



TOWN OF HUDSON

Municipal Utility Committee

David Shaw, Chairman

Marilyn McGrath, Selectmen Liaison



12 School Street • Hudson, New Hampshire 03051 • Tel: W- 603-886-6002/ S- 603-886-6029 • Fax: W-603-881-3944 / S -603-816-1294

Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: November 21, 2023

Member Attendees:

Dave Shaw, Chairman
Bill Abbott
Dan O'Brien
David Leary
Karl Huber

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, November 21, 2023 at 7:00pm in the Board of Selectman 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 October 17, 2023 Municipal Utility Committee meeting were reviewed.

Motion made by Bill Abbott; second by Dan O'Brien to "accept the meeting minutes for meeting dated October 17, 2023, as written." Motion carried.

2. Financial Status – Water Utility

A – C. The Expenditure & Revenue Reports for October and the Cash Flow reports for September & October 2023 were reviewed with no comments.

D. Whitewater Operations Report for October 2023 was reviewed.

Karl pointed out the redundancy shown on page 7. The station maintenance recommendations have been ongoing for months continually repeating in each monthly report with no resolution. The Committee recommends the Chairman send an e-mail to the Town Engineer.

3. Old Business- Water Utility - None

4. New Business – Water Utility - None

5. Financial Status – Sewer Utility

A-C The Expenditure & Revenue reports for October and the Cash Flow reports for September & October were reviewed.

It was noted that the operation and maintenance lines 5562-221, 225 & 340 are over expended (Equipment rental, engineering services and materials)

6. Old Business – Sewer Utility

The Committee reviewed the Sewer Policy book section IV.A –J.

The following are noted items:

- Throughout the book, “Municipal Utility Committee” to replace “Sewer Utility Committee” and “Sewer Utility Administrative Aide” to replace “Sewer Utility Clerk,” and “Town Engineer” to replace “Sewer Utility Coordinator” where listed.
- Section A paragraph 2 Facilities Plan Review
The Town Engineer recommends removing this section and move paragraph c. to Section 3 – Design Review.
- Exhibit numbers will have to be updated throughout the book after they are renumbered.
- Paragraph 4 –Fees
Remove “Fees for design and facilities plan review will be set by the Town Engineer” and replace with “Fees for design review will be set by the Board of Selectmen”.
- Section B-1 Acceptance

Must be “Accepted” by the Sewer Utility *and Board of Selectmen* prior to transmitting and wastewater flows...

- Section B-1c. Paragraph 4 -Remove Sewer Utility Coordinator, Town Inspector and Sewer Forman and replace with Sewer Supervisor.
- Section B-1d. Paragraph 5- add “Administrator” after the word Sewer Utility.
- Section C-5d. – Replace with “Inspection will be done by the Sewer Supervisor or Town Engineer.
- Replace Sewer Foreman with Sewer Supervisor throughout book.
- Section IV-F – Ask Elvis to review.
- The old Exhibits throughout the book are to be removed, if not applicable, and updated with more recent dated material, such as budget reports, or with the current forms used.

The Committee plans to next review Section V.A-E at the next meeting.

5. New Business – Sewer Utility -

A. Abatements

1. **S-UTL-24-05 (10/31/23) Town/Lang, 8 Prince Dr. m/l 205/052/000 Acct. #6383**

Customer’s sewer account was linked to an incorrect water account since 2007 resulting in an overbilling of 1090 units. Request abatement of \$1297.65 (1090 x 1.1907) and refund \$1238.93 (\$1297.65 - \$58.72 Oct bill). The account has been corrected.

Motion made by Bill Abbott; second by Dan O’Brien “to recommend the Board of Selectmen approve abatement S-UTL-24-05 in the amount of \$1297.65 and refund \$1238.93 for the reason given”. Motion carried.

2. **S-UTL-24-06 (11/1/23) Dubois 28 Forest Rd. m/l 129/105/000 Acct. #6383**

The applicant requests abatement of sewer utility charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request abatement of \$42.86 (36x 1.1905).

3. **S-UTL-24-07 (11/7/23) Demers 8 Raymond St. m/l 182/195/000 Acct. #1539**

The applicant requests an abatement of sewer utility charges on the basis of late filing of an auxiliary meter card used to record outside water use. Request abatement of \$17.86 (15x1.1905).

Motion made by Bill Abbott; second by Dan O'Brien "to recommend the Board of Selectmen approve abatement S-UTL-24-06 in the amount of \$42.86 & abatement S-UTL-24-07 in the amount of \$17.76 for the reasons given." Motion carried.

4. **S-UTL-24-08 (11/15/23) RHM Intl 29 Flagstone Dr. m/l 221-001-000 Acct. #4852**

The applicant requests abatement of sewer utility charges on the basis of late filing of an auxiliary meter card used to record outside water use. The reading of Sept 2023 was received within 30 days of the billing but the previous reading was given on 9/30/22. Abatement is estimated to reflect only outside usage of Jul- Sept 2023. Request abatement of \$417.87.

Motion made by Dave Leary; second by Dan O'Brien "to recommend the Board of Selectmen approve abatement S-UTL-24-08 in the amount of \$417.87 for the reason given." Motion carried.

9. Informational – Clearing interfund notifications

10. Remarks by Selectman, members and staff - Happy Thanksgiving to all!

The next meeting is scheduled for Tuesday, December 19, 2023 at 7:00 pm. in the Board of Selectmen meeting room at Town Hall.

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

Donna Staffier-Sommers
Sewer Utility Administrative Aide

