



# TOWN OF HUDSON

## Municipal Utility Committee



David Shaw, Chairman      Marilyn McGrath, Selectmen Liaison

12 School Street • Hudson, New Hampshire 03051 • Tel: W- 603-886-6002/ S- 603-886-6029 • Fax: W-603-881-3944 / S -603-598-6481

### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: May 15, 2018

Member Attendees:

David Shaw, Chairman  
Bill Abbott, Vice Chairman  
Jim Lavacchia  
Chelsea Leonard

Marilyn McGrath, Selectman Liaison  
Donna Staffier-Sommers- Administrative Aide

Absent:

Elvis Dhima, Town Engineer

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, May 15, 2018 at 7:00 pm, in the Board of Selectmen meeting room at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

Chairman Dave Shaw welcomed our new Committee BOS liaison Selectman Marilyn McGrath.

#### **1. Acceptance of minutes**

The minutes of the April 17, 2018 Municipal Utility Committee meeting were reviewed.

A motion was made by Bill Abbott; second by Jim Lavacchia to “accept the meeting minutes for meeting dated April 17, 2018 as written.” Motion carried.

#### **3. Financial Status – Water Utility**

A – D. The Cash Flow report for March 2018 and the Expenditure & Revenue reports for April 2018 were reviewed.

Bill Abbott had a question about line 5593-411 – Water Supply - Computer Equipment showing a high over expenditure. According to the budget, it was to cover new SCADA equipment. Selectman McGrath was questioning a high returned check total for the month of March. Donna to follow up. *A customer sent a \$10,747.21 check to our lockbox in error to pay for a \$66.79 water bill. Because it was mailed to our lockbox at Citizens Bank, Water Utility staff was not able to catch it before it was applied and deposited. Check was returned for insufficient funds. -dlss*

The Pennichuck Operations report for April 2018 was reviewed. Bill Abbott noticed water was purchased from Pennichuck in the month of April when none has been purchased for a while. Jim responded that is when Pennichuck would do a seasonal flush of the system. One was not done in 2017 because Hudson was considered to be in a drought.

Jim noticed that work completed by Pennichuck for the “Meter Periodic Tests” is at 33 when we are contracted for 250 for the year. Since there are only two months remaining in the fiscal year, will they complete this in time? –Elvis will inform Pennichuck or ask for credits if work is incomplete. The backflow device testing is behind too but that is usually done in June.

**4. Old Business- Water Utility -None**

**5. New Business – Water Utility - None**

**6. Financial Status – Sewer Utility**

- A. The cash flow report for March 2018 and the Expenditure and Revenue reports for April 2018 were reviewed. Jim inquired about the large expenditures taking place in March and Donna explained that these are inter fund transfers. Through much of the year, the General Fund pays all invoices related to the water and sewer utilities to simplify accounting, then a large check is written from each of the utilities to the General Fund to pay this back.

Bill Abbott inquired about line 5562-225 Engineering Fees. Nothing was budgeted but \$1500 was expended. Donna to follow up.- *this expenditure was for sewer line updates to the GIS-dlss*

The Pump station contingency line 5564-608 was also questioned. \$315,000 was budgeted and expended. – *actual expenditure was under \$300,000 and less than what was budgeted. All associated with the Industrial Drive pump station remodel of the stations and replacement of the pumps-dlss*

At the last meeting Bill Abbott requested to know the balance of the VacCon Truck CRF. We received a print out of all water and sewer related reserve funds from the Trustees with balances through 2/28/18. The fund was found to be in line with the payment schedule of monies coming from the Sewer Utility and the Town as a cost share for a new truck. The BOS chose not to appropriate monies into this fund from either budget in FY19.

- B. The balance of capacity is at 69,500 gpd.

**7. Old Business – Sewer Utility - None**

**8. New Business – Sewer Utility - None**

**9. Informational**

- A. Bill Abbott provided the Committee with a 12 month profit and loss statement for both water and sewer.
- B. The Committee was given copies of recent projects or bids approved and rejected by the BOS. Bill Abbott had questions about the Gordon St. Tank project- *Spoke to Elvis - painting inside and out, bringing tank up to code (ladder, new access points, mixer inside tank, new ventilation on top) and inspection/maintenance with a five year warranty vs. a one year. Able to spread out \$150,000 for 5 years vs. a lump sum of \$700,000.-dlss*

**10. Remarks by Selectman, members and staff**

Meeting was adjourned at 7:55 pm, with motion made by Bill Abbott; seconded by Chelsea Leonard. The next meeting is scheduled for June 19, 2018 at 7pm.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

