

Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: Thursday, February 11, 2010

Attendees:

William Abbott, Chair
Catherine Valley - Absent
Bernie Manor, Vice Chair
Don Gowdy - Absent
Craig T. Bailey, Secretary
Roger Coutu - Selectman's Liaison
Gary Webster – Acting Town Engineer



The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, February 11, 2010 at 5:30 pm, in the main meeting room of the Town of Hudson Town Hall. The Chairman William Abbott being in the chair. 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 Bernie to "Accept the meeting minutes for meeting dated January 14, 2010 as presented." No second needed, the motion carried unanimously.

1. Abatements and Waivers

- A. Bernie Manor moved "To recommend that the Selectmen approve the abatement S-UTL-10-08." No Second needed, the motion carried without discussion.

2. Reports

- A. The Treasurers' report dated January 28, 2010 was reviewed by the committee.
- B. The Expenditure Report dated January 28, 2010 was reviewed by the committee.
- C. The Revenue report dated January 15, 2010 was reviewed by the committee.

3. Old Business

- A. Balance of capacity – corrected, to 58,058 GPD. Gary did provide some insight into the calculations his department has been making, to finalize the "actual" available flow values. Further, Selectman Coutu asked for clarification on the transfer of sewer flow allocation. For example, if business "XYZ" sells their building to business "DEF," the allocation that "XYZ" owned is transferred to "DEF." If Business "XYZ" did not originally pay for their allocation, then Business "DEF" needs to purchase the allocation needed.
- B. Abatement Policy Discussion; manual meter-reading policy
Currently, Donna prefers that meter-read cards are submitted 10 days prior to the date of billing. Donna will work on the policy, and will present her draft to the Sewer Utility Committee.

4. New Business

- A. Sewer Utility Committee email. The Committee just needs to make a formal request to the IT Department to request the email address. Craig Bailey moved "The Sewer Utility Chair contact the Town of Hudson IT Department and request an email forwarder." The motion passed unanimously.
- B. Discussion on Capital Reserve Fund: The Trustees have asked for input from the committee on places and methods on where to invest the fund. Chairman Abbott provided some suggestions, and Kathy Carpentier is currently reviewing and will implement.
- C. Discussion on amortization schedule from the City of Nashua DPW. Apparently, the City of Nashua has been overcharging the Town of Hudson for payments of the SAG grant. The City has corrected the fee schedule.
- D. Alternate member Parkhurst has had too many unapproved absences, so the Sewer Utility Committee will be recommending to the Selectmen the he be removed from the committee.

5. Closing

- A. After closing comments by committee members, the meeting was adjourned at 6:28 pm.

Craig T. Bailey, PE
Secretary