



# TOWN OF HUDSON

## Municipal Utility Committee



Robert Russell, Chairman      Ted Luszey, Selectmen Liaison

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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: August 19, 2015

Attendees:

Robert Russell, Chairman  
Bernie Manor, Vice Chairman  
Jeff Rider  
Bill Abbott  
Davis Shaw  
Elvis Dhima, Town Engineer  
Valerie Marquez, Water Utility Clerk  
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

Ted Luszey, Selectman's Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, August 19, 2015 at 5:11 pm, in the Town of Hudson Board of Selectmen meeting room at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

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

The minutes of the June 17, 2015 Municipal Utility Committee meeting were read and approved. A motion was made by Bernie Manor to "accept the meeting minutes for meeting dated June 17, 2015, as written." Jeff Rider seconded. The motion carried with David Shaw abstaining. The meeting of July 15, 2015 was cancelled due to lack of a quorum.

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

A – C. The Cash Flow report for May & June and the Expenditure and Revenue reports for June & July were reviewed. Line 5592-204 Water- large equipment maintenance - *this line first appears to be over expended, but in fact, has more funds available than what was budgeted. To follow up with the Town Accountant- dlss* Legal fees were also high in year end 6/30/15 with 555% used. *The legal fees expended were*

*for the Darrah Pond dispute. The dispute is headed to the Supreme Court in FY2016. The line expense is anticipated to reduce after that.-dlss*

Elvis presented a brief overview of Water Utility items to the Committee:

- A leak was repaired and found to have been losing about 20 gallons per day. A meter was replaced at the pump house.
  - The replacement vs. the repair of the Gordon Street Tank can be had for \$850,000. It would take about two months - May to early June timeframe. The money is in reserves but will have to go to the voters for approval of the expenditure.
  - David inquired about selling the scrap from the old tank to recoup some monies back to the Utility.
  - The Windham Road pump station project is moving forward
  - Elvis is to provide information about what was encumbered from FY 2015 at the next meeting.
- D. The Pennichuck Water Systems Operation Reports for May & June 2015 were reviewed. Pennichuck updated the reports listing the work completed. The work had been done, they were just behind on updating the reports.

### **3. Old Business- Water Utility**

#### A. Draft- Rules & Regulations

Members reviewed the report with the previously proposed revisions and the following comments were made:

- Page 9 needs to address a procedure of approval if an association is to provide water service to condos.
- address the owner responsibility of water bills

Corrections to be made. Elvis will forward the new revision to Pennichuck to review and then it will go out to get a legal opinion. Valerie is to get a copy of an owner's consent form authorizing the water account to be in the tenant's name but acknowledging that the owner is ultimately responsible for the bills.

### **4. New Business – Water Utility**

#### A. Abatement W-UTL-15-02 - Town/Semikron 11 Executive Dr. m/l 210-002

A one-time back flow charge was billed for four additional months in error. Request abatement of \$288.00 (72. x 4).

Jeff Rider made motion "to recommend BOS approval of the abatement request for the reason given"; Bernie Manor seconded. The motion carried.

B. Water Acceptance- Oliver Drive

The Notice of Water Acceptance for the Oliver Drive water line extension was presented to the Committee for review. One section will be a **private** 6" water line to service all units of the Terrace Condominium Association located at m/l 142/7 with one meter and one water bill sent to the Association on a monthly basis. Another section will be a **public** water line connecting into the existing 12" main at Rangers Drive and Barretts Hill Rd.

Bill Abbott made motion "to recommend BOS approval of the water acceptance for the Oliver Drive water extension"; seconded by David Shaw. The motion carried.

**5. Financial Status – Sewer Utility**

- A. The cash flow report for May & June 2015 and the Expenditure and Revenue reports for June & July 2015 were reviewed. The Committee had some questions on a couple of line items being over expended in the month of July. 5562-203 Small equipment repair expended at 22% in the first month. *-this covered needed parts and updates to three flow recorders. Jess had given us a heads up prior. - dlss* Line 5562-313-manhole structures expended at 2,700 % - *correction to be made by the finance department. - dlss* The balance of capacity is shown at 25,893 gpd.

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

**7. New Business – Sewer Utility**

- A. Abatement S-UTL-16-01 Fuller 77 Central St. m/l 182-217 #1764

Applicant requests an abatement of sewer charges on the basis of excess water leaked from an open service valve and broken water pipes. Based on the notation that the house was vacant, the abatement request is for \$2066.71 (1736 x 1.1905).

The Water Utility has noted that the customer called and said that someone had broken into the house and left the water running. The Finance Director is recommending not to abate based on the customer's lack of payment against the water account in arrears.

The Committee discussed this request at great length and would like more information from the owner such as a police report, repair receipts or a picture of the damage. A

decision was made to table the abatement request to the next meeting awaiting this information. Donna is to follow up.

Motion made by Jeff Rider "to table the abatement to the next meeting and request the owner provide copies of a police report, repair bills or pictures of the damage."; seconded by David Shaw. Motion carried.

B. Abatement S-UTL-16-02 Sheppard 25 Forest Rd. m/l 129-106 #1907

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Abatement request \$45.24 (38 x 1.1905).

Jeff Rider made motion "to recommend BOS approval of the abatement request for the reason given"; seconded by David Shaw. Motion carried.

C. Abatement S-UTL-16-03 Strangio 45 Riverside Ave. m/l 190/131 #4319

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Abatement request \$38.10 (32 x 1.1905).

Jeff Rider made motion "to recommend BOS approval of the abatement request for the reason given"; seconded by Bernie Manor. Motion was unanimous.

D. Abatement S-UTL-16-04 Dilworth 15 Sycamore St. m/l 203/075 #1233

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Abatement request \$57.14 (48 x 1.1905).

David Shaw made motion "to recommend BOS approval of the abatement for the reason given"; seconded by Bill Abbott. Motion was unanimous.

E. Abatement S-UTL-16-05 23 Executive Dr., LLC 23 Exec Dr, m/l 215/007 #4836

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter used to record outside water use. Abatement request \$167.86 (141 x 1.1905).

Bernie Manor made motion "to recommend BOS approval of the abatement request for the reason given"; seconded by Jeff Rider. Motion was unanimous.

F. Abatement S-UTL-16-06 Rousseau 5 Kay Court m/l 140/028 # 5461

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Abatement request \$22.62 (19 x 1.1905).

Bernie Manor made motion "to recommend BOS approval of the abatement request for the reason given"; seconded by David Shaw. Motion was unanimous.

**8. Informational**

1. The Committee received a new membership roster to review. Donna will update the contact information.

The meeting was adjourned at 7:10 pm with a motion made by Jeff Rider and seconded by David Shaw. The motion carried.

The next meeting is scheduled for September 16, 2015.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide