



TOWN OF HUDSON
Water Utility Committee



Jeff Rider, Chairman Nancy Brucker, Selectman Liaison

12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6000 · Fax: 603-881-3944

Meeting minutes of October 17, 2012

1. CALL TO ORDER - The meeting was opened by Chairman Jeff Rider at 5:03 PM in the Board of Selectman's conference room at Hudson Town Hall.

2. ROLL CALL

Committee Members present

Chairman Jeff Rider
Vice -Chairman Bernie Manor
Member Leo Bernard
Recorder David Shaw

Staff present:

Town Engineer Gary Webster
Selectman Liaison Nancy Brucker

Excused:

Water Utility Clerk Valerie Marquez
Member David Jelley

3. PUBLIC INPUT – No input from the public was received

4. ACCEPTANCE OF MINUTES - Minutes of Water Utility Committee from September 15, 2012. Bernie Manor requested a correction on section 11 (Remarks by Selectman & Staff) In particular, Correcting Selectman Nadeau and WU clerk Marquez status from "No remarks" to absent. Motion by Bernie Manor to accept the corrected September 15, 2012 meeting minutes. Motion seconded by Leo Bernard. Motion passed (4-0).

5. FINANCIAL STATUS

- A.) Expenditure report, September 2012
- B.) Check register for September 2012
- C.) Cash flow report August 2012

The committee noted that item B (Check register) was not included in the monthly packet.

Chairman Rider questioned the value of reviewing the WUC treasurers' reports. After a brief discussion, the committee agreed that the check register contained the pertinent financial information needed for review and that future treasurers' reports (Revenue, report and expenditures) could be removed from the monthly WUC review packets in order to reduce waste.

Bernie Manor questioned the -3,318.18 bank charge against fund 03-3502-4702.

Chairman Rider directed the committee to the negative balance for water operations and maintenance (Expenditure report, account # 03-4332-5592-205)

Motion by Bernie Manor to accept consent item 5 (Financial Status) in its entirety, with above noted exceptions. Motion seconded by David Shaw. Motion passed unanimously (4-0)

6. OPERATIONS REPORT (PWW)

- A.) August 2012

Motion by Bernie Manor to accept the August 2012 Operations report.
Motion seconded by David Shaw. Motion passed unanimously (4-0)

7. OLD BUSINESS

- A.) Check payments to TV0XXX vendors: The TV acronym stands for "Temporary Vendor", and is typically refunds to water customers.
- B.) Computer maintenance fee: The proposed \$250 annual maintenance fee (\$125 each water and sewer) was actually \$250 each water and sewer (the exact amount is \$427.50 for each computer). The \$450 is the budgeted amount.
- C.) Irrigation installations: The committee reviewed the sewer department outside water users policy (<http://www.hudsonnh.gov/departments/sewer/outside-water-users>) regarding deduct meters. The policy states that a licensed plumber must apply for a deduct meter permit. Chairman Rider reiterated his concern that homeowner-installed sprinkler systems (customers on town water, but not sewer) could be installed without the deduct meter.

8. NEW BUSINESS

- A.) Credit card payments: The town is considering a credit-card payment option for water and sewer customers. The payment software would be provided by Harris Local Government <http://findaccountingsoftware.com/directory/harris-local-government/munismart-systems/>
The town wants to implement this option this fiscal year, but did not budget the \$1250 licensing fee:

Investment Summary

Harris Interface Licensing Fee		
Integration and Setup of Harris to Invoice Cloud		
One-time Licensing Fee (Online & POS/Walk-in Transactions)		\$1250
Harris Professional Services Fees		
Consultation Services		
One-time Professional Services Fee		\$300
Account Access for Branded Customer and Biller Portal		
Monthly Fee (includes one Administrative User -- Less than or equal to 5,000 Consumers) includes POS / Walk-in / Online		\$100
Monthly Fee -- For Each Additional Unique Biller Administrative User Name		\$10
Electronic Invoice Presentment		
Description		Fee
Electronic Invoice Fee, Per Bill		\$.40
Only when paper is suppressed AND paper invoice is not mailed		
Credit Card -- Taxes Non - Visa (charges the payer a Service Fee)		
Receipt Type	Payment Type	Fee
Tax	Credit or Debit -- MasterCard, Discover, Amex Per Transaction Fee*	2.95%
Tax	ACH/eCheck*	\$.95
* Submitter Program -- Invoice Cloud as merchant charges the payer a convenience fee on behalf of utility/Municipality		
Credit Card Submitter Program Non - Visa (Utility charges the payer a Service Fee)		
Receipt Type	Payment type	Fee
Utility	Credit or Debit -- MasterCard, Discover, Amex Per Transaction Fee*	2.95%
Utility	ACH/eCheck*	\$.95
* Submitter Program -- Invoice Cloud as merchant charges the payer a convenience fee on behalf of utility/Municipality		
Optional Programs		
Online Bank Direct Program (optional)		
Monthly Access Fee		\$50
Online Bank Direct Fee - Per transaction		\$.15
Check Scanning and Conversion (optional)		
Check Conversion per-transaction		\$.40
Monthly check scanner rental fee - Check21		\$100

\$775 ea.
TC
customer
\$.40
customer
\$.40

The town is proposing paying both the \$300 one-time services fee and monthly \$100 administration fee, but splitting the \$1250 licensing fee between water and sewer (\$775 each).

Visa credit cards will not be accepted (at this time) by the Harris system and Chairman Rider clarified that last-minute customer credit card payments (to avoid shut-off) would still be paid to the town if the customer disputed or challenged the payment at a later date.

Motion to accept the proposed credit card system for water customers by Bernie Manor.
Motion seconded by David Shaw. Motion passed unanimously (4-0)

9. OTHER BUSINESS- No other business was presented

10. REMARKS BY COMMITTEE MEMBERS

- Chairman Jeff Rider: No remarks
- Recorder David Shaw: No remarks
- Member Leo Bernard: No remarks
- Member David Jelley: Excused

11. REMARKS BY SELECTMAN & STAFF

Selectman Liaison Nancy Brucker: No remarks

Water Utility Clerk Valerie Marquez: Excused
Town Engineer Gary Webster: No remarks

12. NEXT MEETING October 21st, 2012 in the BOS meeting room @ 5:00 PM

13. MEETING ADJOURNMENT - Motion by Bernie Manor for adjournment. Motion seconded by David Shaw.
Motion passed unanimously (4-0). Meeting adjourned at 5:50 PM.

Jeffery S. Rider; Chairman, Hudson Water Utility Committee

Date