



# TOWN OF HUDSON

## Municipal Utility Committee

David Shaw, Chairman

Kara Roy, Selectmen Liaison

12 School Street Hudson, New Hampshire 03051 Tel: Water 603- 886-6002 Sewer 603-886-6029

### PUBLIC NOTICE

The Municipal Utility Committee will hold a Public Meeting at the BOS Meeting Room, 12 School Street, Hudson NH on Tuesday June 18, 2024 starting at 7:00 PM.

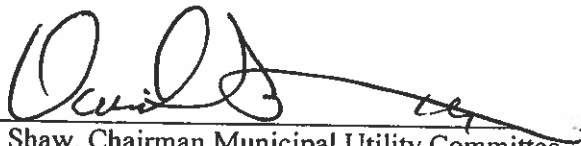
### AGENDA

**RECEIVED**

JUN 20 2024

TOWN OF HUDSON  
SELECTMENS OFFICE

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC INPUT
4. ACCEPTANCE OF MINUTES
5. ELECTIONS
5. FINANCIAL STATUS WATER
  - A. Expenditure Report – May 2024
  - B. Revenue Report – May2024
  - C. Cash Flow May- 2024
  - D. Operations Report WhiteWater May
6. OLD BUSINESS WATER
  - A. None
7. NEW BUSINESS WATER
  - A. Abatement W-UTL-24-03- Prior- 6A Sunshine Dr
8. FINANCIAL STATUS SEWER
  - A. Expenditure Report – May 2024
  - B. Revenue Report – May 2024
  - C. Cash Flow May 2024
9. OLD BUSINESS SEWER
  - A. Sewer Policies Second Review
10. NEW BUSINESS SEWER
  - A. None
11. INFORMATIONAL
  - A. 2024 Encumbrances- Sewer
12. REMARKS BY SELECTMAN, MEMBERS & STAFF
13. NEXT MEETING July 16, 2024
14. ADJOURNMENT



David Shaw, Chairman Municipal Utility Committee



# TOWN OF HUDSON

## Municipal Utility Committee

David Shaw, Chairman

Kara Roy, Selectmen Liaison



12 School Street · Hudson, New Hampshire 03051 · Tel: W- 603-886-6002/ S- 603-886-6029 · Fax: W-603-881-3944 / S -603-816-1294

### Draft -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.

---

Donna Staffier-Sommers  
Sewer Utility Administrative Aide

5A

Run: 6/06/24  
12:03PM

# Expenditure Report - Including Carry Forward Activity

## Water Fund

Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Page: 1  
bmckee  
Report Sorted Expenditure  
WF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>Water Fund</b>									
03-4332-5591-101-000	Water - Admin, Salaries Full Time 104,666.00	0.00	0.00	104,666.00	10,064.00	94,601.60	0.00	10,064.40	90.384
03-4332-5591-105-000	Water - Admin, Overtime 566.00	0.00	0.00	566.00	18.87	207.58	0.00	358.42	36.675
03-4332-5591-108-000	Water - Admin, Fica 8,696.00	0.00	0.00	8,696.00	742.20	7,023.76	0.00	1,672.24	80.770
03-4332-5591-112-000	Water - Admin, State Retirement 14,238.00	0.00	0.00	14,238.00	1,364.25	12,828.06	0.00	1,409.94	90.097
03-4332-5591-121-000	Water - Admin, Flex Cash Benefits 8,435.00	0.00	0.00	8,435.00	811.10	7,624.34	0.00	810.66	90.389
03-4332-5591-122-000	Water - Admin, Insurance Benefits 42,773.00	0.00	0.00	42,773.00	3,702.66	44,498.68	2.95	-1,728.63	104.041
03-4332-5591-201-000	Water - Admin, Prop. and Liability Ins 5,700.00	0.00	0.00	5,700.00	0.00	5,700.00	0.00	0.00	100.000
03-4332-5591-218-000	Water - Admin, Legal Fees 2,400.00	0.00	0.00	2,400.00	1,769.00	3,349.50	0.00	-949.50	139.563
03-4332-5591-228-000	Water - Admin, Audit 4,400.00	0.00	0.00	4,400.00	0.00	0.00	0.00	4,400.00	0.000
03-4332-5591-237-000	Water - Admin, Training 400.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.000
03-4332-5591-238-000	Water - Admin, Postage 44,460.00	0.00	0.00	44,460.00	3,381.71	38,334.10	4,699.26	1,426.64	96.791
03-4332-5591-269-000	Water - Admin, Software Mtce 3,000.00	0.00	0.00	3,000.00	0.00	2,024.98	0.00	975.02	67.499
03-4332-5591-272-000	Water - Admin, Interfund Admin Fees 66,000.00	0.00	0.00	66,000.00	0.00	66,000.00	0.00	0.00	100.000
03-4332-5591-301-000	Water - Admin, Paper 0.00	0.00	0.00	0.00	0.00	962.36	1,100.00	-2,062.36	0.000
03-4332-5591-303-000	Water - Admin, Office Supplies 10,200.00	0.00	0.00	10,200.00	454.00	5,038.74	1,290.90	3,870.36	62.055
03-4332-5591-411-000	Water - Admin, Computer Equipment 1,250.00	0.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	0.000
<b>Total Water Fund</b>	<b>317,184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>317,184.00</b>	<b>22,307.79</b>	<b>288,193.70</b>	<b>7,093.11</b>	<b>21,897.19</b>	<b>93.096</b>

