



# TOWN OF HUDSON

## Municipal Utility Committee



Bernie Manor, Vice Chairman, Chairman      Ted Luszey, Selectmen Liaison

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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: February 17, 2016

**Attendees:**

Bernie Manor, Vice-Chairman  
Jeff Rider  
Bill Abbott  
David Shaw  
Donna Staffier-Sommers, Sewer Utility Administrative Aide

**Absent:**

Ted Luszey, Selectman's Liaison  
Elvis Dhima, Town Engineer  
Valerie Marquez, Water Utility

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, February 17, 2016 at 5:00 pm, in the Town of Hudson Board of Selectmen meeting room at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers. The meeting scheduled for January 20, 2016 was cancelled due to lack of a quorum.

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

The minutes of the December 16, 2015 Municipal Utility Committee meeting were read and approved. A motion was made by Bill Abbott to "accept the meeting minutes for meeting dated December 16, 2015, as written." Jeff Rider seconded. The motion carried with David Shaw abstaining.

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

A – C. The Cash Flow reports for November and December 2015 and the Expenditure and Revenue reports for December 2015 and January 2016 were reviewed. There was a large expense questioned on the expenditure report but that was found to be the inter-fund transfer. The transfer occurred in November for both water and sewer.

- D. The Pennichuck Water Systems Operation Report for November & December was reviewed with no questions.
- E. Bill Abbott prepared the current profit and loss graphs for both the Water And Sewer Utilities.

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

**4. New Business – Water Utility**

A. Abatements

**1. W-UTL-15-09 Town/102 Plaza 76 Derry Rd #8 M/L 165/047/000**

Both the owner and the tenant were billed for water utility in Oct, Nov & Dec 2015. Request abatement of \$131.07 (\$17.29 + 46.99 + 66.79) and inactivate the owner account.

Motion made by Bill Abbott; seconded by David Shaw "to recommend the Board of Selectmen approve the abatement request in the amount of \$131.07". The motion carried.

This brought up the question as to what was happening with the proposed policy change to bill owners instead of tenants. Donna to follow up.

**5. Financial Status – Sewer Utility**

- A. The cash flow report for November & December 2015 and the Expenditure and Revenue reports for December 2015 and January 2016 were reviewed with minimal discussion.

Bill had a question about line 5562-221 equipment rental shown with a credit of \$2,700 in the encumbered line. *This credit is the result of a P.O. written for the wrong amount and corrected. -dlss*

Second question was about the \$7,838.60 shown in the encumbered line of 5564-625 Inflow/ Infiltration study. *The encumbrance was requested by Elvis for the I/I study. This is the balance remaining on an approved P.O. from FY 2015 so it is shown as already expended. dlss*

- B. The balance of capacity remains at 25,893 gpd

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

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

**8. Informational**

- A. A new Policy was requested by the Road Agent and BOS approved to prohibit water shut offs and sewer clean outs installed in a driveway.
- B. Water main extension to 14 Brady Lane was approved by the BOS.

**9. Remarks by Selectman, members and staff -**

There was some discussion about changing the meeting time to attract new members. The Committee is considering keeping the meeting date on the third Wednesday but moving up the start time to 7pm. Donna is to look at the times available for the Board of Selectmen meeting room for the third week of the month.

The meeting adjourned at 5:41 PM and the next meeting is scheduled for March 16, 2016.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

