



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: June 17, 2015

Attendees:

Robert Russell, Chairman

Bernie Manor, Vice Chairman

Jeff Rider

Bill Abbott

Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

David Shaw

Elvis Dhima, Town Engineer

Valerie Marquez, Water Utility Clerk

Ted Luszey, Selectman's Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, June 17, 2015, 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.

1. Election of Officers

At the last meeting, David Shaw was voted in as Chairman by the Committee. He was not present at the meeting and when notified, expressed regret that he was unable to take on the duty. Bill Abbott nominated Robert Russell as Chairman; seconded by Jeff Rider. The vote in favor was unanimous. Bernie Manor will remain as Vice Chairman and relinquished the chair to Bob to continue on with the meeting.

2. Acceptance of minutes

The minutes of the May 20, 2015 Municipal Utility Committee meeting were read and approved. A motion was made by Jeff Rider to "accept the meeting minutes for meeting dated May 20, 2015 as written." Bill Abbott seconded. The motion carried.

2. Financial Status – Water Utility

- A – C. The Cash Flow report through April 2015 and the Expenditure and Revenue reports through May 2015 were reviewed with minimal discussion. Why is \$36,000 listed as encumbered in the postage line 5591-238? *This was an error and has since been corrected.* -dlss Jeff inquired about anticipated revenue from shut off fees being only 70% collected as of May 1. All agreed that it was most likely because of the great collection efforts made by Val and Barbara resulting in fewer shut offs.
- D. The Pennichuck Water Systems Operation Report for April 2015 was reviewed with minimal discussion.

3. Old Business- Water Utility

- A. Gordon St. tank recommendations.

Town Engineer, Elvis Dhima was not at this meeting, but provided a copy of a memo from Town Administrator, Steve Malizia written to the Board of Selectmen and dated June 4, 2015. This is in regards to funding Water Utility capital projects. He advised the Board that a surplus is expected in the Water Utility fund balance on July 1, 2015 which can be appropriated, through the budget process, to help fund some of the capital improvements needed, such as the Gordon St. Water Tank rehab and Windham Road Booster Station. These monies could also be used to set up a new Water Utility reserve fund for planned replacement of large capital equipment.

4. New Business – Water Utility

- A. Abatement W-UTL-15-01 - Hudson School Dist. - 1 Memorial Dr. m/l 183-087

The school uses an irrigation meter seasonally and has the meter removed in the fall and then reinstalled in the spring. The meter was taken out in November 2014 but the school continued to receive the monthly meter charge. Abatement request is for 5 months of charges (5 x \$105.59) \$527.95.

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

- B. Water Acceptance- Oakridge Development- phase 4

A memo from Elvis was attached to the Notice of Water Acceptance for the Oakridge Development-phase 4. Engineering and the Highway Department recommend approval of this section of public water line.

Jeff Rider made motion "to recommend BOS approval of the water acceptance for the Oakridge Development-Phase 4"; seconded by Bill Abbott. The motion carried.

5. Financial Status – Sewer Utility

- A. The cash flow report from April 2015 and the Expenditure and Revenue reports from May 2015 were reviewed with minimal discussion. The balance of capacity is shown at 27,093 gpd. This is to be corrected to 25,893 gpd. A mathematical error on the log was caught by the Finance Director, Kathy Carpentier.

6. Old Business – Sewer Utility - None

7. New Business – Sewer Utility

- A. Abatement S-UTL-15-15 m/l 147-022-029 - Shelton
Applicant requests an abatement of sewer charges on the basis of excess water used from a leaky outside faucet. Based on average use, the abatement request is for the excess \$129.76 (109 x 1.1905).

Motion made by Bernie Manor "to recommend approval based on the reason given"; seconded by Jeff Rider. Motion carried.

- B. Sewer Acceptance- Oakridge Development- Phase 4

The Engineering and Highway Departments recommend approval of this section of private sewer line.

Bernie Manor made motion "to recommend BOS approval of the sewer acceptance for the Oakridge Development - Phase 4"; seconded by Jeff Rider. The motion carried.

This brought up discussion between the members as to why we have private sewer lines? As Jeff noted, it doesn't seem like we can maintain or have authority over maintenance of these lines. Why wouldn't we have them all as public? It seems to have something to do with the lines being on private property but the Committee still has questions.

8. Informational

1. Memo was received from the Finance Director, Kathy Carpentier requesting FY encumbrances. Donna submitted a request to encumber \$120,000 from line 02-4326-5562-239 Sewer Oper/Maint, Sewage Treatment for the Nashua wastewater treatment bill expected in July for flows of April, May & June. Later discovered that Engineering is requesting \$11,853 for the inflow/infiltration study from line 02-4326-5564-625- sewer construction.
2. The Committee received a copy of the BOS approved request to change the even/odd outdoor water use ban from May 1 to Sept 30 of each year.
3. Jeff Rider e-mailed a copy of the proposed change in the Water Utility policy to the Finance Director and Valerie. This addresses the change of responsibility for the water bill from the tenant to the owner. He will provide a copy to the Committee for review.
4. Elvis was not present at tonight's meeting because he and his wife welcomed their newborn son Michael into the world today. Congratulations to the Dhima family!

The meeting adjourned at 5:52pm with a motion made by Jeff Rider and seconded by Bill Abbott. The motion carried.

The next meeting is scheduled for July 15, 2015.

Donna Staffier-Sommers
Sewer Utility Administrative Aide