**Expenditure Report - Including Carry Forward Activity**  
**Water Fund**  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>Total Water - Admin</b>									
Selected Year	317,184.00	0.00	0.00	317,184.00	22,307.79	288,193.70	7,093.11	21,897.19	93.096
Prior Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000
Sort Total	317,184.00	0.00	0.00	317,184.00	22,307.79	288,193.70	7,093.11	21,897.19	93.096
<b>Water Fund</b>									
03-4332-5592-105-000	Water - Oper/Maint, Salaries OT								
	1,350.00	0.00	0.00	1,350.00	0.00	0.00	0.00	1,350.00	0.000
03-4332-5592-108-000	Water - Oper/Maint, FICA, Medi Taxes								
	103.00	0.00	0.00	103.00	0.00	0.00	0.00	103.00	0.000
03-4332-5592-112-000	Water - Oper/Maint, State Retirement								
	183.00	0.00	0.00	183.00	0.00	0.00	0.00	183.00	0.000
03-4332-5592-202-000	Water - Oper/Maint, Sm. Equip Maint								
	150,000.00	0.00	1,648.00	151,648.00	45,655.05	177,598.47	1,354.71	-27,305.18	118.006
03-4332-5592-204-000	Water - Oper/Maint, Large Equip Main								
	170,000.00	5,230.00	0.00	175,230.00	26,350.04	190,913.65	0.00	-15,683.65	108.950
03-4332-5592-205-000	Water - Oper/Maint, Lg. Equip Repairs								
	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.000
03-4332-5592-206-000	Water - Oper/Maint, Electricity								
	70,000.00	0.00	2,670.59	72,670.59	7,808.25	83,434.79	0.00	-10,764.20	114.812
03-4332-5592-208-000	Water - Oper/Maint, Telephone								
	7,000.00	0.00	0.00	7,000.00	404.20	10,187.47	1,651.02	-4,838.49	169.121
03-4332-5592-210-000	Water - Oper/Maint, Natural Gas								
	2,000.00	0.00	0.00	2,000.00	45.53	1,547.29	0.00	452.71	77.365
03-4332-5592-225-000	Water - Oper/Maint, Engineering Fees								
	48,000.00	85,000.00	46,347.60	179,347.60	23,580.56	90,677.33	177,856.46	-89,186.19	149.728
03-4332-5592-252-000	Water - Oper/Maint, Prof. Services								
	639,167.00	0.00	0.00	639,167.00	53,262.56	588,898.33	68,136.11	-17,867.44	102.795
03-4332-5592-265-000	Water - Oper/Maint, Outside Hire								
	16,000.00	0.00	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0.000
03-4332-5592-340-000	Water - Oper/Maint, Sm. Oper. Equip								
	6,000.00	0.00	0.00	6,000.00	0.00	923.28	2,121.60	2,955.12	50.748
03-4332-5592-401-000	Water - Oper/Maint, Lg. Oper. Equip								
	530,000.00	291,802.00	0.00	821,802.00	107,627.50	507,771.70	187,803.30	126,227.00	84.640
03-4332-5592-403-000	Water - Oper/Maint, Small Equip								
	117,500.00	0.00	0.00	117,500.00	34,211.16	112,557.16	0.00	4,942.84	95.793

