

## Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: 09/09/2010

### Attendees:

William Abbott, Chair  
Bernie Manor, Vice Chairman  
Catherine Valley  
Don Gowdy  
Howard Dilworth, Jr., Alternate  
Roger Coutu - Selectman's Liaison  
Gary Webster – Town Engineer  
Donna Staffier-Sommers – Administrative Aide



### Absent:

Craig T. Bailey, Secretary

The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, September 9<sup>th</sup>, 2010, at 5:30 pm, in the main meeting room of the Town of Hudson Town Hall. William "Bill" Abbott presided as Chairman. Secretarial duties were provided by Donna Staffier-Sommers, and later formatted by Craig. The minutes of the previous meeting were read and approved with no corrections required. A motion was made by Catherine Valley to "Accept the meeting minutes for meeting dated August 12<sup>th</sup>, 2010 as presented." Seconded by Bernie Manor, the motion carried unanimously.

### 1. Abatements and Waivers

- A. No Abatements were submitted for review.

### 2. Reports

- A. The Treasurers' report dated 08/19/2010 was reviewed by the committee.
- B. The Expenditure Report dated 08/31/2010 was reviewed by the committee. Question was asked about line 5562-239 Sewer Operation & Maintenance, Sewage Treatment – "Why was \$132,000 encumbered in the budget of FY 2011?" (*This was encumbered in anticipation of the Nashua Wastewater billing for the months of April, May & June estimated at \$132,000; actual bill was \$135,347.03 dlss*)
- C. The Revenue report dated 08/31/2010 was reviewed by the committee. Howard noted the income received in "From Capital Reserve" shows the reimbursement of funds from the Trustees for the purchase of the vector truck.
- D. Trustee Report through June 30, 2010 was reviewed. Question was asked about the difference between Principal Additions and Income Addition. (*The Principal Additions reflect monies that the Sewer Utility added to the fund either through the budget and/or by the Treasurer in the case of the Sewer Capital Assessment Reserve Fund. It also includes the capital gains and losses to the fund. The Income Addition reflects interest earned. This information was confirmed by the Clerk to the Trustees. dlss*)

### 3. Old Business

- A. Balance of capacity - unchanged at 58,058 GPD. Gary stated that the allocation paid and unpaid reports were soon to be finalized. There are a few items he wants to verify. Gary also mentioned that the Fairview Nursing home hasn't come forward yet with their plans for

expansion. They may possibly add a 90 unit facility, a 73 unit addition to the existing assisted living section and 27 beds to the existing nursing home. This would require about 28,000 gpd of the remaining flow. Also, 25 Flagstone Drive may be requesting an increase in flow soon.

#### 4. New Business

A. Budget Discussion: Don inquired about the status of Ottarnic Pond. Gary is to follow up on the progress of the grant with the State. The current year FY 2011 budget along with the expenditure report listing expenses through 6/30/10 were compared and reviewed. The following are recommended increases to place in our FY 2012 budget request:

- **5561-238 postage increase from \$14,200 to \$17,000.**  
This line continues to get over expended by both increase in postal charges and volume of mail sent. The lien process requires the higher cost certified mail/ return receipt fees. These costs do get recouped to the Sewer Utility by fees charged to the customers who are in the lien process.
- **5561-268 investment expense increase from \$25,000 to \$30,000.**  
This is in anticipation of higher fees recently proposed to the Trustees from the investment firms.
- **5561-303 office supplies increase from \$2,600 to \$3,000.**  
Increase to cover addition of copier toner expense and a requested shredder for the Sewer Utility office, along with increase in cost of billing supplies. Roger suggested contacting the Nashua Telegraph for quotes.
- **5562-239 sewage treatment increase from \$550,000 to \$620,000**  
Increase is to cover the cost increase from Nashua as shown in the over expenditure.
- **5562-450 capital reserve fund from \$0 to \$15,000**  
This is to begin a 10 year reserve to finance the next vector truck. The truck is currently being used 50/50, Drain/Sewer. Howard added that the truck use will increase because of the Storm Water requirements. Howard also suggested that we may want to add funds to our other reserves and possibly cap them.
- **5564-624 Nashua Sewer Treatment Plant expenses –to review**  
We will revisit this line item expense after our meeting in Nashua on September 22, 2010 scheduled to review anticipated treatment plant capital projects and Hudson's share of these cost

B. Informational:

a.A new updated committee roster was presented.

b.A copy of the request to the Trustees for the vector truck funds show that payment was received from the reserve fund. Howard suggests that moving forward, the form should come to the Sewer Utility Committee first so that they can be aware of the request and make motion to forward it to the Chairman of the Board of Selectmen as the Sewer Commissioners.

## 5. Closing

- A. Catherine asked about the process of taking care of a manhole cover on private property. Gary responded that it would be up to the owner if it was private or the Town if there is an easement. They would have to check it out with Jess.

Roger commented that it was good to see Catherine and that she was looking well.

Bernie mentioned that he will not be at the next Sewer Utility Committee meeting.

Howard informed the Committee that the Budget Committee will be touring the Nashua Sewer Treatment Plant next Thursday, September 16 at 7:30 pm. He added that our members would be welcome to join them if interested.

Bill commented that seeing the vactor truck in action was very interesting and again thanked Jess for the demonstration.

- B. After closing comments by committee members, the meeting was adjourned at 7:15 pm. The next meeting is scheduled for October 14<sup>th</sup>, 2010

---

Craig T. Bailey, PE  
Secretary