



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: December 18, 2013

Attendees:

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

Absent:

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

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, December 18, 2013 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 November 20, 2013 Municipal Utility Committee meeting were read and Leo commented that David Shaw's name was missing from the roster as an attendee. A motion was made by Leo Bernard to "accept the meeting minutes for meeting dated November 20, 2013 as corrected." Jeff Rider seconded. The motion carried.

2. Financial Status – Water Utility

- A. The Cash Flow report through October 31, 2013 along with the Expenditure and Revenue Reports through November 30, 2013 were reviewed and discussed. Line # 5592-204 – *large equipment maintenance* is a highly expended line. There were many repairs and 6-7 water main breaks on OT. The water lines are aging and Pennichuck has been mapping water breaks. Jeff mentioned that he once made a visual system using a map with pins identifying breaks and issues.

5592-252 – *professional services* and 5592-265 – *outside hire* both had large P.O.'s written and encumbered. Leo mentioned that the Fire Department web page listed an “adopt a hydrant” program. Residents sign up and register to take care of clearing out the snow around hydrants. Patrick mentioned that the Town hires a firm to take care of this and pays an annual fee regardless of how many they do.

- B. The Pennichuck Water Works operation report for October 2013 was reviewed. The report list zero hydrants as being inspected. Pat says that all are completed as of 12/18/13. Sizing includes all services required when determining meters.

3. Old Business- Water Utility

- A. The review of both the Water Utility Draft Policies and the Municipal Utility Committee By-Laws was deferred to the January meeting.

4. New Business – Water Utility

- A. Pat discussed water issues:
- The Weinstein well replacement is moving forward.
 - The Woodland Heights booster station is all set with the exception of the SCADA system.
 - The Rt. 102 water main extension is complete to Londonderry and the meters are installed.
 - Engineering will have Ryan, an intern, for three weeks. He will be creating a hydrant data base. We have had an issue with identifying public vs. private hydrants. This has caused problems with maintenance being done on a regular basis. Ryan will be putting together a master list.
 - The water pressure problem at the senior center has been corrected.
 - There was some vandalism done at the south end water tank. There is a lack of security. One consideration is to set up a security system. Jeff suggested installing a motion sensor that would trigger a surveillance system with an alarm sent directly to the HPD.
 - Unaccounted water use is falling. It seems that repairing the recent water main breaks has helped improve these numbers.
 - Pat recently met with a DES official who is pleased with the timeline set for repairs to the Gordon Street tank. A written plan of action to rectify the deficiency is scheduled with funds to be appropriated in FY 2016.
 - Water rate increase – DES official advised us to follow through with the maintenance – asset management program and to apply for grants. He is willing to go in front of the BOS to discuss a rate increase and its necessity.

We need to put together a list of capital improvements and work on our back flow prevention program.

Jeff Rider left the meeting to attend another meeting at 6:08pm.

Leo mentioned that he hasn't received the insurance information mailing from Pennichuck that covers repairs from the curb stop to the house for \$75.00 a year. Bill has received this info.

5. Financial Status – Sewer Utility

- A. The cash flow report through October 31, 2013 and the expenditure and revenue reports through November 30, 2013 were reviewed. Line 5562-410- sewer repair maintenance is over expended because of the Industrial Drive pump station repair. Donna will initiate a request to the Trustees to recover monies from that expense. *The P.O. has been written but we have not been invoiced yet as of 1/3/14. - dlss*

6. Old Business – Sewer Utility

- A. Balance of capacity – 37,965 gpd.

7. New Business – Sewer Utility

- A. Abatements scheduled for review this meeting will be deferred to the January meeting for action because of the lack of a quorum with Jeff's departure.
- B. The clearing interfund check was made for \$486,824.20 and it's affect on the checkbook will be apparent in the November cash flow reports.

8. Other

- A. The Town Report is due to the BOS on January 10, 2014.

9. Closing Remarks

- Bill wishes a happy holiday to all!
- Leo wishes everyone happy holidays and Dave Shaw a very happy birthday tomorrow and also a wonderful and safe holiday.

The meeting was adjourned at 6:25pm. The next meeting is scheduled for January 15, 2014.

Donna Staffier-Sommers
Sewer Utility Administrative Aide