**Expenditure Report - Including Carry Forward Activity**  
**Water Fund**  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>Total Water Fund</b>	<b>1,762,303.00</b>	<b>382,032.00</b>	<b>50,666.19</b>	<b>2,195,001.19</b>	<b>298,944.85</b>	<b>1,764,509.47</b>	<b>438,923.20</b>	<b>-8,431.48</b>	<b>100.384</b>
<b>Total Water - Operation/Maint</b>									
Selected Year	1,762,303.00	0.00	50,666.19	1,812,969.19	292,746.85	1,416,079.47	405,321.20	-8,431.48	100.465
Prior Year	0.00	382,032.00	0.00	382,032.00	6,198.00	348,430.00	33,602.00	0.00	100.000
Sort Total	1,762,303.00	382,032.00	50,666.19	2,195,001.19	298,944.85	1,764,509.47	438,923.20	-8,431.48	100.384
<b>Water Fund</b>									
03-4335-5593-206-000	Water - Supply, Electricity								
	70,000.00	0.00	1,683.75	71,683.75	6,505.02	64,764.15	0.00	6,919.60	90.347
03-4335-5593-208-000	Water - Supply, Telephone								
	11,000.00	0.00	0.00	11,000.00	866.75	8,898.26	0.00	2,101.74	80.893
03-4335-5593-210-000	Water - Supply, Natural Gas								
	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.000
03-4335-5593-252-000	Water - Supply, Professional Services								
	5,000.00	0.00	0.00	5,000.00	4,819.50	6,079.05	0.00	-1,079.05	121.581
03-4335-5593-293-000	Water - Supply, Water from PWW								
	1,041,108.00	0.00	0.00	1,041,108.00	71,730.60	821,355.25	0.00	219,752.75	78.892
03-4335-5593-411-000	Water - Supply, Computer Equipment								
	100,000.00	39,135.92	0.00	139,135.92	0.00	9,600.00	30,035.92	99,500.00	28.487
03-4335-5593-417-000	Water - Supply, Chemicals								
	50,000.00	0.00	0.00	50,000.00	2,186.05	46,995.02	24,579.96	-21,574.98	143.150
03-4335-5593-418-000	Water - Supply, Water Comp. Prop. Tax								
	27,000.00	0.00	0.00	27,000.00	0.00	28,732.00	0.00	-1,732.00	106.415
03-4335-5593-419-000	Water - Supply, Feasibility Study (SG)								
	0.00	11,003.04	0.00	11,003.04	0.00	11,003.04	0.00	0.00	100.000
<b>Total Water Fund</b>	<b>1,306,108.00</b>	<b>50,138.96</b>	<b>1,683.75</b>	<b>1,357,930.71</b>	<b>86,107.92</b>	<b>997,426.77</b>	<b>54,615.88</b>	<b>305,888.06</b>	<b>77.474</b>
<b>Total Water - Supply</b>									
Selected Year	1,306,108.00	0.00	1,683.75	1,307,791.75	86,107.92	976,823.73	25,079.96	305,888.06	76.610
Prior Year	0.00	50,138.96	0.00	50,138.96	0.00	20,603.04	29,535.92	0.00	100.000
Sort Total	1,306,108.00	50,138.96	1,683.75	1,357,930.71	86,107.92	997,426.77	54,615.88	305,888.06	77.474
<b>Water Fund</b>									
03-4711-5594-497-000	Water - Debt Service, Principal								
	1,005,000.00	0.00	0.00	1,005,000.00	0.00	1,005,000.00	0.00	0.00	100.000



Run: 6/06/24  
12:03PM

Expenditure Report - Including Carry Forward Activity  
**Water Fund**  
 Town of Hudson, NH  
 As Of: May 2024, GL Year 2024

