



# 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: February 19, 2014

Attendees:

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

Absent:

Robert Russell- excused  
Nancy Brucker- Selectman's Liaison  
Valerie Marquez, Water Utility Clerk

Invited guests:

Steve Malizia, Town Administrator  
Kathy Carpentier, Finance Director

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, February 19, 2014 at 5:05 pm, in the main meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers. As a courtesy to accommodate our invited guests, the agenda was taken out of order and began with Agenda Item 6A.

#### **6. Old Business – Water**

A. Water Utilities updated policies discussion.

The Town Administrator, Steve Malizia and Finance Director, Kathy Carpentier were invited to weigh in with their thoughts and expertise on the discussion to bill water utility to owners only and changing the current process of billing owners or tenants.

Valerie researched the policies of area towns that bill water utility. The Committee favors a policy of billing the owner only, but would allow the owner to sign a form requesting that the bills be put into his tenants name while still remaining ultimately responsible. If a balance continued to be unpaid on the account, a lien could be placed against the property by the Tax Collector.

Kathy and Steve are both on board with the above and Kathy stated that with the present billing method, it can be difficult to collect monies from those tenants that move on and don't take responsibility for their water bill.

After some discussion, it was agreed that the Finance Director and the Water Utility Clerks will work together to draft a new policy. When complete, it will get a legal opinion, move on to the Municipal Committee for recommendation and then on to the Board of Selectmen for approval.

There were some ideas mentioned of how to notify owners of the new policy. Using bill inserts, cable television and in person with the customers were a few of the suggestions.

Kathy informed the Committee about the progress being made integrating the Invoice Cloud service with Munismart. We are currently "live" in-house and plan to offer it to the Town residents in March. This online service will provide the opportunity for customers to view Town accounts such as Tax, Water, Sewer and Motor Vehicle Registrations, and for a fee, the ability to pay them online.

Steve briefly brought the Committee up to speed on a current lawsuit involving a Litchfield resident and the Water Utility.

Kathy and Steve left the meeting at 5:45pm with the Committee's thanks.

## **1. Acceptance of Minutes**

The minutes of the January 15, 2015 Municipal Utility Committee meeting were read and approved. A motion was made by Jeff Rider to "accept the meeting minutes for meeting dated January 15, 2015." Bill Abbott seconded. The motion carried.

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

- A. The Cash Flow report through December 31, 2013 was reviewed with no comments.
- B. The Expenditure report through January 31, 2014 was reviewed. Jeff questioned line 4332-5592-120 – Police Detail. This is over expended by \$18,583.00 and was not funded in the budget. *Valerie has checked and found that this relates to the water line installation at Route 102 and West Road. - dlss*

- C. The Revenue report through January 31, 2015 was reviewed with no comments.
- D. Pennichuck's Water Operation report for December 2013 was reviewed with no comments. There was a request for Valerie to bring a couple of copies of the insurance information offered by Pennichuck Water Works covering the water pipes that are normally the responsibility of the property owner.

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

- A. The review of the Water Utility Draft Policy was held earlier in the meeting and we will await the outcome of the new billing policy by the Finance Director and the Water Utility Clerks.
- B. The Municipal Utility Committee By-Laws were deferred to the next meeting.

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

- A. W-UTL-14-01 – Town/ Santorelli - 290 Derry Rd. m/l 109/006/000

This property was found to have been billed for an 8" fire service and it has been confirmed by the Town Engineer to have a 4" service. The policy for back billing or refunds is a one year time frame. The Water Utility requests an abatement of \$1719.96 ( $\$191.10 - 47.77 = 143.33 \times 12\text{months}$ ).

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

### **5. Financial Status – Sewer Utility**

- A. The cash flow report through December, 2013 was reviewed with no comments.
- B. Expenditure report through January 2014 was reviewed with no comments.
- C. The Revenue report through January 2014 was reviewed with no comments.
- D. Balance of capacity changed to 33,105 gpd with the recent approval of flow for updated permits.
- 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. Bernie plans to gather information for the CIP (Capital Improvement Program) and set up a meeting with interested Municipal Committee members to review. Question was asked “Does the CIP separate the Town, Water and Sewer projects?” When combined in the past, the water and sewer projects sometimes get placed with a lower priority than the Town projects.

**8. Other**

A. None.

**9. Closing Remarks**

- None

The meeting was adjourned at 6:25pm. The next meeting is scheduled for March 19, 2014.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide