



TOWN OF HUDSON

Sewer Utility Committee



Bernie Manor, Chairman Roger Coutu, Selectmen Liaison

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6029 • Fax: 603-598-6481

Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: April 14, 2011

Attendees:

Bernie Manor, Chairman
Catherine Valley - Absent
Don Gowdy
Howard Dilworth, Jr., - Absent
Leo Bernard
Craig T. Bailey, Secretary - Absent
Roger Coutu - Selectman's Liaison - Absent
Gary Webster – Town Engineer - Absent
Donna Staffier-Sommers – Sewer Utility Administrative Aide

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, April 14th, 2011 at 6:00 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. The minutes of the previous meeting were read and approved with minor corrections required. A motion was made by Don Gowdy to “Accept the meeting minutes for meeting dated March 10, 2011 as corrected.” Seconded by Leo Bernard, the motion carried unanimously.

The Committee has learned that the Board of Selectmen, at their April 12, 2011 regular meeting, removed Howard Dilworth Jr. from the Sewer Utility Committee effective immediately.

1. Abatements and Waivers

A. No Abatement requests were submitted for review

2. Reports

- A. The Treasurers' report dated 03/09/2011 was reviewed by the committee.
- B. The Expenditure report dated 04/04/2011 was reviewed by the committee. Bernie commented that he spoke to Gary about line item 5564-625 Inflow/Infiltration, because it shows no expenditures to date. Gary informed him that CLD is to do a proposal of purchasing a second water meter to measure the sewer flows in the Alvirne / Sunland Dr neighborhood; we have one meter now. This area has shown to have issues during rainy months. Don asked whether storm water causes the winter sand to wash into the storm drains and if the sand clogs them. Bernie answered by saying that the Vaccon truck is used to help keep those clean.

- C. The Revenue report dated 04/04/2011 was reviewed by the committee.

3. Old Business

- A. Balance of capacity - unchanged at 58,058 GPD.
- B. Online update of Sewer utility policies and procedures: Donna informed the Committee that a link is now on the Town web site to the Policy & Procedure manual. This can be found at: hudsonnh.gov – click on Boards - Sewer Utility Committee -scroll down to near the bottom of the page and click on the link. At this time, the link shows the content of the manual without the attachments. The attachments come from a number of different sources and we are working on updating the examples of forms etc. along with providing links for some, such as the Town Code, that will give updated information as changes are made and keep it current. CLD did an excellent job of compiling the information and formatting it as requested by our IT Department. This will make it easier for us to update the policy ourselves, when needed, and to incorporate the separate exhibits. They also provided us with a CD of the manual that can be found in the Sewer Utility office.
- C. AutoCAD fees: Roger was not available to present his findings. Donna will check on the chosen method of billing the annual fees.
- D. Sewer bill inserts: a copy of the insert was presented showing information for outside water users on how they can save money on their sewer bills. The insert is eye catching in a hot pink color and will be inserted in the April 2011 sewer bills. This is intended to inform residents of a method to reduce their sewer bills that generally increase in the warmer weather because of outside lawn watering.

4. New Business

- A. No new business

5. Informational

- A. A copy of the Sewer Utility policy section listing committee member's responsibilities was presented for review. As mentioned at last meeting, the Selectmen would like to review the responsibilities and expectations of each of the volunteer boards in town.
- B. Public Hearing: There will be a public hearing during the regularly scheduled Selectmen's meeting of April 26, 2011 and May 10, 2011, to approve a proposed change in the Sewer Utility Committee member qualifications.

6. Closing

- A. The next meeting is scheduled for Thursday, May 12, 2011 at 6:00 pm. After closing comments by committee members, the meeting was adjourned at 6:40 pm.

Craig T. Bailey, PE
Secretary