



# TOWN OF HUDSON

## Municipal Utility Committee

Dan O'Brien, Chairman      Kara Roy, Selectmen Liaison



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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: November 19, 2024

#### Member Attendees:

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

#### Staff:

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

#### Absent- excused:

Elvis Dhima, Town Engineer  
Kara Roy, Board of Selectmen Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, November 19, 2024 at 7:00 pm 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 October 15, 2024 Municipal Utility Committee meeting were reviewed. It was noted that the next Committee meeting date shown was incorrect.

Motion made by Dave Shaw; second by Dave Leary "to accept the meeting minutes for meeting dated October 15, 2024, as corrected." Motion carried. Karl Huber abstained.

**2. Financial Status – Water Utility**

A – C. The Expenditure, Revenue Reports and Cash Flow reports for October 2024 were reviewed.

Karl Huber noted the over expenditure of line 5592-252 – Water oper/maint Professional Services. 105% is shown as used but most of this is encumbered. This is the line covering the Whitewater contract.

There was some discussion about hydrant rental fees public vs. private.

Motion made by Karl Huber; second by Dave Shaw ‘to accept the water financials as presented.’ Motion carried.

D. Whitewater Operations Report for October 2024 was reviewed.

Dave Leary had questions about the contract with Whitewater. Barbara replied that they have a five year contract. The latest should have begun in 2023. Dave noted that the first page of the report lists the maintenance and service agreement as of July 8, 2018. Should this be updated?

Karl recommends that the water system description on page 4 of the report, be updated. Since this description was written, we have added more services, water lines and customers.

Dave Leary asked how long the diesel fuel stored for the generators would last during a power outage.

Motion made by Dave Shaw; second by Dave Leary “to accept the Whitewater report for October 2024, as presented.”

**3. Unfinished 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 October 2024 were reviewed.

Dave Leary inquired about the cash reserve funds as shown on the expenditure report.

Motion made by Karl Huber; second by Dave Shaw “to accept the sewer financials as presented.”

The Committee also reviewed an informational sheet regarding the upcoming sewer rate increases approved by the Board of Selectmen on September 24, 2024. Donna is requesting to post these and distribute as needed to increase public awareness.

Motion by Karl Huber; second by Dave Shaw “to distribute and circulate the informational sheet explaining the sewer rate increase to assist in public awareness, as presented.” Motion carried.

## **6. Unfinished Business – Sewer Utility**

### **A. Sewer policy second review – Section III-D to III-P**

The Committee reviewed this section of the policy book with a marked up version of the old policy identifying their previous recommendations. There were no new corrections to be made.

Motion made by Karl Huber; second by Dave Shaw “to recommend the Board of Selectmen accept the updated Sewer Utility policy Section III-D – III- P, as submitted.” Motion carried.

## **7. New Business – Sewer Utility**

### **A. Abatements**

#### **1. S-UTL-25-02 Lewko 54 Bear Path Ln. Map/Lot 177/057/000 #5566**

Late filing of an auxiliary meter card used to record outside water use.  
Request abatement of \$36.91 (31 x 1.1905).

#### **2. S-UTL-25-03 Bolduc 5 Parkhurst Dr. Map/Lot 205/072/000 #6400**

Late filing of an auxiliary meter card used to record outside water use.  
Request abatement of \$38.10 (32 x 1.1905).

Motion made by Dave Shaw; second by Dave Leary “to recommend the Board of Selectmen approve abatement S-UTL-20-02 in the amount of \$36.91 and abatement S-UTL-20-03 in the amount of \$38.10, for the reasons given.” Motion carried.

**8. Informational**

The Committee was presented with Clearing Interfund information between the Sewer Fund and General Fund & Sewer Fund and Water Fund.

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

Karl wishes all a Happy Thanksgiving!

Barbara informed that tomorrow is the last water shut offs for the year. Currently 9 accounts will be shut off tomorrow, but she is optimistic that that number will be reduced by tomorrow morning.

Donna shared that she will be away and not attending the December meeting. The January meeting will be her last before retirement. Wish all a Happy Thanksgiving and Happy Holidays!

Motion by Dave Leary; second by Dave Shaw “to adjourn the meeting at 8:20 pm.”  
Motion carried.

Next meeting is scheduled for Tuesday, December 17, 2024 in the Board of Selectmen Meeting Room.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide

