins/Town Administrator

**Approved by:**

  
Anthony Ste. Marie/Chairperson

  
Carla C. Mary/Selectperson

  
Douglas A. Reardon/Selectman



Greenville Water Works PWID-#20047

EPA #0991010

Greenville, NH

### Water Conservation Plan

#### I. INTRODUCTION

The water source for Greenville Water Works is the Tobey Reservoir. Water pumped from the reservoir is treated and distributed for domestic use in the Town of Greenville, New Hampshire and is used by Pilgrim Foods as industrial process water for the production of canned/bottled food products.

##### A. Contact Information

1. Name and location of system.

Greenville Water Works

PWID#20047

Greenville, NH 03048

2. Owner of system and mailing address.

Name: Board of Selectmen

Address: PO Box 343, Greenville, NH 03048

Company: Greenville Water Works

Phone Number: 603-878-2084

Email: [administrator@greenvillenh.org](mailto:administrator@greenvillenh.org)

3. Name and Mailing address of designer of Water Conservation Plan.

Name: Gerry Curran, Plant Manager

Address: PO Box 11, Greenville, NH 03048

Company: Utility Partners

Phone Number: 603-878-2800

Email: [gcurran@utilitypartnersllc.com](mailto:gcurran@utilitypartnersllc.com)

Pursuant to RSA 483 and Env-Wq 1900, instream flow rules, Greenville Water Department shall implement a water conservation plan. The instream flow regulations were created to protect instream uses, characteristics, and resources. The Tobey Reservoir intersects the Souhegan River.

## B. System Overview

1. Number of existing and proposed connections for each of the following classes:

- a. Residential; 295.

NOTE: Greenville Estates is a consecutive system that has another 190 residential connections

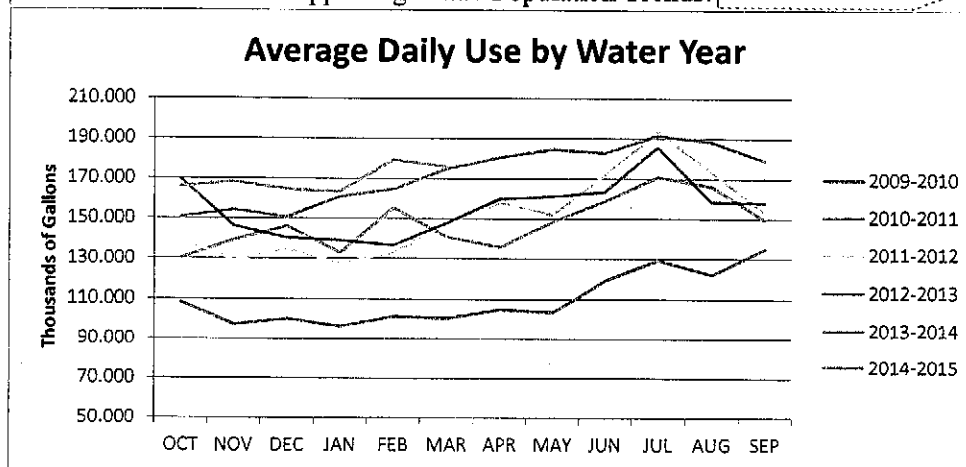
- b. Industrial/commercial/institutional; 61

- c. Municipal; Town Hall, WTP, WWTP, Pool, SAU, Temple Elem. Police.

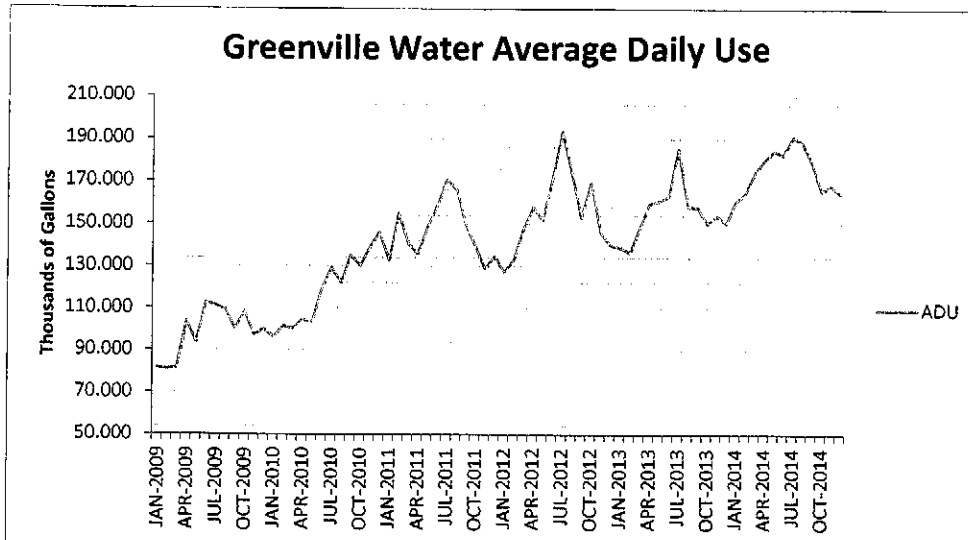
2. Description of any connections that currently receive or will receive more than 20,000 gpd: Pilgrim Foods is a manufacturing facility producing fruit juice, vinegar, mustard and other condiments. They have an Industrial Discharge Permit that allows 25,000 gallons of treated industrial wastewater into the sewer system, but they have disconnected from the wastewater system.

