



TOWN OF HUDSON

Sewer Utility Committee



Bernie Manor, Chairman

Roger Coutu, Selectmen Liaison

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Draft Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: October 11, 2012

Attendees:

Bernie Manor, Chairman

Jeff Rider, Vice Chairman

Leo Bernard, Secretary

Bill Abbott, Alternate

Gary Webster – Town Engineer

Donna Staffier-Sommers – Administrative Aide

Lisa Nute, IT Director

Absent:

Don Gowdy

Cathy Valley

Roger Coutu, Selectman's Liaison

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held on Thursday, October 11, 2012, at 5:00 pm, in the main meeting room of the Town of Hudson Town Hall. Bernie Manor presided as Chairman. Secretarial duties were provided by Donna Staffier-Sommers. Bill Abbott was seated for Jeff Rider until his arrival at 5:50pm. The meeting agenda was taken out of order and began with agenda item 7A.

New Business:

The IT Director, Lisa Nute explained current and future technology plans for the Town and how the Sewer Utility will be affected. The most significant change will be payment options. It is anticipated that in the first quarter 2013, we will be able to accept credit cards for payments both in-house and online. Online customers will be able to view their own current and past sewer bills in addition to water and property taxes. Credit card payments will carry a convenience fee of a 2.95 percentage of the bill, or \$.40 if paying with a bank draft (from a checking account). The cost to the Town to implement this service would be an annual fee of \$1200 to be paid for by the Town under the Town Clerk's department. Lisa is asking that the Utilities split the one time start up fee of \$1550 at a cost of \$775 each. The Sewer Utility would also need to purchase a credit card swiper for approximately \$80.00. The fees charged do not come back to the Town but go to the company providing the service.

Continuing on with changes, Lisa mentioned that any replacement telephones and computers for the sewer clerk would be coming out of the Sewer Utility budget. She would be able to give the SUC ample notice that they would need to budget for the replacement when it comes due in the equipment cycle. She also pointed out that a new screen is now in the Board of Selectman meeting room and may be utilized by any Town Committee if desired for business and presentation purposes.

There was some discussion between Lisa and Gary as to the requirements that Jess would need for a new laptop. The Committee had previously recommended that Jess get some quotes for a computer that would be adequate for his needs and used in the inflow/ infiltration program. Gary is to meet with Jess and confirm. He will be in touch with Lisa. Lisa left the meeting at 5:45pm.

The minutes of the previous meeting were read and approved with minor corrections required. A motion was made by Bill Abbott to “accept the meeting minutes for meeting dated September 13, 2012 as corrected” Seconded by Leo Bernard, the motion carried unanimously.

1. Abatements and Waivers

- A. There were no abatement requests

2. Reports

- A. The Treasurers' report dated August 31, 2012 was reviewed by the committee. The committee requests that the report be trimmed down to the Treasurer's report, cash flow and check register.
- B. The Expenditure report dated September 30, 2012 was reviewed by the committee.
- C. The Revenue report dated September 30, 2012 was reviewed by the committee.

3. Old Business

- A. Balance of capacity - unchanged at 48,090 GPD.
- B. Budget review:
A question was asked about line item 5562-238 postage. This is a line item for the postage expense of the sewer division of the Highway Department. Donna will check with Jess as to why this line is expended but not funded. *Spoke with Jess- returns are normally either paid out of the expense line item or paid for by the vendor. The department doesn't regularly mail much, so they don't budget for it.*
- C. Gary presented the committee with a quote for two flow meters. This amounts to \$8215 and would be expended out of line item 5564-625- Inflow/infiltration study.

4. New Business

- A. Agenda item 7A. was taken out of order and noted above.

5. Closing

- A. The next meeting is scheduled for Thursday, November 8, 2012 at 5:00 pm. After closing comments by committee members, the meeting was adjourned at 6:22 pm.

Donna Staffier-Sommers
Sewer Utility Administrative Aide