



TOWN OF HUDSON

Municipal Utility Committee



David Shaw, Chairman Pat Nichols, Selectmen Liaison

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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: October 18, 2016

Attendees:

David Shaw, Chairman
Bill Abbott, Vice-Chairman
Jeff Rider
Elvis Dhima, Town Engineer
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Guest:

Annette Plante - 34 Westchester Court

Absent:

Pat Nichols, Selectman's Liaison – BOS Budget meeting

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, October 18, 2016, at 7:00 pm, in the Town of Hudson Board of Selectmen meeting room at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers. The meeting of September 20, 2016 was cancelled due to lack of a quorum.

To accommodate our guest and minimize her wait, David Shaw took the meeting out of order to discuss agenda item 7A -Water Utility abatement W-UTL-16-02. The abatement request is based on a very high water reading and subsequent bill covering a time period where the ownership of the property overlapped resulting in a non-definitive responsibility for the bill. Abatement request is for \$206.32.

Motion made by Jeff Rider; seconded by Bill Abbott "to recommend the Board of Selectmen approve abatement request W-UTL-16-03 in the amount of \$206.32 for the reason given." Motion carried.

1. Acceptance of minutes

The minutes of the August Municipal Utility Committee meeting were read and approved. A motion was made by Bill Abbott to “accept the meeting minutes for meeting dated August 16, 2016 as written.” Jeff Rider seconded. The motion carried.

2. Financial Status – Water Utility

A – C. The Cash Flow report for July and August 2016 and the Expenditure and Revenue reports for August and September 2016 were reviewed. Bill Abbott asked for clarification of line 5591-228 audit 200% over expended and engineering fees 152% over expended. Elvis responded that there were additional engineering services related to the pumps, SCADA and the purchase of an easement by the Windham Road booster station. *The audit lines in both water and sewer list an encumbered amount equal to the budgeted amount resulting in an appearance of a 200% over expenditure. There was a P.O. hung up in the system that has been cleared and should show as corrected on the November reports.-dlss*

D. The Pennichuck Water Systems Operation Reports for June and July 2016 were reviewed with minimal discussion.

E. Bill Abbott prepared the current profit and loss graphs for both Water & Sewer.

3. Old Business- Water Utility -None

4. New Business – Water Utility

A. Water Utility Abatements

1. Abatement W-UTL-16-03 Town/Reese 20 St. Francis Place acct#3507297703

Applicant (Town) requests an abatement of water charges on the basis of receiving a bad reading when the meter was exchanged for a new one causing the customer to receive a high bill. Request abatement of \$264.00 (80 x 3.30).

Motion made by Jeff Rider “to recommend the Board of Selectmen approve abatement request W-UTL-16-03 in the amount of \$264.00 for the reason given”.

Motion carried.

2. Abatement W-UTL-16-04 Bartlett 25 Windham Rd acct#3506796502

Applicant was charged 4 times for a one time service charge on their May bill. Request abatement of \$252.00 (4 x 63.00).

Motion made by Bill Abbott "to recommend the Board of Selectmen approve abatement request W-UTL-16-04 in the amount of \$252.00 for the reason given".

Motion carried.

B. FY2018 Budget review

Highlights include:

- Line 5592-401 – Large operating equipment –operations was reviewed.

The department request is \$450,000. This is to cover phase 2 of the Windham Rd booster station project. This consists of a generator, fire pump and electricity, building and design.

- Line 5593-401 – Large operating equipment - supply

The department request is \$167,000. This is to cover a back-up generator for the Weinstein well.

Revenue to come from the capital reserve fund and fund balance.

5. Financial Status – Sewer Utility

- A. The cash flow report for July and August 2016 and the Expenditure and Revenue reports for August and September 2016 were reviewed.

As in water, the sewer audit line is also over expended at 200% and line 5562-203 small equipment repair is shown at 157%. *Audit line was addressed in the Water Utility section. The jump in the small equipment repair is caused by the open P.O. for Industrial Drive flow recorder at \$5098.63.-dlss*

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

6. Old Business – Sewer Utility -None

7. New Business – Sewer Utility

- A. Sewer Abatements:

1. S-UTL-17-10 Crawford 10 St. Francis Place Acct #5167

Applicant requests abatement of sewer charges on the basis of late inspection of an auxiliary meter installed. Request abatement in the amount of \$23.81 920 x 1.1905).

Bill Abbott made motion “to recommend the Board of Selectmen approve abatement request S-UTL-17-10 in the amount of \$23.81 for the reason given”.

Motion carried.

2. S-UTL-17-11 Lynch 8 St. Francis Place Acct. #5166

Applicant requests an abatement of sewer charges on the basis of late inspection of an auxiliary meter installed. Request abatement in the amount of \$51.19 (43 x 1.1905).

Bill Abbott made motion “to recommend the Board of Selectmen approve abatement request S-UTL-17-11 in the amount of \$51.19 for the reason given”.

Motion carried.

3. S-BET-17-01 Town/Otarnic Pond 1 Otter Way Acct #6709/2716

Grant payment was received from the State of NH and the betterment repayment schedule was recalculated. Request abatement of \$92.69. The last quarterly payment of 2016 is \$6991.69 and the new revised amount is \$6899.00 – difference of \$92.69.

Jeff Rider made motion “to recommend the Board of Selectmen approve abatement request S-BET-17-01 for the reason given”.

The motion carried.

8. Informational

- Sewer allocation adjustment as recommended by the Committee and the Town Engineer was approved by the Board of Selectmen.
- The Town Engineer provided project updates for water infrastructure

- Board of Selectmen budget review for the water and sewer budgets will be on Thursday, October 20, 2016 at 7pm. Chairman David Shaw will attend and present both budget requests along with the Town Engineer.

9. Remarks by Selectman, members and staff

- Committee members and Town employees were deeply saddened by the passing of Bernie Manor on October 12, 2016.

Bernie was appointed to the Water Utility Committee on December 13, 2011 and the Sewer Utility Committee in 2006. He frequently held the positions of Chairman or Vice Chairman on each Committee during his terms. On May 8, 2013 when the two Committees merged into the Municipal Utility Committee, he was elected Chairman and held the position of Vice Chairman at the time of his passing.

Bernie was an incredible guy. Retired from the Army Corp of Engineers, he was very knowledgeable in engineering matters and his thoughtful opinions and contributions were highly respected. During this author's years with the Town, Bernie was instrumental in the completion of the Hills Garrison School, the Rodgers Memorial Library and the Hudson Senior Center. He also volunteered many hours helping out with engineering issues involving water and sewer when the Town was between Town Engineers. He volunteered much of his time to the Town and Hudson is a better place for it.

Chairman David Shaw adjourned the meeting at 8:20 PM.

The next meeting is scheduled for November 15, 2016 at 7pm.

Donna Staffier-Sommers
Sewer Utility Administrative Aide

