



# TOWN OF HUDSON

## Municipal Utility Committee

David Shaw, Chairman

Marilyn McGrath, Selectmen Liaison



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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: August 16, 2022

Member Attendees:

David Shaw, Chairman

Bill Abbott

Dan O'Brien

Staff:

Barbara O'Brien, Water Utility

Donna Staffier-Sommers – Administrative Aide

Absent:

Dawn Lavacchia, Vice Chairman- excused

Marilyn McGrath, Selectman Liaison

Elvis Dhima, Town Engineer

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, August 16, 2022 at 7:00pm in the Board of Selectmen Meeting Room at Hudson Town Hall, 12 School Street Hudson, NH. Secretarial duties were provided by Donna Staffier-Sommers. The meeting scheduled for July 19, 2022 was cancelled due to lack of a quorum

#### 1. Acceptance of minutes

The minutes of the June 21, 2022 Municipal Utility Committee meeting were reviewed with no comment.

Motion made by Bill Abbott to “accept the meeting minutes for meeting dated June 21, 2022, as written.” Dan O'Brien seconded. Motion carried.

**2. Financial Status – Water Utility**

A – B. The Expenditure and Revenue unaudited reports for June 2022 were reviewed with no comments.

C. Cash flow reports were not provided.

D. The White Water monthly operations report for June & July were reviewed without comment.

**3. Old Business- Water Utility - None**

**4. New Business – Water Utility - None**

**5. Financial Status – Sewer Utility**

A-B The Expenditure and Revenue unaudited reports for June 2022 were reviewed with no comments.

C. Cash Flow reports were not provided.

**6. Old Business – Sewer Utility - None**

**7. New Business – Sewer Utility**

A. Abatements

1. S-UTL-23-01 Knight 12 Sousa Blvd m/l 140/009/000 Acct #4301

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request an abatement of \$30.95 (26 x 1.1905). The meter card was received within 30 days of the 7/21/22 billing.

Dan O’Brien made motion; second by Bill Abbott “to recommend the Board of Selectmen grant abatement S-UTL-23-01 in the amount of \$30.95 for the reason given.” Motion carried.

2. S-UTL-23-02 Balasubramanian 17 Scenic Lane m/l 147/001/025 Acct #6472

Applicant requests an abatement of sewer charges on the basis of late filing of an auxiliary meter used to record outside water use. Request abatement of \$89.29 (75 x 1.1905). The meter card was received within 30 days of the 7/21/22 billing.

Motion made by Bill Abbott; second by Dan O'Brien "to recommend the Board of Selectmen grant abatement S-UTL-23-02 in the amount of \$89.29 for the reason given." Motion carried.

**8. Informational –**

A. Audit report – Water & Sewer Questionnaire

The Committee discussed and responded to the questions on the auditor's questionnaire regarding the Committee's knowledge of the Town's financial procedures. This an annual request at audit time.

**9. Remarks by Selectman, members and staff**

Bill asked if there is a Water Utility policy and procedure book. There is, but as a document and not in book form like the Sewer Utility policy and procedures. Barbara will bring copies to the next meeting.

The next meeting is scheduled for September 20, 2022 at 7:00 pm. in the Board of Selectmen meeting room.

Motion by Dan O'Brien; second by Bill Abbott to adjourn at 7:32 pm. Motion carried.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