Page: 4  
 bmckee  
 ReportSortedExpenditure  
 WF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
03-4721-5594-498-000	Water - Debt Service, Interest 135,406.00	0.00	0.00	135,406.00	0.00	135,405.50	0.00	0.50	100.000
<b>Total Water Fund</b>	<b>1,140,406.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,140,406.00</b>	<b>0.00</b>	<b>1,140,405.50</b>	<b>0.00</b>	<b>0.50</b>	<b>100.000</b>
<b>Total Water - Debt Service</b>	<b>1,140,406.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,140,406.00</b>	<b>0.00</b>	<b>1,140,405.50</b>	<b>0.00</b>	<b>0.50</b>	<b>100.000</b>
Selected Year	1,140,406.00	0.00	0.00	1,140,406.00	0.00	1,140,405.50	0.00	0.50	100.000
Prior Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000
Sort Total	1,140,406.00	0.00	0.00	1,140,406.00	0.00	1,140,405.50	0.00	0.50	100.000

Run: 6/06/24  
12:03PM

Expenditure Report - Including Carry Forward Activity  
**Water Fund**  
 Town of Hudson, NH  
 As Of: May 2024, GL Year 2024

Page: 5  
 bmckee  
 ReportSortedExpenditure  
 WF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
Selected Year	4,526,001.00	0.00	52,349.94	4,578,350.94	401,162.56	3,821,502.40	437,494.27	319,354.27	93.025
Prior Year	0.00	432,170.96	0.00	432,170.96	6,198.00	369,033.04	63,137.92	0.00	100.000
Grand Total	4,526,001.00	432,170.96	52,349.94	5,010,521.90	407,360.56	4,190,535.44	500,632.19	319,354.27	93.626

Run: 6/06/24  
11:58AM

Revenue Report  
Month End Revenue Report  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Page: 1  
bmckee  
ReportSortedRevenue  
WF

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
<b>Water Fund</b>						
03-3190-4794-000-000	Interest on Delinquent Accounts	10,000.00	0.00	5,139.10	4,860.90	51.391
03-3290-4394-000-000	Backflow Testing Fees	36,000.00	3,610.00	54,815.00	-18,815.00	152.264
03-3290-4395-000-000	Water Hookup Fee	296,000.00	1,370.00	28,263.98	267,736.02	9.549
03-3290-4396-000-000	Water Service Fees	12,000.00	3,797.50	11,438.76	561.24	95.323
03-3290-4397-000-000	Shutoff/Reconnect Fee	3,500.00	0.00	2,000.00	1,500.00	57.143
03-3359-4659-000-000	Grants - Other	46,347.60	0.00	46,347.60	0.00	100.000
03-3401-4716-000-000	Cash Over/Short	0.00	0.00	23.53	-23.53	0.000
03-3401-4748-000-000	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.000
03-3401-4759-000-000	Misc Rev - Other	6,002.34	1,322.90	6,002.34	0.00	100.000
03-3402-4390-000-000	Rental Fee - Private Hydrant	65,500.00	5,744.62	60,706.66	4,793.34	92.682
03-3402-4391-000-000	Rental Fee - Public Hydrant	78,000.00	6,496.20	71,458.20	6,541.80	91.613
03-3402-4392-000-000	Public Fire Protection	224,000.00	19,623.48	215,499.99	8,500.01	96.205
03-3402-4790-000-000	Water Base Charges	970,200.00	82,393.48	909,089.46	61,110.54	93.701
03-3402-4791-000-000	Water Usage Charges	2,233,301.00	136,811.40	1,695,365.52	537,935.48	75.913
03-3402-4792-000-000	Fire Access Charges	215,000.00	16,584.67	182,431.37	32,568.63	84.852
03-3402-4799-000-000	Water Sales to Pennichuck	50,000.00	0.00	17,884.20	32,115.80	35.768
03-3502-4702-000-000	Bank Charges	-2,500.00	0.00	-3,785.59	1,285.59	151.424
03-3509-4793-000-000	Interest on Investments	0.00	0.00	10,993.04	-10,993.04	0.000
03-3915-4922-000-000	Other Income - Water	10,000.00	150.00	2,750.00	7,250.00	27.500
03-3915-4922-000-000	From Capital Reserve Fund	60,000.00	0.00	0.00	60,000.00	0.000
03-3939-4999-000-000	Use of Fund Balance	265,000.00	0.00	0.00	265,000.00	0.000
03-4915-4915-000-000	To Capital Reserve Funds	10,000.00	0.00	0.00	10,000.00	0.000
<b>Totals</b>	<b>Water Fund</b>	<b>4,588,350.94</b>	<b>277,904.25</b>	<b>3,316,423.16</b>	<b>1,271,927.78</b>	<b>72.279</b>

