



# 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: November 20, 2013

Attendees:

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

Absent:

Patrick Colburn, Town Engineer

Guest:

Kathryn Carpentier, Finance Director

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, November 20, 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.

The Committee welcomed Finance Director Kathy Carpentier to the meeting. She realized the Committee had questions about the new process implemented for handling expenditures along with the way the financial reports are affected by it, so she offered to answer any questions the Committee had.

Kathy proceeded to explain why the "interfund" process will be used more frequently than it was in the past. The Town will write one check from the general fund to each vendor grouping the General Fund-Water-Sewer's share of the bill. Later, an "interfund" check will be written from the checking account of each Utility to "pay back" the General Fund for covering the

Utilities share of these expenses. This results in fewer checks written and cuts down on costs charged by the bank to process our checks.

Large purchase orders are written for the estimated annual expense when possible. This reduces the number of manifests and the volume of P.O.'s to be signed and approved throughout the year.

The above two processes change the look of the cash flow and expenditure reports and it was suggested that Bill could use the MTD exp column on the expenditure report to get the information he needs to prepare his chart.

Kathy offered to come to our meetings and review the financials. She could look over the numbers and recommend how we could better improve our revenue and expenditure balances.

Kathy was asked for her opinion of changing the Water Utility policy to billing owner only. Is it worth it to change? Kathy replied "possibly", and feels there is a specific reason why it is not under owner's name only. Val mentioned that the Town of Merrimack uses owner name only. The Town of Salem bills the tenant, but the owner must sign a form as being ultimately responsible to pay the bill or a lien would be attached to the property.

Kathy brought up something else we must consider. Liens and warrants are overseen by the Tax Collector. The Tax Collector, Patti Barry, would have to be asked if she would be willing to be responsible for Water Utility liens since she is an elected official. Bernie thinks that Steve Malizia, Town Administrator, should have some input into this discussion too.

Kathy recalled that the Town has a legal opinion on file and she will get a copy. She will also speak with Patti and check into Salem's method of billing. She plans to attend our January 15, 2014 meeting and report on these action items. She left the meeting at 5:30pm.

## **1. Acceptance of Minutes**

The minutes of the October 16, 2013 Municipal Utility Committee meeting were read and approved. A motion was made by Leo Bernard to "accept the meeting minutes for meeting dated October 16, 2013." Bill Abbott seconded. The motion carried with Dave Shaw abstaining.

Jeff Rider arrived at 5:35pm

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

- A. The Cash Flow report through September 30, 2013 along with the Expenditure and Revenue Reports through October 31, 2013 were previously discussed above by the Committee with the Finance Director, so they were now briefly reviewed. Donna explained the Interfund Admin fees as budgeted for both Utilities and

shown in the expenditure reports. This budget line item covers the services of the Tax Collector, Finance Department, Engineering Department, Legal Counsel and Town Insurance. The Utilities are separate entities of the Town and receive and pay for these necessary services to operate.

- B. The Pennichuck Water Works operation report for September 2013 was reviewed with no comment.

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

- A. The Water Utility Draft Policies and By-Laws review was deferred to the next meeting.

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

- A. Bernie remarked that the Kimball Hill Rd. hydrant issue will wait until the end of the fiscal year to be addressed. Meters may be the issue. New meters were installed and may have been defective. Pump stations will need to have pumps replaced in the future. One has been done already.

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

- A. The cash flow report through September 30, 2013 and the expenditure and revenue reports through October 31, 2013 were discussed by the Committee with the Finance Director earlier in the meeting, so they were now briefly reviewed.

### **6. Old Business – Sewer Utility**

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

### **7. New Business – Sewer Utility**

- A. S-UTL-14-04 Town/Hanley 41 Central St. M/L 182-028 sewer acct#1665  
The Town, on behalf of the owner, requests abatement of lien fees in the amount of \$55.34 on the basis of the Town not having the correct owner information at time of billing and subsequent lien.

Motion by Bob Russell and seconded by David Shaw, “to recommend approval by the Board of Selectmen for the reason given.” The motion carried.

- B. S-UTL-14-05 Dubowik 10 Patricia Dr. M/L 129-077 sewer acct #1875  
Late notification of a pool fill. Request abatement in the amount of \$25.00.

Motion by David Shaw and seconded by Jeff Rider, "to recommend approval by the Board of Selectmen for the reason given." The motion carried.

- C. S-UTL-14-06 Davis 12 Scenic Lane M/L 147-001-015 sewer acct #6466  
Late filing of an auxiliary meter card used for outside watering. Abatement requested in the amount of \$138.10.

Motion by Bob Russell and seconded by Leo Bernard "to recommend approval by the Board of Selectmen for the reason given." The motion carried.

#### **8. Other**

- A. Jess plans to replace the muffin monster at the Industrial Drive pump station.
- B. The Board of Selectmen approved the replacement of the Weinstein well.
- C. The Board of Selectmen waived the sewer fees for the Hudson Senior Center/HCTV Access center.

#### **9. Closing Remarks**

- Leo- "Learning a lot and wished everyone a Happy Thanksgiving."
- Nancy- "Learning a lot and finds the meetings interesting." "Happy Thanksgiving!"
- Val- "Last shut off for the year is tomorrow. There are 12 scheduled but 5 are expected to pay tonight."
- Jeff- "Pennichuck Water Works is looking for Board of Director members."

Leo made motion to adjourn, seconded by David. The meeting was adjourned at 6:20pm. The next meeting is scheduled for December 18, 2013.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide