



TOWN OF HUDSON

Municipal Utility Committee

Jeff Rider, Chairman

Nancy Brucker, Selectmen Liaison



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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: June 18, 2014

Attendees:

Jeff Rider, Chairman

Bill Abbott, Vice Chairman

Robert Russell

Bernie Manor

Laurie Stevens, Town Engineer

Valerie Marquez, Water Utility Clerk

Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

David Shaw – not yet reappointed

Nancy Brucker- Selectman's Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, June 18, 2014 at 5:00 pm, in the Buxton meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers. The meeting previously scheduled for May 21, 2014 was cancelled due to a lack of a quorum.

The first order of business was the election of officers. Bill Abbott nominated Jeff Rider as Chairman and the Committee agreed by unanimous vote. Bernie Manor nominated Bill Abbott as Vice-Chairman and the Committee agreed by unanimous vote.

1. Acceptance of Minutes

The minutes of the April 16, 2014 Municipal Utility Committee meeting were read and approved. A motion was made by Bernie Manor to "accept the meeting minutes for meeting dated April 16, 2014." Bob Russell seconded. The motion carried with Bill Abbott abstaining.

2. Financial Status – Water Utility

- A. The Cash Flow reports through April 2014, along with the Expenditure and Revenue reports through May 2014 were reviewed.

Bill Abbott questioned why the monthly income shown on the cash flow and revenue reports for the month of April is not the same amount. Laurie Stevens, Val and Donna will get together with Lisa Labrie, the Town Accountant, to learn more about the financial reports and also find out how the new online payments are being incorporated into the cash flow report.

The Committee questioned the over expenditure of line *5592-208 oper & maint – telephone* and line *5592-210 oper & maint natural gas* at the last meeting. Valerie explained that these items in the 5592 accounts were under budgeted and the same items (*telephone & natural gas*) in the 5593 – supply account were over budgeted.

Bill Abbott provided a 12 month cumulative balance of profit and loss of both the Water Utility and Sewer Utility.

- B. Pennichuck's Water Operation reports for March & April 2014 were reviewed with minor comments.

Laurie met yesterday with Pennichuck officials. They discussed meter test results and the fact that our well meters are getting old. Replacement parts are going to be more difficult to get. The Weinstein and Dame wells use meters installed back in 1998 and the Ducharme well has one that was installed in 2004. New meters should last about 10 years.

Laurie presented handed outs with detailed cost estimates for material and labor to replace each well meter. The total expense is just over \$10,000 for all three meters. This amount includes a reduction of 15% covering Pennichuck's contribution towards the costs.

Bob Russell inquired whether it would be more efficient, and an overall cost savings to the Town, if we installed remote meters that could transmit data to a source rather than have someone physically go out and read the meters at each well. Laurie replied that it was a great idea but unfortunately would cost around \$100,000 for that type of system. All agreed that it was good practice for someone to go out to the wells periodically and visually inspect them.

Bill Abbott made motion and Bob Russell seconded "to recommend the Board of Selectmen approve the replacement of the source meters at the Weinstein,

Ducharme and Dame wells, as shown on the handout, and encumber \$12,000 from line 5592-204 large equipment maintenance, to cover the cost.” The motion carried. The Committee agreed that since there is sufficient money left in this line item, they would forgo requesting a replacement of funds from the Trust Fund.

The Committee discussed planning a field trip to visit the Town wells, somewhat like the visit to the sewer pump stations, so members and staff can become familiar with these Town assets. Laurie will speak with Gary Webster to see if he is available to give this tour and share his considerable knowledge of the wells.

3. Old Business- Water Utility

- A. The approval of the Municipal Utility Committee By-Laws was deferred to the next meeting. Although we have confirmation that the authorities who update the Hudson Town Code book received the information, the changes haven't yet been incorporated into official Hudson Town Code.

4. New Business – Water Utility

- A. Nellie Court water and sewer acceptances were presented to the Committee for review. Bernie made motion and Bob seconded to “recommend the Board of Selectmen approve the water and sewer acceptances for Nellie Court Map 165 lots 056-001 through 059-006.” The motion carried.

A question was raised regarding the cost value of the water line for Nellie Court and other developments in Town. This information would be beneficial to the Town in identifying the worth of Town assets as they grow. Do we require cost reporting in our regulations? Laurie is to follow up.

Both the water and sewer acceptance forms need to be updated with a signature line for the Chairman of the Municipal Utility Committee in place of the signature line for the Chair of the former Water and Sewer Utility Committees. Donna is to follow up.

5. Informational - Water Utility

Bernie copied the Committee on a memo from the Town Administrator to the Board of Selectmen and includes the agreement between Pennichuck and the Town of Hudson for the Derry Road Water System Extension.

This is coupled with a memo from the Town Administrator to the Committee informing them of the approved fee schedule for those hooking up to the Derry Road Water System Extension.

6. Financial Status – Sewer Utility

- A. The cash flow reports through April 2014, along with the Expenditure and Revenue Reports through May 2014 were reviewed.

The same situation, as with the Water Utility, is occurring in that the Income and Revenue monthly figures seem to be off.

- B. Balance of capacity is at 32,895 gpd.
- C. A Trustee report was provided with balances of the Trust Fund accounts as of February 2014.
- D. After many years of diligent effort by Gary Webster with Doreena Stickney of the Engineering Department, our grant request to the State of NH, relative to the Ottarnic Pond, project was approved. We recently received the first of five annual installments of \$19,417 with a total of \$97,085 approved grant money. This is based on 20% of \$485,000 allowable expenses. Laurie passed out a copy of the grant schedule to Committee members. Laurie will follow up with the Finance Director on how this money is to be distributed.

7. Old Business – Sewer Utility - None

8. New Business – Sewer Utility -None

9. Other

- A. Laurie informed the Committee that because water is sometimes needed at construction sites, the Town purchased a back flow meter to be used at such sites as necessary. This is to protect our water system.
- B. The Committee received a memo from the Finance Director inquiring about FY 2014 encumbrances. Jess has nothing to be encumbered from his side of the 5562 operation and maintenance or 5564 capital project accounts and the Sewer Utility has a couple of written P.O.'s to be encumbered. One is for billing supplies and the other is the balance of the wastewater treatment expense for the Months of April – June normally billed to us in July.

- C. The Committee received notification that Nancy Brucker will continue to be our Selectman Liaison.

10. Closing Remarks

- Jeff mentioned to the Committee that he will be unable to attend the July meeting.
- Valerie informed the Committee about the status of the upcoming the water shut offs. At this time, there are 17 homes remaining on the list. Valerie is anticipating that this number will be reduced tomorrow because some of these customers are expected to come in early morning to pay.

The meeting was adjourned at 6:35pm. The next meeting is scheduled for July 16, 2014.

Donna Staffier-Sommers
Sewer Utility Administrative Aide