



# TOWN OF HUDSON

## Sewer Utility Committee



Bernie Manor, Chairman      Roger Coutu, Selectmen Liaison

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### Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: March 10, 2011

**Attendees:**

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

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, March 10, 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 Craig T. Bailey. The minutes of the previous meeting were read and approved with no corrections required. A motion was made by Don Gowdy to "Accept the meeting minutes for meeting dated February 10<sup>th</sup>, 2011 as presented." Seconded by Catherine Valley, the motion carried unanimously.

#### 1. Abatements and Waivers

- A. Abatement request S-UTL-11-11, 33 Constitution Dr. Catherine Valley moved "To recommend that the Selectmen approve the abatement S-UTL-11-11." Seconded by Don Gowdy, the motion carried without discussion.

#### 2. Reports

- A. The Treasurers' report dated 03/02/2011 was reviewed by the committee.
- B. The Expenditure report dated 03/02/2011 was reviewed by the committee.
- C. The Revenue report dated 03/02/2011 was reviewed by the committee.

#### 3. Old Business

- A. Balance of capacity - unchanged at 58,058 GPD.
- B. Online update of the Policies and Procedures: Donna has been working with CLD. CLD does believe they will be able to accomplish the task, an estimated cost has been proposed at approximately \$1,000. Donna found a memo, that CLD had a

prepaid retainer for \$5,000 that was paid to CLD in 2003 for the update of the Policies and Procedures manual. Of the \$5,000, only \$1,000 has been spent. Roger Coutu mentioned that this money should be paid back to the Town of Hudson. So, the manual update and website posting project is moving forward. Roger asked if the Town of Hudson could utilize an intern for the data entry, to save costs. The SUC did investigate this possibility, but was told that the interns, and full time staff members would not have the time to accomplish the task.

- C. AutoCAD fees: Bernie reports that the software purchase has been completed, and he was informed that the Sewer Utility is not part of the purchasing process. The SUC is trusting that Gary Webster was involved with the purchase. Roger Coutu will investigate further.

#### **4. New Business**

- A. Sewer Bill Insert: Bernie has been asked by the selectmen to try and provide a method of better communicating the outside water usage procedures to the rate payers. Donna Staffier-Sommers has developed an “insert” document that will be inserted into the sewer bills. The SUC reviewed the draft that Donna provided, and it was discussed that the clipart was not necessary, and the font size should be increased. Donna checked with Ace Printing, and the cost to print 6,000 cards would be \$150. Bernie will have the changes made, and will ask Donna to email the draft to the SUC members. The draft card has been attached to these minutes.

#### **5. Informational**

- A. Town Engineer Gary Webster submitted a memo regarding a drainage issue at Fairview Nursing home, as well as an additional sewer allocation required.

#### **6. Closing**

- A. The next meeting is scheduled for Thursday, April 14, 2011 at 6:00 pm. After closing comments by committee members, the meeting was adjourned at 7:15 pm. Roger Coutu mentioned the Select Board would like to review the responsibilities and expectations of each of the volunteer boards in town.

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Craig T. Bailey, PE  
Secretary