



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: January 15, 2014

Attendees:

Bernie Manor, Chairman
Jeff Rider, Vice-Chairman
Leo Bernard
Bill Abbott
David Shaw
Robert Russell
Patrick Colburn, Town Engineer
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

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

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, January 15, 2014 at 5:06 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 December 18, 2013 Municipal Utility Committee meeting were read and approved. A motion was made by Bob Russell to "accept the meeting minutes for meeting dated December 18, 2013." Bill Abbott seconded. The motion carried.

2. Financial Status – Water Utility

- A. The Cash Flow report through November 30, 2013 was reviewed with no comments.
- B. The Expenditure report through December 31, 2013 was reviewed.
 - Pat talked about operation and maintenance line 5592-202 small equip. maintenance. The \$45,000 budgeted is to cover the cost of water meters

only and not to include labor. We purchased a bunch of meters for \$24,608.95 in July 2013 and payment was intended to come out of encumbered funds from fiscal year 2013.

- Operation and maintenance line 5592-208 – telephone and line 5592-210 gas are both shown as over expended. Expenses were incorrectly applied to these lines that should have been drawn from water supply line 5593-208 – telephone and 5593-210-gas. Patrick & Finance Director, Kathy Carpentier plan to meet to clear this up.
 - Operation and maintenance line 5592-265 – outside hire is over spent. Pat will review with Road Agent, Kevin Burns.
 - Operation and maintenance line 5592-403 – small equipment is over expended. Pat and Kathy Carpentier will go over the invoices to see what the charges are for. Funds were allotted to pay for the installation of water meters and then these monies will be recouped from the customers.
- C. The Revenue report was reviewed with no comment.
- D. Pennichuck's Water Operation report for November 2013 was reviewed and Pat mentioned that his meeting with them today was cancelled and rescheduled to next week.

The number of meters inspected was higher than what was requested in the contract. Meters have been discovered that were not in Pennichuck's data base and they have been catching up on inspections from last year.

3. Old Business- Water Utility

- A. The review of the Water Utility Draft Policy is being deferred to the February meeting to get more information for the tenant/landlord situation.
- B. The Municipal Utility Committee By-Laws was reviewed. Donna to follow up on:
- When do we elect Officers? *The BOS changed the term expiration for Committees to April 30 and election of officers to be in May. The Town Code is to be updated by the Administrator's office with these dates. -dlss*
 - The ordinance says that we have 5 Committee members and an alternate instead of 7 members and an alternate. *The Administrator's office has put in a request to update this in the Town Code -dlss.*

- Donna questioned the notation “the minutes are to be made available within 144 hours of the meeting” since they are not posted until approved by the Committee at their next meeting. *The draft copy of the minutes has to be made available within 144 hours, if requested. -dlss*
- Bill Abbott suggested that the voting process should be – “Committee will utilize a voice vote but any member can request a roll call vote if the vote is in doubt or contested”.

4. New Business – Water Utility

- A. None

5. Financial Status – Sewer Utility

- A. The cash flow report through November, 2013 was reviewed and reflects the large interfund payment made to the Town.
- B. Expenditure report through December 2013 – Pat to correct both water (5591-2690) and sewer (5561-269) expenditures that were intended to come out of the Engineering budget.

Line 5562-410 muffin monster expense – a request for reimbursement from the Sewer Pump Reserve fund will be made to the Trustees.
- C. The Revenue report through December 2013 was reviewed with no comments.
- D. Balance of capacity changed to 37,725 gpd

6. Old Business – Sewer Utility

- A. None

7. New Business – Sewer Utility

- A. S-UTL-14-07 – Palmer- 17 Blackstone St. M/L 175-133-000 Acct # 1374
Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request abatement of \$89.29 (75 x 1.1905 = \$89.29).

Motion made by Jeff Rider, seconded by Bob Russell “to recommend approval for the reason given”. Motion carried with Leo Bernard abstaining.

- B. S-UTL-14-08 – Radhakrishnan -28 Shoreline Dr. M/L 147-002-014 Act # 6701
Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request abatement of \$30.95 (26 x 1.1905 = \$30.95).

Motion was made by Bill Abbott, seconded by Bob Russell “to recommend approval for the reason given”. Motion carried.

8. Other

- A. The Municipal Utility Committee’s Town report as presented by Chairman Bernie Manor, was copied to the Committee.

9. Closing Remarks

- Pat- His last day with the Town will be on 1/31/14. He enjoyed working with the Committee.
- Leo – Sorry to hear that Pat was leaving and wished him good luck. Hope everyone had happy holidays and looks forward to a good year.
- Donna -The Committee will miss Pat and all he brought to our meetings. He had a way of bringing us all up to speed on the progress of water projects with clear explanations that even I could, most times, understand.

The meeting was adjourned at 6:05pm. The next meeting is scheduled for February 19, 2014.

Donna Staffier-Sommers
Sewer Utility Administrative Aide

