



# TOWN OF HUDSON

## Water Utility Committee

Leo Bernard, Chairman

Ben Nadeau, Selectmen Liaison



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### Hudson Water Utility Committee (WUC) meeting minutes of June 30, 2010

#### I. CALL TO ORDER

The meeting was opened by Chairman Leo Bernard at 5:01 pm in the Board of Selectman's conference room at Hudson Town Hall.

#### II. ATTENDANCE

The roll was called by Clerk David Shaw:

Committee Members:

Chairman Leo Bernard  
Vice -Chairman Jeff Rider  
Clerk David Shaw

Staff/Others:

Town Engineer Gary Webster  
Selectman liaison Ken Massey

Absent:

Catherine Valley

Excused:

Water Utility Clerk Valerie Marquez

**III. PUBLIC INPUT** – There was no public in attendance and no public input.

#### IV CONSENT ITEMS

- A. Acceptance of Minutes  
Minutes of Water Utility Committee from May 19, 2010
- B. Financial Status
  - 1.) Treasure's Report and cash flow, April 2010
  - 2.) Treasure's Report and cash flow, May 2010
  - 3.) Expenditure reports, May 2010
- C. Operations Report (PWW)
  - 1.) April 2010
  - 2.) May 2010

Motion was made by Chairman Leo Bernard to move consent item A to discussion.  
Motion was made by David Shaw to move consent item C2 to discussion.  
Motion was made by Dave Shaw to accept consent items B1 - B3 and C1.  
Motion passed unanimously (3-0).

Discussion of consent items:

Item A (Meeting minutes of May 19, 2010).

Chairman Leo Bernard requested a correction to the acronym used in VIII. REMARKS BY COMMITTEE MEMBERS  
CCTV (Closed-Circuit Television) should be CTV (Cable Television).  
David Shaw to update meeting minutes accordingly.

Item C2 (PWW operations report, May 2010)

David Shaw questioned the "Emergency Dig Safe" invoice listed under section II (Accomplished unplanned work) on sheet 9. In particular, whether the town would receive a refund for this apparent unplanned activity. Selectman Ken Massey explained the town of Hudson pays into a consortium for all Dig Safe activity.

Motion was made by Jeff Rider to accept consent items A and C2.  
Motion passed unanimously (3-0).

## V. OLD BUSINESS

1.) Questions for Ken Massey (from previous WUC meetings)

- Negative revenue report balances – According to Town Manager Steve Malizia, negative balances are normal accounting and will be "caught up" in the end-of-year (August 2010) report.
- Illegal tap fees – Town council states an illegal use policy is currently in existence, and that either action (illegal taps or meter cut-outs) is considered a theft of service.

Jeff Rider referenced an illegal tap discovered in the Winslow Farms development by PWW and inquired if the town owns the line to the meter or to the curb. Gary Webster replied the town owns to the curb-stop (ref. Rules and Regulations section III E)  
Selectman Ken Massey to refer the issue of a meter cut-out fine to Town council

2.) Interest or penalty on past due invoices

- Selectman Ken Massey stated that 75% of shut-off notices are issued to "repeat offenders", which include some commercial customers. Current water utility policy states that repeat offenders need to pay water utility bill in full for turn-on, allowing repeat offenders to bank water utility payments and earn interest. Chairman Leo Bernard added repeat offenders are using the WUC shut-off grace period (November-April) to their advantage and inquired if the town statute would allow the WUC to charge interest. After discussion about a late payment fees vs. a escalating shut-off fee structure, selectman Ken Massey agreed to take up the issue of available options (penalties, late payments, interest) with Town Manager Steve Malizia.

## VI. NEW BUSINESS

1.) Water Utility Abatement W-UTL-10-14;

Summary: Get-Fit LLC 142 Lowell Road.  
Requested abatement amount: \$504.90.

Customer claims meter logic issue.

