



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: June 20, 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, June 20, 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 May 16, 2023 Municipal Utility Committee meeting were reviewed.

Motion made by Dawn Lavacchia; second by Dave Leary to “accept the meeting minutes for meeting dated May 16 2023 as written.” Motion carried.

2. Financial Status – Water Utility

A – B. The Expenditure, Revenue and Cash Flow reports for May 2023 were reviewed without comment.

C. Whitewater Operations Report for May was reviewed. Dave Shaw inquired about the unsuccessful topview test on SCADA 1 on page 7/8. Dawn pointed out that there is more information about this on page 8/8 under recommendations.

3. Old Business- Water Utility - None

4. New Business – Water Utility - None

6. Financial Status – Sewer Utility

A-B The Expenditure, Revenue and Cash Flow reports for May 2023 were reviewed. Dave Leary asked if monies not spent stayed in the fund. Yes.

7. Old Business – Sewer Utility

A. Sewer Policy review section III-1 to III-16

1. Section III A Annual Budget and Expenditure Accounts

- Change Sewer Utility Committee to Municipal Utility Committee throughout.
- Change Sewer Utility Clerk to Sewer Utility Administrative Aide throughout.

2. Section III-B User Fee and User Fee Rate and Billings

- Page III-3 change Pennichuck Water Works to “it’s contracted service provider.”
- Exhibit 4 -Rate calculation needs to be updated
- Exhibit 5 -Users without water meters- well users. Letter to be freshened up.

3. Section III-C – Access only fee and rate and billings

- Exhibit 7- Access only rate calculations – new exhibit
4. Section III-D – Sewer Capital Assessment (Hook up) Fees, Billings and Trust Fund
- Bill commented that Elvis had redone and updated the value of the system. Did this change the rate for the industrial/commercial assessments? The rate is currently \$3.53 x average gpd.
 - Update Exhibit 8 – Policy and Procedures regarding sewer Capital Assessment Fee.
 - Update Exhibit 9 – NHDES/WSPCD Standard Unit Flow Rates.
 - Update other exhibits with newer updated examples.
5. Section III-E – Betterment Districts
- Add Otarnic Pond District – 20 year repayment schedule 2018 – 2029. Paid for by participant/user less DES/SAG grants received.
6. Section III-G – Liens
- Remove any dollar amount listed as fees.
 - Update G-1-d - 45 days has been increased to 60 days.

Homework- The Committee will review Sewer Policy book Section III. I-P for the next meeting.

8. New Business – Sewer Utility - None

9. Informational

The Committee received copies of Clearing Interfunds for both water and sewer covering transactions through April 30, 2023.

10. Remarks by Selectman, members and staff - None

The next meeting is scheduled for Tuesday, July 18, 2023 at 7:00 pm. in the Board of Selectmen meeting room at Town Hall.

Motion by Dan O'Brien; second by Dave Leary to adjourn at 8:34 pm. Motion carried.

Donna Staffier-Sommers
Sewer Utility Administrative Aide