*PF reports quarterly water usage*

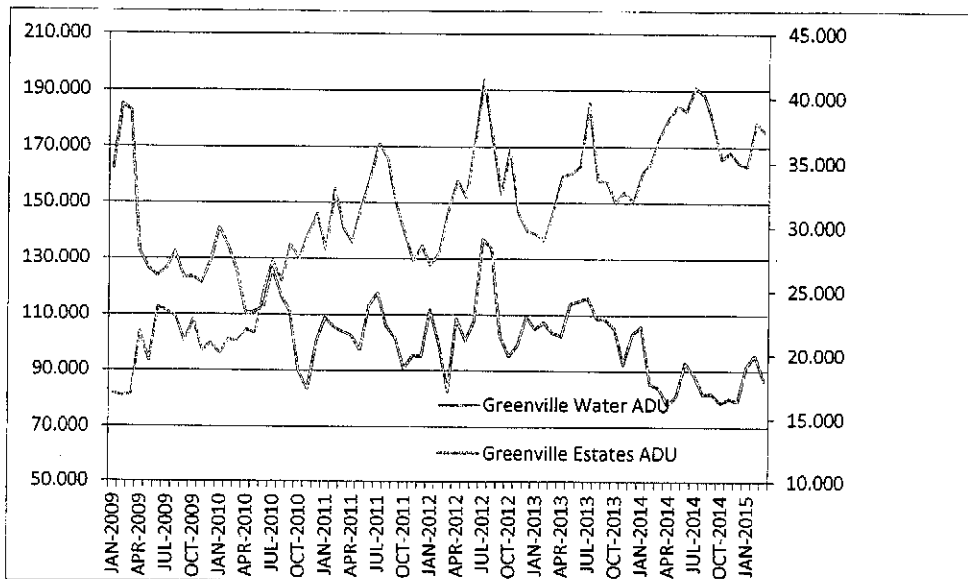
## C. Water Use Trends and Supporting Data / Population Trends:



**Comment [SPH1]:** Trends indicate increased distribution volumes in 2014 and continuing into 2015?



Note\* Connection to Greenville Village Estates in October 2010.



- Existing and anticipated seasonal fluctuation in water use and reason for fluctuation. There are minimal seasonal fluctuations. Typically usage increases during the summer months by approximately 25%.

2. Anticipated growth in population and seasonal fluctuation in population: Minimal population growth, but in October 2010, the system began distributing water to Greenville Village Estates Water District.
3. Maximum day yield of existing sources based on 24-hour pumping. 0.216 mgd. See MOR for Feb water leak
4. Average daily water use. 2014= 175,472 gpd
5. Maximum daily water use. July 2014 = 5,928,900 gal = 191,254 gpd
6. Minimum hourly flows (if available).

Comment [SPH2]: What is MOR

*Monthly  
Operating  
Reports*

## II. System Side Management

### A. Source Meters

1. Name designation of each water source. Tobey Reservoir.
2. Meter make, model, size, flow range, and date of last calibration for each existing source meter. Hach SC53
3. Frequency that source meters will be tested/calibrated: Annually
4. Frequency that source meters will be read (at least every 30 days): Daily
5. Source meters will be selected, installed, and maintained in compliance with "Manual of Water Supply Practices M6, Water Meters-Selection, Installation, Testing, and Maintenance," (American Water Works Association, 1999).

### B. Distribution Meter

1. Meter make, model, size, flow range, and date of last calibration for each existing distribution meter. Bailey-Fischer-Porter 4-inch, 0-500 gpm, Model # 10DX3111EDD15P1A2BA14321, calibrated annually and last calibrated 7-8-14

### C. Service Meters

1. How many un-metered connections exist? Zero.  
Note\*Greenville Estates has 3 meters: a Neptune compound meter recording normal low and high flows and a meter to register flow during a fire or hydrant flushing. They also have individual meters at each residence.

Comment [SPH3]: Does Greenville Estates handle their own meter reading and billing?



