



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: June 19, 2013

Attendees:

Bernie Manor, Chairman
Jeff Rider, Vice Chairman
Leo Bernard
Bill Abbott
David Shaw
Robert Russell
Nancy Brucker – Selectman’s Liaison
Patrick Colburn, Town Engineer
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

Valerie Marquez, Water Utility Clerk

Jeff Rider arrived at 5:25pm.

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, June 19, 2013, at 5:01 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 May 15, 2013 Municipal Utility Committee meeting were read and approved. A motion was made by Bill Abbott to “accept the meeting minutes for meeting dated May 15, 2013 as presented.” Robert Russell seconded. The motion carried with David Shaw abstaining.

2. Financial Status – Water Utility

- A. The Treasurers' report through April 30, 2013 was reviewed by the Committee.
- B. The Expenditure report through May 31, 2013 was reviewed by the Committee. They discussed the software line items and Patrick explained the cost share of the

Auto Cad system. The Committee questioned the over expenditure in line item 5591-303 office supplies. It was explained that the bulk of this line item includes assorted paper and envelopes needed to process 12 monthly billings in addition to monthly late notices and seasonal shut off notices. Line item 5592-265 - outside hire was questioned as to who was hired. *Gate City Fence- plowing and shoveling out hydrants. -dlss*

- C. The Revenue report dated May 31, 2013 was reviewed by the Committee. The Committee inquired about line 3509-4793 – other income-water. *This is revenue received from bad checks and a cost share of well repairs paid by Pennichuck. -dlss*

Agenda item 10C – sewer allocation request 63 Derry St. M/L 165/159 was taken out of order.

Jeffrey Burd of RJB Engineering arrived to address the Committee and answer questions about the request for flow allocation for a new seven lot subdivision consisting of six new single family residential building lots and one with an existing, potentially enlarged, two bedroom home already connected to sewer. The requested flow is 3600 gpd. Patrick stated the request is in compliance with our regulations and he recommends approval.

Robert Russell made motion “to recommend the Board of Selectmen approve the request to allocate 3600 gpd. of sewer flow for the proposed 7 lot subdivision of property at 63 Derry Street.” David Shaw seconded. The motion passed unanimously.

- D. The Pennichuck Water Works operation report for April 2013 was reviewed. David Shaw questioned the description of the first item shown on page 12 – exceptionres06task. Patrick will request clarification from Pennichuck.
- E. Water Utility check register for the month of May was reviewed. Nancy Brucker inquired about the payment to Fairpoint and asked if it was for the SCADA system. Patrick replied in the affirmative.

3. Old Business- Water Utility

- A. The Water Utility updated policy was reviewed. Jeff prepared a draft of the proposed changes to the rules and regulations for the Committee’s input. One of the policy changes discussed was to begin billing the owners of the properties and not the tenant. Currently, the water accounts can be set up under the tenant or the owner’s name. It can be difficult to collect monies owed on accounts when tenants move. The proposed change would make the owner responsible for payment. The Committee then discussed the implementation of this change. One idea is to grandfather existing billed parties and then set up new customers in owner name only when the currently billed tenant moves. Another is to change all of our tenant’s accounts to reflect owner name only, after notifying the

owner of the new policy. We may have to hold a public hearing concerning this policy change.

The Committee decided to take more time to look over the information and bring some ideas back to the next meeting.

4. New Business – Water Utility

A. Abatement W-UTL-13-06 Town/Otarnic Pond Co-Operative 122 Ferry Street

A backflow test charge continued to be billed monthly since March 2010 after the original charge was billed and paid. Abatement requested for \$1224.00.

Bill Abbott made motion, seconded by Robert Russell “to recommend the Board of Selectmen approve abatement request W-UTL-13-06 in the amount of \$1224.00 for the reason given.” Motion passed unanimously.

B. Abatement W-UTL-13-04 Town/Spillane 13A Intervale Court

Customer filed for bankruptcy relief, granted by the Court and closed on 7/24/11. Request abatement of open water bills prior to bankruptcy filing in the amount of \$106.58.

David Shaw made motion, seconded by Robert Russell “to recommend the Board of Selectmen approve abatement request W-UTL-13-04 in the amount of \$106.58 for the reason given.” Motion passed unanimously.

