



# 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: December 08, 2011

**Attendees:**

Bernie Manor, Chairman

Catherine Valley - Absent

Don Gowdy - Absent

Leo Bernard

Jeff Rider, Alternate

Craig T. Bailey, Secretary

Roger Coutu - Selectman's Liaison - Absent

Gary Webster – Town Engineer - Absent

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, December 08, 2011 at 6:00 pm, in the main meeting room of the Town of Hudson Town Hall. Bernie Manor presided as Chairman. Jeff Rider was seated as a voting member. Secretarial duties were provided by Craig T. Bailey. 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 November 10<sup>th</sup>, 2011 as presented." Seconded by Leo Bernard, the motion carried unanimously. One member of the public was present, Miss Olivia F. Bailey.

#### 1. Abatements and Waivers

- A. Abatement request S-UTL-12-08, Jussif: 26 Highland St: Late filing of auxiliary meter card. Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-08 in the amount of \$39.62." Seconded by Leo Bernard. Some discussion was had regarding the fact that the payment could have been applied against the fees, but was applied against the balance. This was an honest mistake by the staff. The motion carried unanimously.
- B. Abatement request S-UTL-12-09, Palmer, 17 Blackstone St.: Late filing of auxiliary meter card. Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-09 in the amount of \$90.48." Seconded by Leo Bernard, Some discussion was had regarding the fact that all sewer users were reminded the auxiliary usage filing procedures this fall with a bill insert. The committee believes this issue will continue unless the policy is changed. Possibly with the adoption of a fine or fee to cover the administrative costs associated with the research and filing

of abatement paperwork. The policy as currently written needs to be followed, so after the discussion the motion carried unanimously.

- C. Abatement request S-UTL-12-10, Liles, 14 Garrison Farm Rd. Late filing of auxiliary meter card. Leo Bernard moved "To recommend that the Selectmen approve the abatement S-UTL-12-10 in the amount of \$76.19 ," Seconded by Jeff Rider, the motion carried without discussion.
  
- D. Abatement request S-UTL-12-11, Harrison, 18 Oban Dr., Late filing of auxiliary meter card. Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-11 in the amount of \$42.86," Seconded by Leo, the motion carried without discussion.
  
- E. Abatement request S-UTL-12-12, Kelley, 46 Lund Dr., Late filing of auxiliary meter card. Leo Bernard moved "To recommend that the Selectmen approve the abatement S-UTL-12-12 in the amount of \$116.67," Seconded by Jeff Rider, the motion carried without discussion.
  
- F. Abatement request S-UTL-12-13, Town & Vitiello, 23 Scottsdale Dr., Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-13 in the amount of \$119.05." Seconded by Leo Bernard, the motion carried without discussion.
  
- G. Abatement request S-UTL-12-14, Gaspar, 13 Shoreline Dr. Late filing of auxiliary meter card. Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-14 in the amount of \$97.62 " Seconded by Leo Bernard, the motion carried without discussion.
  
- H. Abatement request S-UTL-12-16, Ellis, 13 St. Anthony Dr., Late filing of auxiliary meter card. Jeff Rider moved "To recommend that the Selectmen approve the abatement S-UTL-12-16 in the amount of \$21.43" Seconded by Leo Bernard, the motion carried without discussion.
  
- I. Abatement request S-UTL-12-15, Lewko, 54 Bear Path Ln, Late filing of auxiliary meter card. Leo Bernard moved "To recommend that the Selectmen approve the abatement S-UTL-12-15 in the amount of \$77.38 " Seconded by Jeff Rider, the motion carried without discussion.
  
- J. Abatement request S-UTL-12-17, McGrade, 8A Pagent Dr., Auxiliary outside water usage, to fill a pool since 1990. Craig Bailey moved "To recommend that the Selectmen deny the abatement S-UTL-12-17." Seconded by Jeff Rider. The sewer utility policy manual provides a procedure to request abatement from **the most recent** bill only. An open ended request to abate an "average" amount is far too vague. The motion carried unanimously.

- K. Abatement request S-UTL-12-18, McGrade, 8B Pagent Dr., Late filing of auxiliary outside water usage.. Craig Bailey moved "To recommend that the Selectmen deny the abatement S-UTL-12-18. Seconded by Jeff Rider, since this is the other half of the residence as submitted under a previous abatement request S-UTL-12-17, the motion carried unanimously without discussion.

## **2. Reports**

- A. The Treasurers' report dated October 2011 was reviewed by the committee.
- B. The Expenditure report dated 12/06/2011 was reviewed by the committee. Bernie provided some response to the committee regarding the previous month's questions; NH Print and Mailing services – this is the bill mailing service that the Town uses. When the sewer utility is ready to send the quarterly bills, staff will run a print of the bills, and sent the bills to NH Print and Mailing. The firm provides the envelopes, folding, and postage. Total Novus, LLC – this is the firm that provides deed research when a sewer lien is levied on a sewer customer. Jeff mentioned a possible combined water and sewer bill, which could potentially reduce the number of liens levied, since people would have more incentive to pay their sewer and water bills.
- C. The Revenue report dated 12/06/2011 was reviewed by the committee.

## **3. Old Business**

- A. Balance of capacity - unchanged at 48,090 GPD.

## **4. New Business**

- A. Bernie reports that he had presented to the Budget committee, and reported no issues.
- B. Bernie reports that Catherine Valley has presented a letter of resignation to step down from the Sewer Utility committee. Catherine's service to the Sewer Utility Committee was recognized, and the Committee would like to thank her for her many years of dedicated volunteer service. Catherine will be missed.
- C. New meeting time: Leo Bernard moved "that the sewer utility meeting be rescheduled from 6:00 pm to a new time of 5:00 pm." Seconded by Jeff Rider, some discussion was had regarding the time of the meeting. If the meeting was offered later, there may be a possibility of attracting some new members. On the other hand, by holding the meeting at an earlier time, it would ease the workload of Town of Hudson staff members. The motion passed, with Craig Bailey casting the only nea vote.

- D. Donna Staffier-Sommers to provide secretarial duties for the committee: A motion was made by Bernie Manor “To request that the selectmen authorize overtime pay for Donna Staffier-Sommers, while Donna is providing secretarial duties for the Hudson Sewer Utility Committee. The additional salary has been set aside and should be debited from the sewer budget line item 5561-105.” Seconded by Jeff Rider. After minor discussion, the motion passed unanimously.
  
- E. Daily Flow values: Jeff Rider opened a discussion regarding some additional flow data that may be of interest to the utility, specifically a chart of the flows to be provided to the committee. Bernie believes this information is readily available, and the outfall building currently does have a flow data-logger. Bernie will contact s of Jesse Forrence, Town of Hudson Sewer foreman, and ask if a chart or the data could be made available to the committee.

## **5. Closing**

- A. The next meeting is scheduled for Thursday, January 12, 2012 at 5:00 pm. This will be the final meeting for Craig Bailey, as his term is up. After closing comments by committee members, the meeting was adjourned at 6:58.

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Craig T. Bailey, PE  
Secretary