2. Will separate irrigation meters be installed? Yes, upon request.
3. Frequency that service meters will be read (at least every 90 days). 180 Days
4. Description of all methods that will be used to read service meters: Neptune CE5320X Handheld Radio Reader for e-coder meters, and manual readings.
5. Expected number of days needed to read all service meters: 2.
6. Proposed rate of meter testing and/or meter change out: In 2010, ARRA funding was received to replace all meters with new meters and radio reading capabilities, as well as new billing software. The units were installed in 2010 and have been maintained, tested, and replaced based on failure or inaccurate testing.
7. All service connections are and will continue to be selected, installed, and maintained in accordance with procedures described "Manual of Water Supply Practices M6, Water Meters-Selection, Installation, Testing, and Maintenance," (American Water Works Association, 1999).

**Comment [SPH4]:** You had originally proposed 10 years. I checked and ¾" and 5/8" Neptune T-10's have a 15 year accuracy. Not sure what e-coder model you have though - battery life?

*Future  
Testing program.  
20 yr. battery life.*

#### D. Other Meters

1. During flushing events, we will continue to use a Pollard LPD-250 low flow de-chlorinator diffuser with a measuring pitot.

#### E. Water Balance/Water Audit

1. Most recent water audit, differentiating between apparent and real losses, and estimate of non-revenue water and the year it was estimated. In 2014, 64,047,400 gallons of water was introduced into the distribution system. Of that 45,356,094 gallons were registered through individual meters. The estimated amount of water used during the 2014 spring flushing event equated to 81,247 gallons (times 2 = 162,494 gallons). Based on this data, water losses equate to 29% of system input volume, equivalent to a 35 gpm leak.

**Comment [HSP5]:** Over 15%.

In 2014, 53,521,400 gallons of wastewater was treated. This equates to 83.5% of water pumped into the potable water system or 16.5% water losses, equivalent to a 20 gpm leak.

**Comment [SPH6]:** A less dependable calculation to determine losses as not all water coming in is necessarily that which was from the water treatment plant.

Note\* Pilgrim Foods disconnected from the wastewater treatment plant in 2014.

Comment [SPH7]: Do you know the month this happened?

2. A yearly water balance (system input volume – metered use) will be reported to DES using the water balance online reporting tool by March 1 for the previous calendar year on an annual basis. If the water balance is greater than 15% of the system input volume, a water audit will be calculated in accordance with “Manual of Water Supply Practices M36, Water Audits and Loss Control Programs” (American Water Works Association, 2009).
3. If water losses exceed 15% system input volume, the water system shall prepare and submit a response plan to the department within 60 days. The response plan shall be based on audit results and identify how the water system intends to reduce the percentage of non-revenue water to below 15 percent within two years.

*leak detection survey*

#### F. Leak Detection

1. Fifty percent of the system will be surveyed for leaks in 2015 as part of the DES leak detection grant program.
2. Are pipe locations known? If not, include in a statement that a pipe location survey will be conducted in order to perform leak detection. Pipe locations are known.
3. Breakdown of pipe material, age, and length. Underwood Engineering upgrades. – 26,165 feet of the distribution system was replaced in 2003 with Class 52 ductile iron pipe. The remainder is varying amounts of asbestos cement and galvanized steel and cast iron pipe. There are no plans to replace the aged pipe. The potential to replace pipe that has been the failed recently is being considered in 2015.
4. Availability of contact points and adequacy of spacing. Spacing is adequate for leak detection.
5. Is pipe material non-metallic? If yes, as leaks are difficult to acoustically detect in non-metallic systems, what additional measures will be taken to detect leaks? To be determined.

Comment [SPH8]: Based on #2 above, all water main is metallic, right?

6. Will zone meters be installed to assist with leak detection identification and location? No
7. Will future leak detection surveys be conducted in-house or contracted out? Both in-house and contracted.
8. If in-house, what equipment will be used and what training will be required? Initially Granite State Rural Water Association will be asked to assist in the leak detection survey and then subsequent surveys will be conducted in-house.
9. If in house, describe the leak detection method to be used. This would be based on results from #8. More research will go into this to find the most effective and affordable equipment.
10. Statement that a comprehensive leak detection survey will be conducted every two years. A comprehensive leak detection survey will be conducted every 2 years.
11. Will leak detection be done all at one time or staggered throughout the two years? If staggered, what is the timeline and what percentage of the system will be surveyed during each initiative? 50% of the distribution system will be done on each occasion.
12. Leak detection will be conducted in accordance with "Manual of Water Supply Practices M36, Water Audits and Loss Control Programs" (American Water Works Association, 2009).
13. Leaks will be repaired within 60 days of discovery.

Comment [SPH9]: Let's talk about this.

