



TOWN OF HUDSON

Sewer Utility Committee



Bernie Manor, Chairman Roger Coutu, Selectmen Liaison

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Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: September 13, 2012

Attendees:

Bernie Manor, Chairman
Jeff Rider, Vice Chairman
Leo Bernard, Secretary
Don Gowdy
Bill Abbott, Alternate
Gary Webster – Town Engineer
Donna Staffier-Sommers – Administrative Aide

Absent:

Cathy Valley
Roger Coutu - Selectman's Liaison

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, September 13, 2012, at 5:02 pm, in the Buxton Community Development meeting room located at Hudson Town Hall. Bernie Manor presided as Chairman. Secretarial duties were provided by Donna Staffier-Sommers. Bill Abbott was seated for Cathy Valley. The minutes of the previous meeting were read and approved with no corrections required. A motion was made by Jeff Rider to "Accept the meeting minutes for meeting dated August 9, 2012 as presented." Seconded by Leo Bernard, the motion carried unanimously.

1. Abatements and Waivers

- A. Abatement request S-UTL-13-01: 27 Shoreline Dr. M/L 147-001-012 Acct #6548

Bill Abbott moved "To recommend the Selectman approve abatement S-UTL-13-01"
Seconded by Don Gowdy, the motion carried unanimously.

- B. Abatement request S-UTL-13-02: 17 Blackstone St. M/L 175-133 Acct#1374

Jeff Rider moved "To recommend the Selectmen approve abatement S-UTL-13-02"
Seconded by Don Gowdy, the motion carried with 4 yays and 1 abstained.

Donna will contact Pennichuck Water to see why some meters record readings backwards.

JP from Pennichuck confirmed that meters do not run backwards unless they are installed backwards. 99.99% of meters that have readings going in reverse are because the meter was installed in reverse. Every meter has an arrow on the body casting which indicates the direction of flow.

- C. Abatement request S-UTL-13-03: 49 Bear Path Lane M/L 177-050 Acct #5626

Bill Abbott moved “To recommend the Selectmen approve abatement S-UTL-13-03”
Seconded by Jeff Rider, the motion carried unanimously.

2. Reports

- A. The Treasurers' report dated July 31, 2012 was reviewed by the committee with minor discussion.
- B. The Expenditure and Revenue reports dated August 31, 2012 were reviewed by the committee with minor discussion.

3. Old Business

- A. Balance of capacity - unchanged at 45,840 GPD.
Gary mentioned that a new tenant may be moving in to the Vectron Building.

4. New Business

- A. Budget review
- 1) The budget numbers are still being reviewed and inputted by staff. Jess mentioned that he plans to budget in sewer work for 1) Winnhaven Drive; the section near the bank that wasn't done when they worked on the other section of Winnhaven Drive and 2) Chase Street; the section from School Street to the church.
 - 2) Members of the Committee met with officials of the City of Nashua yesterday to discuss their anticipated capital projects for the Nashua Wastewater Treatment Plant. Hudson Sewer Utility will be billed for a share of costs (12.58%) of these projects in FY 2014, so we need to keep informed in order to properly budget for it. Some of the larger projects will now be bonded so our previously anticipated high annual expense will be reduced. Based on this information, the Committee will request funding line 5564-624 Sewer-Construction Nashua STP with \$500,000 in FY 2014 to cover those anticipated expenses and a possible sewer study consulting fee as the City of Nashua moves forward to research methods to gain additional sewer flow.

- 3) Jess Forrence – Highway Supervisor, has requested the “OK” to purchase a lap top from the current year budget line 5564-625 –Inflow/Infiltration, and if not this year then FY 2014. The lap top will be used in identifying areas of inflow infiltration.

After some discussion, the Committee recommends that Jess look at costs involved for not only the new lap top, but also an extra portable flow meter and a blower to be used with smoke testing. The committee thinks that having these additional resources will be beneficial in helping to locate problem areas, repair them and thus gain more flow capacity currently taken up by the infiltration.

- 4) Since we are looking at a new budget year, the Committee also reviewed the trust fund accounts. Some discussion centered around keeping a healthy account balance so that we are better prepared when we need the funds to pay our share of any Nashua Wastewater Treatment Plant expenses and/or capacity expansion. It was suggested that we review any possible reimbursement requests to the Trustees on a quarterly basis. If our sewer checking account can handle it, we could absorb the expense in lieu of requesting monies and drawing down the trust account.

- 5) The Committee reviewed the line 5561-269 software maintenance. Donna will ask Lisa Nute for the schedule that water and sewer are following for cost sharing of the software maintenance. The expenditures suggest that we both may be paying the full amount each year. The Committee recommends splitting the cost each year as an easier schedule to follow over the one year water, one year sewer method. The Engineering Department picked up the tab for the cost of the program.

Lisa Nute confirmed that the maintenance cost is \$855.04 for two licenses so sewer and water will each pay \$427.52 annually. This was the amount billed for the time period of 2/18/12 – 2/17/13.

5. Closing

- A. The next meeting is scheduled for Thursday, October 11, 2012 at 5:00 pm. After closing comments by committee members, the meeting was adjourned at 6:02 pm.

Donna Staffier-Sommers
Sewer Utility Administrative Aide