



# 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: June 18, 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  
Kara Roy, Selectman Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, June 18, 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 May 21, 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 May 21, 2024, as written." Motion carried with Karl Huber abstaining.

## **2. Elections**

The Committee had elections for the Chairman & Vice- Chairman positions.

Motion made by Dave Shaw; second by Dave Leary “to nominate Dan O’Brien as Chairman.” All were in favor. Motion carried.

Motion made by Dan O’Brien; second by Karl Huber “to nominate Dave Shaw as Vice - Chairman.” All were in favor. Motion carried.

## **3. Financial Status – Water Utility**

A – C. The Expenditure, Revenue Reports and Cash Flow reports for May 2024 were reviewed. Dave Leary inquired about the unbudgeted paper expense and over expenditures. He also had some questions on the Revenue sheet. Donna addressed his questions.

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

## **4. Old Business- Water Utility**

The Committee did a second review of the Water Policy revisions at their May meeting.

Donna wrote up a memo to the Board of Selectmen on behalf of the Committee to request that their recommended revisions be made to the Water Utility Policy book along with Committee membership updates to Town Code Chapters 142 & 270.

The Committee reviewed the memo and attachments and made some recommendations for further clarification. Donna is to update.

## **5. New Business – Water Utility**

A. Abatements

### **1. W-UTL-24-03 Town/Prior 6A Sunshine Dr. m/l 150-008-001**

A water shut off fee was charged to the customer but the water was not shut off by Whitewater. Request abatement of the \$125.00 fee.

Dan O'Brien made motion; second by Dave Leary "To recommend the Board of Selectmen approve abatement W-UTL-24-03 in the amount of \$125.00 for the reason given." Motion carried.

**6. Financial Status – Sewer Utility**

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

Dave Leary had a few questions about the over expenditures. The reports don't reflect real percentages actually spent of the budget. Many line items show 100% spent. Those may have P.O.'s with encumbered amounts not yet spent or never will be. But there are some lines that have been overspent.

**7. Old Business – Sewer Utility**

Second review of the Sewer Policy section I and Preamble

- Update to read Municipal Utility Committee in place of Sewer Utility Committee where needed in the Preamble.
- Update the Preamble to list the current Ordinances.
  
- Update to read Municipal Utility Committee in place of Sewer Utility Committee where needed in Section I.
- Add an updated history of Committee on page I-1 Section D.
- Minor numbering/lettering changes to be made on page I-2 Section D-5.
- Update Committee membership size and requirements page I-2 Section D-5.
- As mentioned in the Water Utility Policy review above, update Town Code Chapters 142 & 270, with the correct Committee membership requirements.

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

**9. Informational**

Encumbrance request made to encumber \$186,637.48 from P.O.'s SWR24055 & SWR24126 to pay for the City of Nashua Wastewater treatment expenses for April, May & June 2024. This bill does not come in until July.

Chairman completed the annual audit questionnaire from the Auditors. Donna to mail out the signed form.

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

Outside watering policy is in effect from May – October each year.

The next meeting is scheduled for Tuesday, July 16, 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 8:09pm. Motion carried.

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Donna Staffier-Sommers  
Sewer Utility Administrative Aide