#### G. Pressure Management

1. Existing minimum distribution pressure. 5 psi
2. Existing maximum distribution pressure. 135 psi
3. How is pressure monitored and how will pressure continue to be monitored? Monitored during hydrant flushing and/or during leak detection surveys.
4. What method will be used to reduce pressure zones found to be in excess of 80 psi? Pressure Reducing Valves were installed at every service connection in 2010 and will subsequently be maintained and replaced as needed by the property owner.
5. What will be the timeframe for reduction (at least within 1 year of source water approval)? N/A

Comment [SPH10]: What percent of the system is over 100 psi? Is there opportunity to reduce pressure in high pressure zones.

6. If pressure reduction is not feasible, please explain why and describe what additional steps the water system will take to monitor and repair leakage within these zones. N/A

#### H. Intentional Water Loss

1. Are there “bleeders” used within the system at dead ends to improve water quality or prevent freeze-up? If yes, what looping opportunities exist? N/A
2. Are storage tanks intentionally allowed to overflow because of system hydraulics or water quality concerns? If yes, what opportunities exist for the installation of altitude valves or tank mixing systems? Both storage tank levels are monitored and controlled by a Supervisory Control and Data Acquisition system (SCADA) and have high/low level alarms that are active. No overflowing occurs.

### III. Consumption Side Management

#### A. Conservation Rate Structure and Billing

1. Description of proposed rate structure and timeline for implementation (no later than 5 years from source water approval). If unknown, provide a statement that the water system will adopt a rate structure that complies with 2101.05 (o) and that DES will be notified of the new structure no later than the first billing cycle after source water approval. A \$6.50/1000 gallons (133.7 CuFt) rate structure is currently in place.
2. If irrigation meters are installed, will irrigation water be billed at a different rate? Yes, as water only – no sewer rate.
3. Will a seasonal rate structure be utilized in addition to the general rate structure? No.
4. Proposed billing frequency (minimum is quarterly). Semi-annually.
5. Informative billing practices to be used (ex. water use in gallons / usage history). Water users are informed if the total usage in cubic feet, and of their historical usage as part of each bill to help identify any and all unusual increases. In the event of a high bill, and at the request of the property owner, distribution system operators will verify active flow rates (in the event of a leak) and

**Comment [SPH11]:** Billing at least quarterly is demand side best management practice as customers are able to identify high water use issues earlier and address their behavior or fix a potential leak. Greenville has an advanced metering system so should use it to the system's and customers' advantage.

advise the user on how to manually read the meter directly, to also help in identifying leaks.

Also, the billing computer software utilized by the Town recognizes water loss through monitoring continued historical usage between billing cycles and notifies the user of potential leaks as a part of their water bill.

**Comment [SPH12]:** This is great if you are reading meters more frequently than semiannually.

#### B. Educational Outreach Initiative

1. Informational materials that will be used. Water conservation pamphlets procured from the AWWA, or NHDES website.
2. Rate of dissemination. This information is available at the Town Hall and/or will be inserted with mailed bills as a part of education and outreach.
3. Does the water system intend on becoming a WaterSense partner? <http://www.epa.gov/watersense/> No.
4. Will a rebate program be offered to replace older fixtures with WaterSense certified fixtures? No.
5. Will consumer audits be offered? No.
6. Other outreach plans? None.

**Comment [SPH13]:** Is there a website to put materials? Something should be done at least twice a year – water efficiency tips in the consumer confidence report and one bill? Or tips could be added directly to the bill.

**Comment [SPH14]:** How often will this be included with the bills?

#### IV. Zoning Ordinance / Bylaws

##### A. Are connections to the water system subject to any of the following water efficiency ordinances or bylaws?

1. Indoor
  - a) Water efficient fixtures beyond the existing plumbing code. No.
2. Landscaping
  - a) Minimum topsoil requirements. No.
  - b) Use of native/drought tolerant plants and grasses. No.
  - c) Area and slope restrictions for turf grass. No.
3. Irrigation System
  - a) Prohibition or restrictions to irrigation systems. No.
  - b) Require soil moisture sensors. No.
  - c) Require rain sensors. No.
4. Other water efficiency ordinances? None.

*EPA  
WaterSense  
program*

V. **Water Use Restrictions**

- A. **What is the water system's plan relative to implementing water restrictions?** No restrictions have been implemented in the past but an emergency use restriction in place as part of the town's water use ordinance. (Section 7. Water Use Restrictions)
- B. **Who is responsible for enforcing restrictions?** The Board of Selectmen in conjunction with operations contractors.

VI. **Reporting and Implementation**

- 1. The water system will submit a form supplied by DES once every three years documenting how compliance with the water conservation plan is being achieved.
- 2. Activities outlined in the water conservation plan will be completed by water personnel under the supervision of a certified water system operator.