50

**Town of Hudson, NH  
Water / Sewer Cash Flow  
Fiscal Year 2024**

	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
<b>Water Fund</b>												
Beginning Bal.	6,266,330.69	6,692,169.33	7,065,232.65	7,382,306.84	7,774,772.42	7,018,304.11	7,347,772.28	5,792,212.99	6,106,016.44	6,390,264.14	6,340,780.37	.
Income												
Lock Box Deposits	73,881.78	67,301.59	55,478.39	79,748.00	42,127.02	75,249.26	59,712.96	49,451.51	57,558.49	53,617.82	55,629.20	.
In-house Deposits	251,028.17	203,976.02	204,570.94	204,570.94	179,905.86	170,538.86	149,100.25	180,067.94	133,111.85	141,164.75	159,904.26	.
On Line Deposits	101,996.92	102,362.65	94,253.67	109,236.26	87,186.75	84,681.14	89,345.19	85,125.05	94,221.46	83,982.44	83,404.08	.
From GF/SF	510,770.55	-	-	-	-	-	-	-	-	46,347.60	-	.
Investment Interest	-	-	-	-	-	-	-	-	-	10,993.04	12,669.28	.
Total Income	937,677.42	373,640.26	354,303.00	393,555.20	309,219.63	330,469.26	298,158.40	314,644.50	284,891.80	336,105.65	311,606.82	.
Expenditures												
Expend / GF Pmt	510,770.55	-	-	-	1,069,186.05	-	1,851,852.10	-	-	384,883.95	-	.
Bank / Lockbx Fees	477.91	406.66	416.30	257.14	385.55	938.12	405.29	110.26	382.27	365.14	550.81	.
Returned Checks	590.32	170.28	187.67	832.48	1,080.83	62.97	1,460.30	730.79	261.83	340.33	946.88	.
Total Expend.	511,838.78	576.94	603.97	1,089.62	1,070,652.43	1,001.09	1,853,717.69	841.05	644.10	385,589.42	1,497.69	.
Ending Balance	6,692,169.33	7,065,232.65	7,418,931.68	7,774,772.42	7,013,339.62	7,347,772.28	5,792,212.99	6,106,016.44	6,390,264.14	6,340,780.37	6,650,889.50	.

	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
<b>Sewer Fund</b>												
Beginning Bal.	87,328.75	413,655.73	667,921.28	704,948.44	758,778.10	450,095.74	484,994.31	299,452.01	517,922.31	442,022.61	501,050.07	.
Income												
Lock Box Deposits	9,709.19	64,722.59	2,634.30	12,431.06	61,076.62	2,733.97	18,354.70	44,232.63	1,858.96	12,402.63	48,308.72	.
In-house Receipts	292,321.09	121,629.65	28,700.78	24,263.59	113,270.18	26,549.01	52,261.97	113,301.14	33,389.18	32,541.67	65,681.99	.
IDA Deposits	-	-	-	-	-	-	-	-	-	-	-	.
Capital Assessments	-	-	-	-	-	-	-	-	-	-	-	.
On Line Payments	25,116.18	68,600.45	6,623.93	17,350.80	69,062.56	6,637.66	20,474.00	61,395.05	6,148.79	14,267.41	99,666.51	.
Total Income	327,146.46	254,952.69	37,959.01	54,045.45	243,409.36	35,920.64	91,090.67	218,928.82	41,396.93	59,211.71	213,657.22	.
Expenditures												
Expend / GF & WF	864.36	-	-	-	551,843.65	-	277,090.73	-	116,725.15	-	-	.
Bank / Lockbx Fees	225.76	259.67	684.99	168.98	248.07	1,022.07	198.95	337.88	538.96	184.25	267.45	.
Returned Checks	593.72	427.47	246.86	46.81	-	-	-	172.13	32.52	-	222.96	.
Total Expend.	1,683.84	687.14	931.85	215.79	552,091.72	1,022.07	277,289.68	510.01	117,296.63	184.25	490.41	.
Ending Balance	412,791.37	667,921.28	704,948.44	758,778.10	450,095.74	484,994.31	298,795.30	517,870.82	442,022.61	501,050.07	714,216.88	.



