



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: May 15, 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:

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

The first monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, May 15, 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.

Just prior to the meeting, the Town Clerk, Patti Barry, swore in the four members that were present. All former members of the Water and Sewer Utility Committees were officially appointed to the Municipal Utility Committee by the Board of Selectmen at their May 14, 2013 meeting.

1. Elections

The first order of business was elections. Jeff Rider nominated Bernie Manor to be Chairman and Bernie Manor nominated Jeff Rider to be Chairman. Bernie was voted in as Chair with three votes and then nominated Jeff for Vice Chair. Jeff was voted in as Vice Chair with three votes. Jeff plans to bring a draft of Municipal Committee by-laws that he has been working on to the next meeting.

2. Acceptance of Minutes

The minutes of the April 17, 2013 Water Utility Committee meeting were read and approved. A motion was made by Leo Bernard to “Accept the meeting minutes for meeting dated April 17, 2013.” Bill Abbott seconded. The motion carried with Jeff Rider abstaining.

The minutes of the April 11, 2013 Sewer Utility Committee meeting were read and approved with minor corrections required. A motion was made by Leo Bernard to “Accept the meeting minutes for meeting dated April 11, 2013 as corrected.” Bill Abbott seconded. The motion carried with Jeff Rider abstaining.

Bill Abbott suggested that in the future we change the format of the agenda and review Water Utility items “a-z” and then review Sewer Utility items “a-z” instead of the current back and forth system we set up for this meeting. The Committee was favorable to this suggestion. Leo Bernard made a suggestion that we consider adding in a consent item line to the agenda, similar to what is used by the Board of Selectmen. The Committee wasn’t favorable to this approach and the consensus was to stay with the current review of item by item format.

3A. Financial Status – Water Utility

- A. The Treasurers' report through March 31, 2013 was reviewed by the Committee. Bill Abbott questioned the high February expense. It appears to be the bond payment for the purchase of the Water Utility. The 30 year bond runs from 1998 through 2027.

There was no check register in the packet this month.

- B. The Expenditure report dated April 30, 2013 was reviewed by the Committee. Bill Abbott inquired about line 5591-201, property & liability insurance expense of \$7300. The Committee felt that this may cover property, such as the wells, outside of Hudson.
- C. The Revenue report dated April 30, 2013 was reviewed by the Committee.

3B. Financial Status – Sewer Utility

- A. The Treasurer’s report through March 31, 2013 was reviewed by the Committee. The large check written to the Town of Hudson in the amount of \$332,579.98 covers the clearing interfund transactions of July 1, 2012 through March 5, 2013. These are multiple grouped expenses that the Town paid on behalf of the Sewer Utility such as payroll costs, & postage.

The Committee will request the Highway department to copy Pat on their purchase orders.

- B. The Expenditure and Revenue reports were reviewed.

4. Status Reports

- A. Pennichuck Water Works Operation report was reviewed. The Committee pointed out information on page 8 that mentions results of sampling done in September but Pat states that he receives sampling reports monthly.

Utility Services did a tank inspection with Pat and Bernie at Gordon Street and found it to be in disarray. The last inspection was done in 1996. The Committee feels that we should demand a higher quality of service from Pennichuck, but agree that perhaps the Town's expectations were not made clear to them. We don't get notified of problems and there's lots of maintenance not being done. The Committee plans to put together some recommendations and changes to the contract and then budget for the expenses.

Patrick reported that Pennichuck has been replacing old water meters because of a new lead regulation and needs to replace about 5,000 of them. He will speak to Pennichuck about this at their next monthly meeting.

Donna informed the Committee that Pennichuck will not be selling their used reconditioned meters any more. They plan to dispose of them and sell off the scrap metal. Hudson is to get a share of this revenue for its old meters.

This change will affect our "outside user" customers. Sewer Utility customers have been purchasing these meters for years and install them in their homes or businesses to measure outside water use and receive credit on their sewer bills. Donna is searching for a new source of water meters to be used for this purpose.

- B. Balance of capacity - 45,840 GPD.

To be adjusted to account for the Fairview approved flow of 3375gpd.

5A. Old Business- Water Utility

- 1. Water Utility updated policy review – tabled.

5B. Old Business – Sewer Utility

- 1. The City of Nashua will modify their request of funds from the Sewer Utility to reflect the 12.58% share we normally pay for capital improvements to the Nashua

Wastewater Treatment Plant. This is to pay for a treatment plant expansion study. A study is required when a plant reaches 80% of its capacity.

6A. New Business- Water Utility

None

6B. New Business – Sewer Utility

1. Abatement S-UTL-13-09 – 36 Adelaide St. M/L 183-027 was reviewed.
The applicant requests an abatement of sewer charges based on the fact that there was a water pipe burst in a vacant house and the water did not enter the sewer system. The request is for flow charges only in the amount of \$142.86 (120hcf x 1.1905).

Jeff Rider made motion and Bill Abbott seconded “to recommend the Board of Selectmen grant the request based on the information given pending sign off approval of the Finance Director.” The motion passed unanimously.

7. Closing Remarks

Bill and Jeff are both looking forward to being on another great Committee and feel that it will be good for the Town.

Pat wanted to update the Committee on the Rt. 102 water main extension and booster improvements. Included is a SCADA system that will turn on the wells when needed. This may start in early June. The booster station is located near the White Hen Pantry, across from the former Connie’s restaurant, and the water main extension goes from Connie’s to West Rd. and will help service a new proposed subdivision in Londonderry.

Bernie stated that we need to take a look at our infrastructure. Jeff added that the Committee should work on a Water Utility five year capital improvement plan and cost it out. We may also want to update our master plan. Lots of big ticket items coming up and the Water Utility might have to raise its rates to help pay for improvements. Pat will bring the 2010 CIP to the next meeting.

Meeting was adjourned at 6:35pm. The next meeting is scheduled for June 19, 2013.

Donna Staffier-Sommers
Sewer Utility Administrative Aide