



TOWN OF HUDSON

Municipal Utility Committee

David Shaw, Chairman Unassigned, 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: March 19, 2024

Member Attendees:

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

Staff:

Barbara O'Brien, Water Utility
Donna Staffier-Sommers, Sewer Utility

Absent- excused:

Elvis Dhima, Town Engineer

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, March 19, 2024 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 February 20, 2024 Municipal Utility Committee meeting were reviewed.

Motion made by Dan O'Brien; second by Dave Leary to "accept the meeting minutes for meeting dated February 20, 2024, as written." Motion carried. Karl Huber abstained.

2. Financial Status – Water Utility

A – C. The Expenditure, Revenue Reports and Cash Flow reports for February 2024 were reviewed with no comments.

D. Whitewater Operations Report for February 2024 was reviewed. Karl asked, and David Shaw confirmed, that updates to the report were made, as requested by the Chairman.

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

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

5. **Financial Status – Sewer Utility**

A-C The Expenditure, Revenue and the Cash Flow reports for February 2024 were reviewed.

Dave Leary inquired about the over expenditure shown on line item 5562-340 Oper/Maint Small Oper. Mtls- this is for assorted small building materials. Spoke to Elvis and he says that this line is used for repairs and is most likely under budgeted. Line item 5562-401 covers large operating materials and has an open P.O. for the new camera used to view sewer lines. This is to be purchased in April.

6. **Old Business – Sewer Utility**

The Committee is continuing efforts to review the sewer policy book. Tonight’s review is Section VI. Sewer System Maintenance/Inspection.

Donna previously reviewed this with Elvis and presented a marked up version and went over each change, addition or deletion with the Committee.

- Item A. The Flume at Butternut Street
 - The heading should be changed to reflect the location being on the corner of Butternut and Sycamore Street. “The Flume at Butternut and Sycamore Street” (the physical address is 25 Sycamore St)
 - Line 1. -Remove Butternut Street and add “the corner of Butternut and Sycamore Street”
 - Line 3. -Add Exhibit # to reflect the addition of an exhibit of a flow chart.
 - Line 3. – Change Sewer Foreman to Sewer Supervisor. Remove Finance Director change to Sewer Utility Administrative Aide.

- Line 6. – Remove reference to Appendix 15 and replace with the word “available”.
- Include Exhibit of a flow chart
- Item B – The Pumping Stations
 - Line 2. – Remove Sewer System Atlas (Appendix 9) and add Town of Hudson GIS.
 - Line 5b. – Remove Foreman and change to Supervisor
 - Update current Exhibit 45 - Municipal Pumping Stations to reflect 3 additional sewer pumping stations:
 - 1. Rangers Drive Pumping Station Installed 1995
 - 2. Glen Drive Pumping Station Installed 2004
 - 3. Otarnic Pond Pumping Station Installed 2008
- Item C – Pipelines and Appurtenances
 - Line 1 – fill in approx. 83 miles as of 2024 and remove “July 1991”.
 - Line 1. – fill in Approx. 12 miles are private and Approx. 71 miles are municipally owned.
 - Current Exhibits 46 and 47 are to remain
- Item D – Inflow/infiltration – Capacity Analysis (I/I Analysis)
 - Line 1 – Remove “dated September 2002 and add in “done in 2020”
 - Line 7 – Remove “Sewer Utility Coordinator”.

Items E. and F. will be reviewed at the next meeting after getting input from Elvis.

7. New Business – Sewer Utility - None

8. Informational

Clearing interfunds for both water and sewer were received from the Finance Director, Lisa Labrie.

The General Fund pays all the expenses for water and sewer. Throughout the year, the Finance Director will process an interfund transfer from both the water and sewer funds to 'Pay Back" the Town's general fund.

9. Remarks by Selectman, members and staff

Karl – informed the Committee that he reapplied to serve on the Committee for a 3 year term. His current term expires on April 30. He also talked about the value in applying for grants, when available, and shared his experience when working on a Board for a smaller Town. Happy Easter!

Barbara- talked about the spring water shut offs. They started with 105 accounts but expect it to drop to around 20 as it gets closer to the actual shut off day.

Donna- many thanks and appreciation to Dave Leary for his service on the Committee. He will be missed.

Dan- Happy Spring!

Dave Leary- will not be reapplying to serve another three years on the Committee at this time due to some health concerns. He would like to come back this summer, if the position is not filled. He has filed his intent with the Board of Selectmen.

The Committee wishes Dave a very speedy recovery. Thank you for your service to the Town and this Committee. We hope you do rejoin us.

The next meeting is scheduled for Tuesday, April 16, 2024 at 7:00 pm. in the Board of Selectmen meeting room at Town Hall.

Motion by Dave Leary; second by Karl Huber to adjourn at 7:48pm. Motion carried.

Donna Staffier-Sommers
Sewer Utility Administrative Aide