7A

# TOWN OF HUDSON Water Utility



12 School Street Hudson, New Hampshire 03051 Tel: 603-886-6002 Fax: 603-881-3944

## APPLICATION FOR WATER UTILITY ABATEMENT

ABATEMENT # W-UTL-24-03

\*\*\*\*\* APPLICANT MUST FILL IN ALL SPACES BELOW AND SIGN \*\*\*\*\*

Water Account #: 3507944766 Date: May 31, 2024  
 Name of Applicant: Town of Hudson Water Utility  
 Name of Property Owner: Austin Prior  
 Address of Property: 611 Sunshine Drive  
 Parcel ID: 150-008-001 Amount: \$ 125.00

I/We request an Abatement of water charges on the property listed above for the billing period

2-29-24 - 3-29-24, for the following reason(s): Customer's water  
was thought to be shut off by WhiteWater  
on 4-3-24 for non-payment and fee was  
charged. Customer came in to pay & said  
they still had water

Signature of Applicant(s): Barbara Obrien Date: May 31, 2024  
Water Utility Date: \_\_\_\_\_

Mailing Address: Street: 12 School Street Town/City: Hudson  
 State: NH Zip Code: 03051 Phone #: 603-886-6002

### RETURN COMPLETED APPLICATION TO THE WATER UTILITY CLERK

Do not write below this line- official use only

Date Received: 5-31-24 Received By: Barbara

Type of Request:

Monthly Utility Rents: Monthly Fire Service Fee: Water Connection Fee: Water Access Fee:

Total Abatement Amount: \$ 125.- Refund Amount: \$ \_\_\_\_\_

**ABATEMENT RECOMMENDATION REPORT**

1. Water Utility Department:

Date of Filing: May 31, 2024

Utility Clerk: Barbara Abner

Accuracy check, corrections, and deficiencies: \_\_\_\_\_

Was told water was shut off at street when  
it wasn't & customer was charged the disconnection  
fee of 125.00

2. Finance Director:

Finance Director Recommends: Approving Abatement:  Denying Abatement:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: S. Lobbie Date: 6/4/24

3. Municipal Utility Committee:

Date Submitted and Reviewed : \_\_\_\_\_

Municipal Utility Committee Recommends: Approving Abatement:  Denying Abatement:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Total Abatement/Refund Amount: \$ \_\_\_\_\_

4. Board of Selectman: Granted:  Denied:  Date: \_\_\_\_\_

5. Date Notification Letter Sent to Applicant: \_\_\_\_\_

6. Date Copy given to the Sewer Utility Department: \_\_\_\_\_

**TOWN OF HUDSON, WATER UTILITY**

12 SCHOOL STREET, HUDSON NH 03051

**WATER BILL**

Bill#	Bill Date:	Due Date:	Map/Lot
01767360	4/10/2024	5/06/2024	150-008-001
Reading Date	Prev Reading	Cur Reading	Usage
3/29/2024	1835	1838	3
Service Location		Account#	
6B SUNSHINE DRIVE		3507944706	
Bill To:			

PRIOR, AUSTIN  
6A SUNSHINE DRIVE  
HUDSON, NH 03051

Description	Charges
5/8 Monthly	\$10.69
Usage	\$9.90
Disconnection Fee	\$125.00

<b>Total Current Charges:</b>	<b>\$145.59</b>
<b>Past Due</b>	<b>\$178.18</b>
<b>Total Due</b>	<b>\$323.77</b>

Billing Period
----------------

Usage 2/29/2024 through 3/29/2024

PAYMENTS MADE ON OR AFTER THE ABOVE BILL DATE WILL NOT BE REFLECTED ON THIS BILL. TO AVOID SEEING OUTSTANDING AND/OR INTEREST CHARGES ON YOUR MONTHLY BILLS, PLEASE ENSURE YOUR PAYMENTS ARE MADE BY THE DUE DATE.

