



# TOWN OF HUDSON

## Municipal Utility Committee

David Shaw, Chairman      Kara Roy, Selectmen Liaison



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### Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: May 21, 2024

#### Member Attendees:

Dave Shaw, Chairman  
Dan O'Brien  
David Leary

#### Staff:

Elvis Dhima, Town Engineer  
Barbara O'Brien, Water Utility  
Donna Staffier-Sommers, Sewer Utility

#### Absent- excused:

Karl Huber, member  
Kara Roy, Selectman Liaison

#### Guest:

Katy Curtis, DES Water Division

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, May 21, 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 April 16, 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 April 16, 2024, as written." Motion carried.

To accommodate our guest, Agenda Item 7A –Hudson Water Utility Asset Management Update was taken out of order.

**7A. New Business- Water Hudson Water Utility Asset Management Update**

The 2022 Water Utility Asset Management Grant of \$100,000 was accepted by the Board of Selectmen in April 2022. It is to be used to provide a vision statement listing goals for the water system.

Elvis Dhima, Town Engineer, provided a memorandum to the Committee with a list of realistic Level of Service goals for the Water Utility in addition to a vision statement. He also provided a Water System Summary.

Goals listed:

- Promote water system looping and reduce dead end sections within the existing water system.
- Continue to develop capital improvement projects (CIP) for replacement of critical water infrastructure, including mains, based on the findings of the asset management program.
- Meet and improve current ISO requirements for fire flow supply within the existing system.
- Provide better and more sustainable pressure to all service connections under average day demand supply conditions.

The vision statement presented for Board of Selectmen consideration:

Utilize asset management to improve and further develop our monitoring above and below grade water system asset conditions so the Water Utility can be reliable, sustainable and affordable.

Elvis reviewed the memo and vision statement with the Committee and Katy Curtis from DES.

Katy Curtis from DES provided some recommendations. She was overall in support of the goals listed but wants to see more detail.

Based on her recommendations, it would be a realistic goal for the Town to plan and budget replacement or new install of mains of approximately 1000 lf per year. The bond will be paid off in 2028.

The Committee recommends the Board of Selectmen accept the vision statement as shown and the goals listed. Motion made by Dan O'Brien; second by Dave Leary. Motion carried.

This is to become an exhibit in the Water Utility Policy after BOS approval.

The Committee thanked Katy, with appreciation, for her time and recommendations.

**2. Financial Status – Water Utility**

A – C. The Expenditure, Revenue Reports and Cash Flow reports for April 2024 were reviewed with minor comments.

D. Whitewater Operations Report for April 2024 was reviewed with no comment.

**3. Old Business- Water Utility**

A. Water Policy review continuation- second review

Donna provided the Committee with a summary of recommended changes to the Water Utility Policy that they made throughout the year along with the appropriate pages, marked up and highlighted, with those recommendations.

Motion made by Dave Leary; second by Dan O'Brien "to recommend the Board of Selectmen accept these changes and updates to the Water Utility Policy, as presented." Motion carried.

This request will be held waiting for BOS approval of the Water Utility Asset Management Vision and Goals so that it can be included as an exhibit in the policy.

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

**5. Financial Status – Sewer Utility**

A-C The Expenditure, Revenue and the Cash Flow reports for April 2024 were reviewed without comment.

**6. Old Business – Sewer Utility -None**

**7. New Business – Sewer Utility - None**

**8. Informational**

The Elections will be held at the next meeting so that all the Committee members may be present.

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

The Committee welcomed Dave Leary back as a newly reinstated member.

The next meeting is scheduled for Tuesday, June 18, 2024 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 8:11pm. Motion carried.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide