

Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: June 10, 2010

Attendees:

William Abbott, Chair
Catherine Valley – Absent
Bernie Manor, Vice Chairman
Don Gowdy
Howard Dilworth, Jr., Alternate
Craig T. Bailey, Secretary
Roger Coutu - Selectman's Liaison
Gary Webster – Town Engineer



The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held June 10, 2010 at 5:30 pm, in the main meeting room of the Town of Hudson Town Hall. The Chairman William "Bill" Abbott being in the chair. Secretarial duties were provided by Craig T. Bailey. Catherine Valley being absent, Howard Dilworth was elevated to a voting member of the Committee for this meeting. The minutes of the previous meeting were read and approved with no corrections required. A motion was made by Bernie Manor to "Accept the meeting minutes for meeting dated May 13th, 2010 as corrected." Seconded by Howard Dilworth, the motion carried unanimously.

1. Abatements and Waivers

- A. Bernie Manor moved "To recommend that the Selectmen approve the abatement S-UTL-10-09, Golds Gym at M/L 204-073-000." Seconded by Don Gowdy, the motion carried without discussion.
- B. Regarding abatement S-UTL-10-10, Howard Dilworth moved "To defer a decision on S-UTL-10-10 until next months meeting, for more information." Seconded by Bernie Manor, the motion carried with some discussion. Effectively, three issues need clarification: 1. why the discrepancy between abatement of 800 CF from the Hudson Water Utility and the requested sewer abatement of 810 CF. 2. What kind of a meter is this, and what does it service? and finally, 3. Why is there any flow at all in this "high flow" service?

2. Reports

- A. The Treasurers' report dated 05/18/2010 was reviewed by the committee. Some discussion was had regarding the fact that the Hudson Water Utility will eventually need a \$90,000 reimbursement from the Sewer Utility to cover some costs from the Ottarnic Pond fund. Howard Dilworth asked why? Selectman Coutu suggested we contact Kathryn Carpentier, Hudson Finance Director, to setup a monthly transaction to reimburse the Water Utility. Bill will ask Donna to contact Kathryn.
- B. The Check Register dated 03/31/2010 was reviewed by the committee. The reporting system does not allow for an easy method to display the budget line-item "account number." The initial reason for Howard's original request was to be able to forecast the expected cash flow on a month-to-month basis. Howard Dilworth will proceed to try and clarify this, and propose a method to forecast the monthly expenditures.
- C. The Expenditure Report dated 06/03/2010 was reviewed by the committee.

- D. The Revenue report dated 06/03/201 was reviewed by the committee. Some discussion was had regarding the reason why the "From Capital Reserve" and the "Use of Sewer Fund Balance" accounts have not been utilized yet.

3. Old Business

- A. Balance of capacity - unchanged at 58,058 GPD. Gary reports that the industrial users balance of capacity project is almost complete.

4. New Business

- A. Sewer Rate discussion: Some discussion regarding the last sewer rate increase request, which was supplied by the Finance department, which was subsequently reduced by the Sewer Utility Committee, which was finally reduced further by the Select Board. The last rate increase effectively restored a prior rate **decrease**. "Howard Dilworth moved that the Sewer Utility recommend to the Board of Selectmen that the current rate schedule be maintained. Seconded by Bernie Manor, the motion carried unanimously.
- B. Fiscal Year 2010 Encumbrances: Gary Webster will inquire with Jessie Forence, Sewer Foreman if there are any projects that will need to be carried over until the next fiscal year.
- C. Policy & Procedure update: a memo was provided by Donna regarding that the policy and procedures manual was successfully approved by the Select Board.

5. Closing

- A. After closing comments by committee members, the meeting was adjourned at 7:03 pm.

Craig T. Bailey, PE
Secretary