

## Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: June 11, 2009

### Attendees:

Bernie Manor, Chair  
Catherine Valley, Vice Chairman  
William Abbott  
Don Gowdy  
John Parkhurst, Alternate Member - ABSENT  
Craig T. Bailey, Secretary - ABSENT  
Roger Coutu - Selectman's Liaison  
Gary Webster – Acting Town Engineer  
Donna Staffier-Sommers – Administrative Aide



The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, June 11<sup>th</sup>, 2009 at 5:31 pm, in the main meeting room of the Town of Hudson Town Hall. The Chairman Bernie Manor being in the chair. Secretarial duties were provided by Donna Staffier-Sommers, and typed up by Craig Bailey after the meeting. The minutes of the previous meeting were read and approved with minor corrections required. A motion was made by William "Bill" Abbott to "Accept the meeting minutes for meeting dated May 14th as corrected." Seconded by Catherine Valley, the motion carried unanimously.

### 1. Proposed Laundromat

The meeting agenda was taken out of order as a courtesy to Mr. James Durand, a Hudson taxpayer, who has appeared before the Committee to present his proposal for a new Laundromat to be installed in one of the vacant units at the Hudson Mall, which is anchored by the Hannaford grocery store. The Committee indicated to Mr. Durand that his request to waive the sewer assessment fee was briefly discussed during the May meeting, and appreciated his attendance at this meeting to continue the discussion. Mr. Durand offered some information from a Laundromat that was operating in Maine that used similar equipment that he proposes to use, specifically high efficiency type washing machines.

After much discussion, the Committee requested that Mr. Durand contact Pennichuck Water Works to get water use information of local Laundromats for Gary Webster and the Committee to review. The Committee informed Mr. Durand that Mr. Webster had begun to research other local Laundromats' records as an action item discussed during the May meeting, specifically the recently remodeled Laundromat across the street.

The overall consensus was that although the Committee recognized that the proposed Capital assessment fee of \$43,906.62 - which is based on older technology – is high, the Committee must ensure the Town of Hudson's interest is considered, and the business owner is provided an adequate flow allocation. If the business owner were provided a flow allocation lower than the actual flow, the owner would be charged for the additional allocation. The Committee felt a compromise could be met between the \$43,906.62 fee and Mr. Durand's proposed \$7,531.27. If, after a steady history of flow is achieved, the flow allocation is deemed too high, Mr. Durand is allowed to request an abatement or refund of the finally agreed upon Capital assessment fee. Donna further explained to Mr. Durand the typical agreement terms, in which the Capital assessment fee is broken down into 12 quarterly payments. Also, Mr. Durand still is required to submit a formal request for allocation.

**2. Abatements and Waivers**

- A. No abatement or waiver requests submitted.

**3. Reports**

- A. The Treasurers' report dated 05/27/2009 was reviewed by the committee. The report was missing the check log. Donna will provide the log for the July meeting.
- B. The Expenditure Report dated 06/01/2009 was reviewed by the committee. Bill Abbott pointed out a trend of a declining balance in the checkbook. A discussion ensued regarding the expenses apparently exceeding revenue. A rate increase may be needed to better balance the revenue versus the expenditures. Selectman Coutu reminded the Committee that revenues are expected from the Ottarnic Pond Betterment District. Gary Webster remarked that the final costs for the Ottarnic Pond project should be in by the end of June, and the current projected cost estimate is \$839,000, less potential grants already received.
- C. The Revenue report dated 06/01/2009 was reviewed by the committee.

**4. Old Business**

- A. Balance of capacity - unchanged at 57,453 GPD.
- B. Capital Assessment rate:  
The Committee reviewed the draft memo that Bill Abbott prepared of the sewer capital assessment rate analysis. Regarding the comparison of other municipalities' rates, the Committee's recollection was that this information should be removed from the draft memo. Additionally, Bill submitted an explanation sheet and a chart of how the rate was derived. The Committee agreed that this explanation would be a great addition to the recommendation which will be submitted to the Board of Selectmen. A motion was made by Bill Abbott "To remove comparison rates and attach the explanation sheet to the Sewer Capital Assessment rate analysis memo to be submitted to the Board of Selectmen with recommendation to approve." Seconded by Don Gowdy, the motion carried unanimously. Selectman Coutu said the he appreciated that Bill made it very clear and easy for all to understand [the sewer rate analysis process] with the addition of this sheet. Bill will present the proposal to the Selectmen at the next meeting.
- C. EPA Changes – Draft memo  
The Committee briefly reviewed the recently submitted draft memo by Heidi Marshall, PE of C.L.D. Engineers regarding the upcoming changes to the Sewer Use Ordinances as required by the United States Environmental Protection Agency. Bill Abbott moved "To recommend approval to the Board of Selectmen of the Regulation of Sewer Use draft changes to Ordinance 77, as presented by Heidi Marshall of CLD Consulting Engineers." Seconded by Don Gowdy, the motion carried unanimously.

**5. New Business**

- A. Encumbrances:  
The Committee reviewed an email by Jess Forrence, the sewer supervisor at the Town of Hudson Highway Department, regarding a proposed encumbrance. Mr. Forrence can foresee only one encumbrance at this time: the monies which will be used to purchase a new "Vac-Con" drain vacuum truck.
  
- B. Nashua Capital Expenses:  
The Committee reviewed a document entitled "City of Nashua Wastewater Fund Rate/Revenue Requirements Analysis," dated February 23, 2009. Incorporated in the Nashua analysis document was a chart that lists the proposed existing and future capital expenditures the Town of Hudson can expect to pay a portion of. The Committee agreed that this will be helpful during our budget process.

**6. Closing**

- A. Selectman Roger Coutu, on behalf of the Board of Selectmen, wanted to express appreciation for all the efforts of the Committee volunteers and the Town employees. After closing comments by committee members, the meeting was adjourned at 7:09 pm.
  
- B. Next meeting is scheduled for July 9<sup>th</sup>, 2009.

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Craig T. Bailey, Secretary