\* For billing inquiries please call the Town of Hudson Water Utility at (603) 886-6002. The hours of operation are Monday through Friday 8:00am to 4:30pm.

\* For after hours EMERGENCY service call WhiteWater at (603) 324-8318 \* BE ADVISED THAT A \$250 AFTER HOURS FEE WILL BE CHARGED IF A TECHNICIAN IS REQUIRED TO GO TO PROPERTY\*\*\*\*

\* All water passing through the meter will be charged, whether used, wasted or lost by leakage.

\* Interest of 12% per annum will be charged for all unpaid balances. Returned check fee is \$25.00 per returned check. Payments will be applied to interest and any outstanding charges prior to being applied to current charges.

Go Green - Pay Online  
Less Clutter, Better for the Environment  
Pay online 24/7 at [www.hudsonnh.gov](http://www.hudsonnh.gov)

**TOWN OF HUDSON, WATER UTILITY**

12 SCHOOL STREET, HUDSON NH 03051

**WATER BILL**

Bill#	Bill Date	Due Date	Map/Lot
01767360	4/10/2024	5/06/2024	150-008-001
Reading Date	Prev Reading	Cur Reading	Usage
3/29/2024	1835	1838	3
Service Location		Account#	
6B SUNSHINE DRIVE		3507944706	

PRIOR, AUSTIN  
6A SUNSHINE DRIVE  
HUDSON, NH 03051

Description	Charges
-------------	---------

<b>Total Current Charges</b>	<b>\$145.59</b>
<b>Past Due</b>	<b>\$178.18</b>
<b>Total Due</b>	<b>\$323.77</b>

TOWN OF HUDSON WATER UTILITY  
PO BOX 9572  
MANCHESTER, NH 03108-9572

Handwritten initials: A and 8

Run: 6/06/24  
12:05PM

**Expenditure Report - Including Carry Forward Activity**  
**Sewer Fund**  
 Town of Hudson, NH  
 As Of: May 2024, GL Year 2024

Page: 1  
 brckee  
 Report Sorted Expenditure  
 SF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>Sewer Fund</b>									
<b>Sewer - Billing/Collection</b>									
02-4326-5561-101-000	Sewer - Billing/Coll., Salaries FT 57,450.00	0.00	0.00	57,450.00	5,524.00	51,925.61	0.00	5,524.39	90.384
02-4326-5561-105-000	Sewer - Billing/Coll, Salaries OT 497.00	0.00	0.00	497.00	155.36	1,315.42	0.00	-818.42	264.672
02-4326-5561-108-000	Sewer - Billing/Coll, Fica 4,433.00	0.00	0.00	4,433.00	391.53	3,686.11	0.00	746.89	83.152
02-4326-5561-112-000	Sewer - Billing/Coll, State Retirement 7,840.00	0.00	0.00	7,840.00	768.42	7,203.53	0.00	636.47	91.882
02-4326-5561-122-000	Sewer - Billing/Coll, Ins.Benefits 23,287.00	0.00	0.00	23,287.00	2,112.89	24,262.32	0.00	-975.32	104.188
02-4326-5561-201-000	Sewer - Billing/Coll, P&L Insurance 3,300.00	0.00	0.00	3,300.00	0.00	3,300.00	0.00	0.00	100.000
02-4326-5561-216-000	Sewer - Billing/Coll, Deeds/Legal Doc 500.00	0.00	0.00	500.00	2.64	129.75	272.89	97.36	80.528
02-4326-5561-228-000	Sewer - Billing/Coll, Audit 2,200.00	0.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00	0.000
02-4326-5561-233-000	Sewer - Billing/Coll, Mileage Reim. 24.00	0.00	0.00	24.00	0.00	0.00	0.00	24.00	0.000
02-4326-5561-237-000	Sewer - Billing/Coll, Training 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
02-4326-5561-238-000	Sewer - Billing/Coll, Postage 15,700.00	0.00	0.00	15,700.00	0.00	13,563.40	0.00	2,136.60	86.391
02-4326-5561-252-000	Sewer - Billing/Coll, Services 7,000.00	0.00	0.00	7,000.00	361.25	3,586.87	4,158.13	-745.00	110.643
02-4326-5561-269-000	Sewer - Billing/Coll, Software Mtce. 5,200.00	0.00	0.00	5,200.00	0.00	1,850.24	0.00	3,349.76	35.582
02-4326-5561-272-000	Sewer - Billing/Coll, Interfund Admin F 44,000.00	0.00	0.00	44,000.00	0.00	44,000.00	0.00	0.00	100.000
02-4326-5561-303-000	Sewer - Billing/Coll, Office Supplies 5,000.00	0.00	0.00	5,000.00	0.00	4,882.35	135.00	-17.35	100.347
<b>Total Sewer - Billing/Collection</b>	<b>176,531.00</b>	<b>0.00</b>	<b>0.00</b>	<b>176,531.00</b>	<b>9,316.09</b>	<b>159,705.60</b>	<b>4,566.02</b>	<b>12,259.38</b>	<b>93.055</b>

