



# TOWN OF HUDSON

## Water Utility Committee

Leo Bernard, Chairman

Ben Nadeau, Selectmen Liaison



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### Meeting minutes of October 19, 2011

#### I. CALL TO ORDER

The meeting was opened by Chairman Leo Bernard at 5:00 PM in the Board of Selectman's conference room at Hudson Town Hall.

#### II. ATTENDANCE

Committee Members present:

Chairman Leo Bernard  
Vice -Chairman Jeff Rider  
Member Bernie Manor (Alternate)  
Member David Jelley  
Recorder David Shaw

Staff present:

Water Utility Clerk Valerie Marquez  
Town Engineer Gary Webster

Absent:

Selectman liaison Ben Nadeau  
Member Catherine Valley

The chairman seated Bernie Manor as a voting member in place of Catherine Valley.

#### III. PUBLIC INPUT – No input from the public was received

#### IV CONSENT ITEMS

A. Acceptance of Minutes

- 1.) Minutes of Water Utility Committee from September 21, 2011

B. Financial Status

- 1.) Treasure's Report and cash flow, August 2011
- 2.) Expenditure report, September 2011
- 3.) Check register for September 2011

C. Operations Report (PWW)

- 1.) August 2011

Motion made by Jeff Rider to remove consent item A1, B1 and B2 for discussion.

Motion made by David Shaw to remove consent item B2 for discussion.

Motion by David Jelley to accept remaining consent items (B3 and C1)

Seconded by Jeff Rider. Motion passed unanimously (4-0).

Consent item discussion –

**Item A1** (Minutes of Water Utility Committee from September 21, 2011):

Jeff Rider pointed out the meeting minutes removed for discussion were item A1, and not item B1 as listed. *Dave Shaw to update minutes from September 21, 2011 and resubmit.*

**Item B1** (Treasurers report and cash flow, August 2011):

Jeff Rider indicated the above report was not included in the monthly WUC packets. *Report mistakenly not included in Jeff's packet – A copy was presented to him at the meeting.*

**Item B2** (Expenditure report, September 2011):

Jeff rider requested clarification on the following:

Account # 03-3502-4702-000-000 (Bank Charges, Page 1)

In particular, the reason this YTD revenue is listed as a credit of -\$3,324.52.

(a credit on revenue would be considered an expenditure). *Gary Webster to investigate.*

Account # 03-3502-5592-208-000 (Water Oper/Maint., Telephone, page 2) in the amount of \$500.00.

In particular, the reason for this charge when compared to account # 03-3502-5593-208-000

(Water Supply, Telephone, page 3) in the amount of \$8000.00.

*Gary Webster states the \$8000.00 is for the SCADA (<http://www.campbellsci.com/scada>) telemetry system and the \$500 is for the booster station telemetry. Information to be presented next month in the WUC annual budget will include account number codes that will explain specific charges and fees.*

Motion by Jeff Rider to accept remaining consent items A1, B1 and B2.

Seconded by David Jelley. Motion passed unanimously (4-0).

## **V. OLD BUSINESS**

CIP- To be presented next month.

Valerie included an explanation in each packet for the YTD expenditure of -\$15,771.32 questioned last month (account # 03-4332-5592-202-000, Water – Operations/Maintenance, small equipment Maintenance)

## **VI. NEW BUSINESS**

A.) Abatement # W-UTL-10-29: for Edward W. Vitiello in the amount of \$330.00.

Valerie Marquez explained the overcharge was due to a clerical error resulting in the estimated water usage amount being entered as 389 instead of 285. There was no discussion on this abatement.

Motion by David Shaw to recommend the Board of Selectmen (BOS) approve abatement W-UTL-10-29 in the amount of \$330.00. Motion seconded by Bernie Manor. Motion passed unanimously (4-0).

**VII. OTHER BUSINESS** None.

## **VIII. REMARKS BY COMMITTEE MEMBERS**

Chairman Leo Bernard: Informed the WUC that the Board of Selectman (BOS) accepted the new water meter fee structure unanimously (4-0). The BOS also approved the WUC budget at the 10/18/11 meeting and Chairman Bernard will be going before the budget committee next month.

Vice-Chairman Jeff Rider: Would like to see an explanation of account numbers referenced in the treasurers Report, as well as budget specifics (balance, account #, fee distribution) on sub-accounts (Capital Improvement Account, Capital Reserve Account, et al.). This information will be needed for future planning.

Bernie Manor stated that much of the requested information is in the budget.

Valerie Marquez agreed to make copies of the budget available to WUC members.

Chairman Bernard closed the discussion by informing members that he would request Steve Malizia (Town Administrator) to attend next month's WUC meeting.

Recorder David Shaw: None  
Member David Jelley: None  
Member Bernie Manor: None

#### **IX. REMARKS BY SELECTMAN & STAFF**

Valerie Marquez updated the committee on water shut-offs, stating there were only 23 customers on the shut-off list, with less than 10 shut-offs performed this month. Valerie is now calling customers with late payment reminders.

Gary Webster updated the committee as follows:

Bush-Hill Cycle abatement- Upcoming abatement for Bush Hill Cycle located at 61 Lowell Road due issues with reconnecting a service line during a recent water line break.

Weinstein well – Permitting and well testing will be complete this year. The town has funds for the replacement sleeve, but the plan is now to place a second well adjacent to the existing well. The re-sleeved Weinstein well would have had reduced capacity, but the new well should have the same yield as the Weinstein when initially installed. The \$50K for the sleeve will now be used to for the test well, reports, drilling and DES permitting. Weston and Sampson will provide the well design and specification.

New water – The Smith Farm water site has ledge surface water. However, a new site located on 950 acres on Old Derry road has been located. The site is primarily a gravel area located mostly in Londonderry. Test wells are pending owner permission.

Route 102 expansion – water agreement has been sent to Londonderry's attorney for review. A 16" line is being proposed instead of the 12" line for improved future capacity.

**X. NEXT MEETING** November 16<sup>th</sup>, 2011 in the BOS meeting room @ 5PM

#### **XI. MEETING ADJOURNMENT**

Motion by David Jelley for adjournment. Motion seconded by Jeff Rider.

Motion passed unanimously (4-0). Meeting adjourned at 5:46 PM.

David Shaw  
WUC recorder