



# 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: April 18, 2023

Member Attendees:

Dave Shaw, Chairman

Dawn Lavacchia, Vice Chairman

Bill Abbott

Dan O'Brien

David Leary

Karl Huber, Alternate

Staff:

Barbara O'Brien, Water Utility

Donna Staffier-Sommers – Sewer Utility

Absent- excused:

Elvis Dhima, Town Engineer

Marilyn McGrath, Selectman Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, April 18, 2023 at 7:00pm in the Board of Selectmen Meeting Room at Hudson Town Hall, 12 School Street Hudson, NH. Donna Staffier-Sommers provided secretarial duties.

**1. Acceptance of minutes**

The minutes of the March 21, 2023 Municipal Utility Committee meeting were reviewed with no comment.

Motion made by Bill Abbott; second by Dan O'Brien to "accept the meeting minutes for meeting dated March 21, 2023, as written." Motion carried.

**2. Financial Status – Water Utility**

A – B. The Expenditure & Revenue reports for March 2023 were reviewed.

Karl inquired as to who or what the Town uses for resources of water compliance. The Committee recommended that he speak to Elvis. In addition, the Whitewater monthly report may provide the information he seeks.

- C. The Cash flow report was not provided.
- D. Whitewater operations report for March.

Barbara informed the Committee that Whitewater installed more water meters than budgeted.

### **3. Old Business- Water Utility**

Water policy review:

Bill Abbott - Town Code Chapter 142 – Municipal Utility Committee, needs updating.

After some discussion, the Committee recommends both the Water & Sewer Policies to reference Town Code Chapter 142-3 regarding Committee membership and to be updated as follows:

The MUC consists of five full members:

- a. Four of whom reside in Town and who reside at dwellings either serviced by the sewer or water system or within sewer districts established by the Town, or own real estate, which is serviced by the sewer or water system or is situated in a sewer district.
- b. One of whom resides in Town and may reside in a dwelling or an area not serviced by water or sewer.
- c. A Selectman may be appointed as liaison but not as a voting member.
- d. The MUC may also have an alternate member who shall meet the qualifications described above.

### **4. New Business – Water Utility**

- A. None

### **5. Financial Status – Sewer Utility**

A-B The Expenditure and Revenue reports for March 2023 were reviewed with minor comments.

C. The Cash Flow report was not provided.

**5. Old Business – Sewer Utility**

A. Sewer Policy review

Section I- Sewer Utility Authority

Section I B -Ordinances

- Ordinance 77 defines the rules and regulations of the operation of the Sewer Utility.
- Town Code Chapter 270 defines the authority and the operations of the Sewer Utility.

Section I D- Change “Sewer Utility Committee (SUC) to Municipal Utility Committee (MUC)

Section I D.2- Membership

The Committee will be recommending the Committee membership changes as spelled out in Item 3 – Old Business - Water Utility

Section II Management & Operations

- Any references to the Sewer Utility Committee (SUC) to be updated to Municipal Utility Committee (MUC)

Section II A.2 – Sewer Utility Coordinator

- Change “reports” to “advises” the Municipal Utility Committee

Section II A.6 c 4 – Responsibilities (Engineering and Technical)

- Remove “Work with the Town Engineer to” from the beginning of the sentence.

Section II B

- Change “Sewer Utility Clerk” to “Sewer Utility Administrative Aide”.

Section II C - Other Personnel (Interaction with Sewer Utility)

Section II C.1.b1- Town Engineer

- Remove “Functions under the Public Works Manager” and replace with “Coordinates with the Public Works Director”.

The Committee will review the organizational chart at the next meeting.

**7. New Business – Sewer Utility**

A. Abatement – S-CAP-23-01 Tate 14 Howard Dr. m/l 160-105 #5897

The applicant requests abatement and refund of a sewer capital assessment fee of \$1059.00 paid in 2020. The property did not connect to the sewer system and instead installed a private septic system.

Motion made by David Leary; second by Dawn Lavacchia “to recommend the Board of Selectmen approve abatement S-CAP-23-01 in the amount of \$1059.00 for the reason given.” Motion carried.

**8. Informational**

David Shaw was reappointed to the Committee by the Board of Selectmen on 4/11/23 with term to expire 4/30/2026.

**9. Remarks by Selectman, members and staff - None**

The next meeting is scheduled for Tuesday, May 16, 2023 at 7:00 pm. in the Board of Selectmen meeting room at Town Hall.

Motion by Dawn Lavacchia; second by Dan O’Brien to adjourn at 8:32 pm. Motion carried.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

