



# TOWN OF HUDSON

## Municipal Utility Committee



Bernie Manor, Chairman      Nancy Brucker, Selectmen Liaison

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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: March 19, 2014

Attendees:

Bernie Manor, Chairman  
Jeff Rider, Vice-Chairman  
Leo Bernard  
Bill Abbott  
David Shaw  
Robert Russell  
Valerie Marquez, Water Utility Clerk  
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

Nancy Brucker- Selectman's Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, March 19, 2014 at 5:00 pm, in the main meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

#### 1. Acceptance of Minutes

The minutes of the February 19, 2014 Municipal Utility Committee meeting were read and approved. A motion was made by Bill Abbott to "accept the meeting minutes for meeting dated February 19, 2014." David Shaw seconded. The motion carried.

#### 2. Financial Status – Water Utility

- A. The Cash Flow report through January 31, 2014 was reviewed with no comments.
- B. The Expenditure report through February 28, 2014 was reviewed. The Police Detail line 4332-5592-120 was questioned again. This line is over expended by \$18,583.00 and is not funded in the budget. As noted in the January minutes, the expense relates to the water line installation on West Rd. The Committee also questioned both the telephone and natural gas line items 5592-208 & 210. Both are over expended by 200%. Also questioned was 5592-265 Oper & Maint –

outside hire. This line is overexpended by 250%. Valerie will follow up. *Valerie has confirmed that the 5592 accounts are for the operation and maintenance (booster stations) and charges intended for the 5593 supply accounts (wells) were applied against the wrong accounts. They have been reclassified to the appropriate accounts. It has also been confirmed that the operation and maint.- 5592-265 -outside hire has been expended to Gate City Fence for plowing out hydrants. -dlss*

- C. The Revenue report through February 28, 2014 was reviewed with no comments.
- D. Pennichuck's Water Operation report for January 2014 was reviewed. Page 10 – Inspections was questioned. What are M/S & S/E inspections? Valerie will follow up. *Valerie spoke to Gary about this. The M/S inspection is done by Gary where he inspects the water service from the Main to the Service( curb box) and Pennichuck performs the S/E inspection from the Service (stop box) to the End (water meter) -dlss*

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

- A. The review of the updated Water Utility Policies draft is being deferred until the April meeting or until the new policy is written regarding billing water utility to property owners only.
- B. The Municipal Utility Committee By-Laws were deferred to the next meeting.

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

- A. W-UTL-14-02 – Town/ Nap Realty Trust - 290 Derry Rd. m/l 109/006/000

This property was found to have been billed for an 8" fire service and it was confirmed by the Town Engineer to have a 4" service. This abatement was previously approved. The meter size was corrected but a 4" service meter was incorrectly billed instead of a 4" fire service. The abatement now requested is for the cost difference of \$274.33.

David Shaw made motion, seconded by Bill Abbott "to recommend approval for the reason given." The motion carried.

- Jeff arrived at the meeting at 5:45pm.

- B. Review of default budget – Water Utility

At the Town elections held on March 11, 2014, the Town, Water & Sewer FY 2015 budgets were voted down, so now default budgets must be followed. Default budgets are typically modified versions of the previous year's budget with adjustments made for prior voter approved items and payroll changes. The Water Utility default budget is just about \$71,000 short so the Committee was asked for their recommendations as to how the Town should redistribute the reduced funds available to balance out the short fall. The Committee spent some time reviewing the numbers of the approved default budget to see what line items can be reduced. Robert Russell made motion and David Shaw seconded "to recommend transfers as suggested on the given worksheet." *This worksheet will be going back to the Committee for another review. The Finance Director would like the proposed transfer column to result in a zero balance with both positive and negative recommended transfer amounts shown. - dlss.*

C. CIP – Water Utility

The capital improvement project list is not complete. Bernie will be working with Gary Webster and Jeff Rider to put this together.

**5. Financial Status – Sewer Utility**

- A. The cash flow report through January 2014 was reviewed with no comments.
- B. Expenditure report through February 2014 was reviewed. There were a few items noted. Line 5562-203 small equipment repair is currently over expended by 197% and line 5562-410 sewer repair/maint. is over expended by 322%. Donna will follow up. *Line 5562-203 small equipment has an open P.O. to cover the spiral staircase to be installed in the Industrial Drive wet well. Line 5562-410 sewer repair maint. is over expended because of the \$20,697.00 muffin monster and the \$5200 repaving of the Flume station after underground utilities were installed to prevent future power surges caused by the building's close proximity to the high voltage power lines.-dlss*
- C. The Revenue report through February 2014 was reviewed with no comments.
- D. Balance of capacity remains the unchanged at 33,105 gpd.
- E. Bill provided copies of his water and sewer cumulative balance charts.

**6. Old Business – Sewer Utility**

- A. None

**7. New Business – Sewer Utility**

A. Review of the default budget – Sewer Utility

As with water, the Sewer Utility will be following a default budget in FY 2014 and the Committee was asked for recommendations as to how best balance out the shortfall of approximately \$16,000. The Committee opted to reduce line 5564-624 Sewer construction NWWTP by \$16,309 with a motion to recommend by Bob Russell and seconded by Leo Bernard. *The Finance Director has requested that the proposed transfer column results in a zero balance, so the Committee will have to re review at the next meeting and indicate both the positive and negative transfers on the appropriate lines.-dlss*

**8. Other**

A. None.

**9. Closing Remarks**

- Val mentioned that the first water shut offs of the year will start next week.
- Donna reported on the status of Invoice Cloud and stated that it is scheduled for public access the first of April. Also, congratulations to Bernie Manor for being chosen Hudson’s Citizen of the Year!
- Robert has concerns about the public not being informed enough about the water and sewer budgets (as indicated by the budgets being defeated) and asked how we can get more information out to the voters.
- Leo extended his congratulations to Bernie. This was echoed by the others.

Motion was made by Leo Bernard and seconded by Robert Russell to adjourn the meeting and the meeting was adjourned at 6:30pm. The next meeting is scheduled for April 16, 2014.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