Chairman Leo Bernard stated there have been past issues with the previous tenant (Gold's Gym) and that signage outside the Get-Fit business location is for Gold's Gym.

Selectman Ken Massey added that clarification of both owner history and whether Get-Fit LLC paid (Gold's Gym) under billing is required before abatement can be addressed. Jeff Rider also requested a new abatement application be completed due to a town employee signing as applicant.

Motion to send letter to customer requesting attendance at next meeting for above Clarifications and move item to next meeting. Motion passed unanimously (3-0).

2.) Water Utility Abatement W-UTL-10-13;

Summary: Debbie McKelvey 421 Abbot Farm Lane  
Requested abatement amount: \$165.00  
Customer claims billing error due to new meter install.

Discussion on meter reading data that does not match WU statements.  
WU notes state new meter installed 2/26 but apparently read incorrectly on 3/1 (976 vs. 926). Need to ask Valerie Marquez if PWW has old meter data taken at removal and if new meter was recalibrated.

Motion to move item to next meeting, passed unanimously (3-0).

3.) Water Utility Abatement W-UTL-10-11;

Summary: Hudson School District 1 Memorial Drive  
Requested abatement amount: \$422.36  
Customer claims irrigation meter was removed in October 2009.

Brief discussion on monthly charge of \$105.59 (which is rate for 2" pipe, not usage)

Motion by Jeff Rider to recommend abatement approval in the amount of \$422.36  
Motion passed unanimously (3-0).

4.) Water Utility Abatement W-UTL-10-15;

Summary: NH Public Golf 55 Marsh Road  
Requested abatement amount: \$1980.00  
Customer claims meter read error.

Confirmed meter was read as 4781 instead of 4181,  
resulting in billing for usage of 609 instead of usage of 9.

Motion by Jeff Rider to recommend abatement approval in the amount of \$1980.00  
Motion passed unanimously (3-0).

5.) Water Utility Abatement W-UTL-10-16;

Summary: Linda Maine 210 Pheasant Run  
Requested abatement amount: \$145.00  
Customer claims replaced equipment is covered by town.

Confirmed replaced equipment was town-covered leaking meter,  
not meter horn as stated on PWW invoice # 1001042

Motion by David Shaw to recommend abatement approval in the amount of \$145.00  
Motion passed unanimously (3-0).

## **VII. NEW BUSINESS**

- 1.) Weinstein Well Alternates – No updates.

As a side note, Gary Webster reported that sand has been detected in water lines due to increased irrigation usage and that town pumps are running flat out with additional water being pulled from Nashua.

- 2.) Year-end dates to remember – Selectman Ken Massey indicated all dates have passed.
- 3.) Fiscal Year Encumbrances – Selectman Ken Massey indicated all dates have passed.
- 4.) CIP FY 2010 – Jeff Rider recommended more WUC involvement in future CIP.  
Chairman Leo Bernard agreed stated this was the first time he had seen CIP agenda.  
Discussion on future priorities / financial options.

Selectman Ken Massey suggested that WUC should be preparing CIP items and would place next CIP on March agenda. Selectman Ken Massey asked to move this item to the August meeting to get feedback from Gary Webster. Motion to move item 7-4 to August meeting.  
Motion passed unanimously (3-0).

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

Chairman Leo Bernard – Commented on Jeff Rider's e-mail regarding water ban period, stating the new ban period (June – August) had been updated on the Hudson town website.

Vice-Chairman Jeff rider – None.

David Shaw – None

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

Selectman Ken Massey – Updated WUC on Weston & Sampson test wells located between Webster Street and Derry Street and possible future action to obtain easements for well construction.

**X. NEXT MEETING** August 18<sup>th</sup>, 2010 in the BOS meeting room @ 5PM

## **XI. MEETING ADJOURNMENT**

Motion by David Shaw for adjournment.  
Motion passed unanimously (3-0).  
Meeting adjourned at 6:34 PM

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Leo Bernard, Chairman Water Utility