



# TOWN OF HUDSON

## Water Utility Committee

Leo Bernard, Chairman

Ben Nadeau, Selectmen Liaison



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### Hudson Water Utility Committee (WUC) meeting minutes of February 16, 2011

#### I. CALL TO ORDER

The meeting was opened by Chairman Leo Bernard at 5:06 pm in the Board of Selectman's conference room at Hudson Town Hall.

#### II. ATTENDANCE

The roll was called by recorder David Shaw:

Committee Members present:

Chairman Leo Bernard  
Vice -Chairman Jeff Rider  
Recorder David Shaw  
Member David Jelley

Staff present:

Town Engineer Gary Webster

Absent:

Member Catherine Valley  
Water Utility Clerk Valerie Marquez

#### III. PUBLIC INPUT – No input from the public was received

#### IV CONSENT ITEMS -update

A. Acceptance of Minutes

- 1.) Minutes of the Water Utility Committee Meeting from January 19, 2011.  
Revised Minutes of the Water Utility Committee Meeting from December 15, 2010.

B. Financial Status

- 1.) Treasure's Report and cash flow, December 2010

Motion was made by David Jelley to accept consent items A and B in their entirety. Seconded by David Shaw. Motion passed unanimously (3-0).

#### V. OLD BUSINESS

- A.) WUC re-appointments

David Shaw nominated Leo Bernard for reappointment as Chairman of the Hudson Water Utility Committee. Nomination passed unanimously (3-0)

Leo Bernard nominated Jeff Rider for reappointment as Vice-Chairman of the Hudson Water Utility Committee. Nomination passed unanimously (3-0)

Leo Bernard nominated David Shaw for reappointment as recorder of the Hudson Water Utility Committee. Nomination passed unanimously (3-0)

## **VI. NEW BUSINESS**

A.) Abatement W-UTL-10-18 for B & D properties in the amount of \$115.50  
The water meter had a logic issue (tens digit incrementing instead of ones digit), which presented inaccurate water usage. This has been an ongoing occurrence since last year:

May 2010: Abatement W-UTL-10-12 for Hannaford in the amount in \$ 2460.00.

December 2010: Abatement W-UTL-10-17 for the Hudson Sewer department in the amount of \$650.10.

February 2011: Abatement W-UTL-10-18 for B & D properties in the amount of \$115.50

Motion was made by Jeff Rider to move abatement W-UTL-10-18 to next month' meeting to allow Gary Webster time to address the ongoing meter logic issues with PWW. Motion seconded by David Shaw. Motion passed unanimously (3-0).

B.) Shared cost of AutoCAD for sewer and water projects. The WUC was presented with a memo from Lisa Nute, Hudson IT department director dated 1/25/2011 regarding licensing fees for CAD. This memo indicated the town needed to renew the AutoCad software license at a cost of \$7387.05 plus \$500 / yr, in maintenance fees for the next four years (2015). The proposed fee schedule was for the engineering department to pay the \$7387.05 software upgrade and second license fee, with the water Utility paying the \$500 annual maintenance fee for FY11 and FY12 and the sewer utility paying the \$500 annual maintenance fee for FY13 and FY14. The water and sewer committees would then split the \$500 fee for FY15 and beyond.

Both members and staff commented that this was the first time viewing this memo request.

Gary Webster stated the town is using Autodesk 2011 and that the sewer committee also questioned the maintenance fee schedule. Jeff rider explained how software companies are now charging maintenance fees to offset poor sales of new design applications.

This was followed by a lengthy discussion on the attributes and abilities of both Arc-Info (produced by ESRI) and AutoCAD. Most members felt the maintenance fees should be split evenly between the water and sewer committees at \$250/ yr.

Ken Massey suggested the WUC compose a letter to the IT department requesting an explanation of the offset cost scheduling. This suggested was supported by the full WUC membership.

C.) Updated WUC rules and regulations. Jeff Rider presented a brief summary on the events leading to the WUC rules and regulations update; PWW had changed their Cross-Connection Control policy some time ago and had asked the Hudson WUC to update the town water rules and regulations to conform to the PWW changes. Jeff stated that although the town has rules and regulations and PWW has policy and procedure, he attempted to merge the language from both into a coherent package. The WUC committee extended its collective congratulations to Jeff for his hard work on this document.

Motion was made by David Jelley to forward revised WUC rules and regulations to the selectman for adoption. Seconded by David Shaw. Motion passed unanimously (3-0).

D.) Updated committee list. The WUC reviewed the membership list, recommended the following changes:

- \* Remove Selectman liaison Ken Massey
- \* Change e-mail addresses for both Chairman Leo Bernard and Vice-chairman Jeff Rider.
- \* Correct Catherine Valleys term date (change from: appointed: 12-22-2005 expiration: 12/31/2008  
to: appointed: 12-23-2008 expiration: 12/31/2011)

## **VII. OTHER BUSINESS**

Selectman liaison Ken Massey requested the status on repeat offender penalty, which had been discussed at several past meetings. In particular, the fact that some commercial customers are paying every 3 months (6 months in the winter, due to current WUC shut-off policy). Chairman Bernard stated the winter shut-off ban only applies to residential customers, not commercial customers. Previous meeting minutes stated Valerie Marquez was looking into other towns penalties. Item moved to next month to allow WU clerk Valerie Marquez to complete her research.

## **VIII. REMARKS BY COMMITTEE MEMBERS**

All attending committee members individually wished Selectman Ken Massey good luck and best wishes on his upcoming retirement. Chairman Leo Bernard thanked Selectman Massey for his service to the Water Utility Committee.

## **IX. REMARKS BY SELECTMAN & STAFF**

Selectman Ken Massey reflected on continuing water issues that face the town:

North Hudson needs more work on infrastructure.  
Marsh Road tank needs to be replaced.  
Gordon Street tank will be problematic, if not removed.  
Pumping stations.  
Water main upgrades.  
CIP sewer / water as separate funding sources.

Town engineer Gary Webster presented an intern-generated map depicting valves and hydrant locations, as well as an elevation map for hydraulics, used in the continued search for well sites. Last well site tested showed high Arsenic, but there are four other test sites in East Hudson to be tested.

**X. NEXT MEETING** March 10<sup>th</sup>, 2011 in the BOS meeting room @ 5PM

## **XI. MEETING ADJOURNMENT**

Motion by David Jelley for adjournment. Motion seconded by David Shaw.  
Motion passed unanimously (3-0). Meeting adjourned at 6:22 PM