



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: February 10, 2011

Attendees:

Bernie Manor, Chairman
Catherine Valley
Don Gowdy
Howard Dilworth, Jr., - Absent
Leo Bernard
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, February 10th, 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 Leo to “Accept the meeting minutes for meeting dated January 13th, 2011 as corrected.” Seconded by Catherine, the motion carried unanimously.

1. Abatements and Waivers

- A. Abatement request S-UTL-11-10, 23 Executive Drive, M/L/ 215/7. Catherine Valley moved "To recommend that the Selectmen not approve the abatement S-UTL-11-10." Seconded by Don Gowdy. Some discussion centered around the fact the rate payer simply did not follow the process. The motion carried with one abstention by Leo Bernard.

2. Reports

- A. The Treasurers' report dated 12/31/2010 was reviewed by the committee. Howard Dilworth submitted some written comments: “I noted that there had been discussion on line item 02-4326-5561-272 Interfund Admin Fee during a review of Reports, Item B. I too noticed that this had been paid in December. Historically, this line item is paid in May or June. It doesn't have to be it just has been, so the payment being made in December caught my eye.”
- B. The Expenditure report dated 01/31/2011 was reviewed by the committee. Leo had a question regarding the fire alarm system Purchase Order.
- C. The Agenda was taken out order, because an expense request of \$700 by the Engineering Department for a software package “AutoCAD” was brought up during the Expenditure report review. Some discussion was had regarding the cost of the software, and the annual

maintenance fees. It was proposed the annual maintenance fees would be paid on alternating years by the Sewer utility and the Water utility. A question was posed about the "Subscription Program," where the cost of the software is distributed over a multi-year period, where major updates will come, versus the method presented, which only allows for a single version of the software. Howard submitted some written comments: "As for the AUTO CAD software, we didn't ask for it and we have no need for it. If we now pay for it do we in fact own it and as the owners do we get to decide when we would like to pay for upgrades or changes? Do we now have a say over whom or how work is to be done in the IT department?" With that, a motion was made by Craig Bailey. Seconded by Leo, "To request the IT department further research the possible purchase options of the AutoCAD software." The motion passed unanimously.

D. The Revenue report dated 01/31/2011 was reviewed by the committee.

3. New business

New Business was handled out of order during the expense report review.

4. Old Business

A. Balance of capacity - unchanged at 58,058 GPD.

B. Online update to the policies and procedures: Donna has contacted CLD, and it appears that CLD has some of the manual on disk, but not the entire file. Donna has requested a proposal from CLD for the expense to "digitize" the entire manual.

C. 109 Belknap Road Betterment fee: The memo will be presented to the Board of Selectmen.

5. Closing

A. Howard submitted some written closing comments: "I do not know how many of you noticed that there is a new line item in Cost Center 5562, Sewer O & M. During the previous month, Line Item 103, Salary, Temporary was added to this cost center and \$ 700 was charged against it. This is not something that was budgeted for (If it was, there would have been an appropriation to this line already in the budget). The interesting thing about this is that apparently anyone can go and ask that a line item be added to the budget at any time during the year and it will be done. What are the parameters for approving expenditures for items not in the budget? What are the parameters for adding off budget or non budget items? I would respectfully ask that the committee request that the \$ 700 be charged back to Engineering and that we not pay for the cost of the software. By my reckoning, the Town of Hudson owes the Sewer Utility over \$ 100,000 for the last Vacon truck that the town was supposed to help pay for. I would suggest that the interns and the software be deducted from what the Town owes the Sewer Users. At that rate, they have about \$ 95,000 to go." The next meeting is scheduled for Thursday, March 10th, 2011 at 6:00 pm. After closing comments by committee members, the meeting was adjourned at 7:10 pm.

Craig T. Bailey, PE
Secretary