C. Encumbrances- Water Utility

- Weinstein well replacement – FY 13 tasks not completed -..... \$7,585.34
- Pump replacement at Old Windham Rd booster station, work authorized, but not completed -\$3,634.50

Added later:

- Woodland Heights booster station repairs -.....\$17,150.00
- Gordon St. water tank inspection and report-.....\$2,950.00

5. Financial Status – Sewer Utility

A. The Treasurer’s report through April 30, 2013 was reviewed by the Committee.

B. The Expenditure report though May 31, 2013 was reviewed.

- C. The Revenue report through May 31, 2013 was reviewed. Robert Russell inquired as to what sewer base charges were. It was explained that this is a flat rate charged quarterly to all sewer customers based on their meter size or bedroom count if a well is used for water.
- D. The sewer check register was reviewed. Per Committee recommendation, Pat will speak to Jess about getting copied on P.O.'s, so he is informed of the larger purchases.

6. Old Business – Sewer Utility

A copy was provided to the Committee of the BOS approval of funds to pay for the Sewer Utility's share of the NWWTP capacity study.

7. New Business – Sewer Utility

A. Abatement S-UTL-13-10 – 21 Burnham Rd. M/L 176-010

The property thought to be connected to the Town sewer for many years has been verified to NOT be connected, nor have access. The current owner purchased the property on 12/5/2001. The abatement request is in the amount of \$1943.66 and covers all sewer charges paid by the current owner.

Bill Abbott made motion, seconded by Robert Russell "to recommend the Board of Selectmen approve abatement request S-UTL-13-10 in the amount of \$1943.66 for the reason given." The motion carried unanimously.

B. Encumbrances – Sewer Utility

Donna informed the Committee of the following sewer encumbrances from FY 13:

- Investment fees for the capital reserve funds March – May 2013- \$10,231.09
- Wastewater treatment estimated expense April – June 2013-.....\$100,000.00

C. Sewer allocation request was taken out of order and shown above after Item 2C.

8. Other

- A. The updated roster was distributed to the Committee. Robert Russell requests a correction made to his e-mail address. Donna will make the correction.

9. Municipal Utility Committee Bylaws

Jeff Rider prepared a draft of the Municipal Utility Committee by laws for the Committee's input.

- The order of business does not follow the current agenda format. It is not broken down as Water Utility and Sewer Utility.
- It mentions that the motions and votes are by hand. Both previous Committees did this by voice.

The Committee will revisit and discuss the bylaws at the next meeting.

There was some discussion about the possibility of the meeting being televised. Leo informed the Committee that the Selectmen are leaving it up to the Committees to decide if they will be televised.

7. Closing Remarks

- Patrick passed around some information to the Committee given to him by the Selectman's office regarding water infrastructure loans.

Pennichuck will be cross checking their operation reports with their goals. They plan to improve on contract obligations with Hudson.

- Donna discussed the search for auxiliary meters for our "outside water user customers" to purchase since the used reconditioned meters are no longer for sale through Pennichuck. E.J. Prescott in Concord has new meters for sale that would satisfy the new no lead requirement by the EPA. One suggestion was to look into purchasing some meters to keep on hand for our customers to purchase. The Committee felt it would be difficult to store them and most likely the plumber hired could find a source to purchase a meter.

Information about another type of meter used was discussed. A meter attached to a hose looked simple enough, but like the Sewer Utility Committee, the Municipal Utility Committee decided that the meter readings could not be controlled since the meter was not secure and could be moved.

- Nancy mentioned that the Derry / Ledge Street project was moving forward with the Planning Board.
- Robert reminded us that he will be unable to attend next month's meeting.
- Bill suggested that we revise the agenda remarks section to include "members" along with the mentioned selectmen and staff.

Bill also suggested that we set up tours for the Committee to visit the water and sewer facilities located in Hudson, Nashua & Litchfield.

Donna will get in touch with Jess to set up a tour of the Town sewer pump stations. The Committee's preferred time is at 5pm. Donna will send an e-mail to the Committee with the designated time and date. *Tentatively scheduled for July 10, 2013 at 5pm - dlss*

- Leo brought up a reminder that the seasonal even/odd water ban needs to be reinstated by the Selectmen. Bernie previously spoke to Steve Malizia who said that it was ongoing and didn't need to come back to the Board.
- Donna informed the Committee that the new Archive Room at the Rodgers Memorial Library was dedicated to Bernie Manor this past Saturday. The Committee offered their congratulations.
- The Committee wished Patrick a very happy birthday!

Meeting was adjourned at 6:30pm. The next meeting is scheduled for July 17, 2013.

Donna Staffier-Sommers
Sewer Utility Administrative Aide