**Sewer - Operations/Maint**



Run: 6/06/24  
12:05PM

**Expenditure Report - Including Carry Forward Activity**  
**Sewer Fund**  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Page: 2  
bmckee  
ReportSortedExpenditure  
SF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
02-4326-5562-101-000	Sewer - Oper/Maint, Salaries FT 224,737.00	0.00	0.00	224,737.00	23,132.30	236,911.49	0.00	-12,174.49	105.417
02-4326-5562-105-000	Sewer - Oper/Maint, Salaries OT 9,084.00	0.00	0.00	9,084.00	153.36	5,717.16	0.00	3,366.84	62.937
02-4326-5562-107-000	Sewer - Oper/Maint, Standby 3,380.00	0.00	0.00	3,380.00	876.00	3,192.50	0.00	187.50	94.453
02-4326-5562-108-000	Sewer - Oper/Maint, Fica 19,261.00	0.00	0.00	19,261.00	1,799.23	18,653.01	0.00	607.99	96.843
02-4326-5562-112-000	Sewer - Oper/Maint, State Retirement 32,093.00	0.00	0.00	32,093.00	3,269.08	28,876.90	0.00	3,216.10	89.979
02-4326-5562-121-000	Sewer - Oper/Maint, Flex Cash Benefi 14,578.00	0.00	0.00	14,578.00	981.95	9,362.24	0.00	5,215.76	64.222
02-4326-5562-122-000	Sewer - Oper/Maint, Insurance Benefi 49,733.00	0.00	0.00	49,733.00	5,472.30	56,476.92	0.00	-6,743.92	113.560
02-4326-5562-203-000	Sewer - Oper/Maint, Sm. Equip Repai 20,000.00	0.00	596.38	20,596.38	1,303.36	12,072.89	0.00	8,523.49	58.617
02-4326-5562-206-000	Sewer - Oper/Maint, Electricity 30,000.00	0.00	891.65	30,891.65	3,724.44	32,491.29	0.00	-1,599.64	105.178
02-4326-5562-207-000	Sewer - Oper/Maint, Water and Sewer 2,600.00	0.00	0.00	2,600.00	185.07	2,302.60	0.00	297.40	88.562
02-4326-5562-208-000	Sewer - Oper/Maint, Telephone 11,000.00	0.00	0.00	11,000.00	741.48	11,846.15	0.00	-846.15	107.692
02-4326-5562-213-000	Sewer - Oper/Maint, Fire Alarm Maint 2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.000
02-4326-5562-221-000	Sewer - Oper/Maint, Equip Rental 13,736.00	0.00	0.00	13,736.00	3,650.00	21,550.00	1,825.00	-9,639.00	170.173
02-4326-5562-225-000	Sewer - Oper/Maint, engineering Fees 0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	-3,000.00	0.000
02-4326-5562-235-000	Sewer - Oper/Maint, Registration Fees 3,000.00	0.00	0.00	3,000.00	0.00	210.00	0.00	2,790.00	7.000
02-4326-5562-239-000	Sewer - Oper/Maint, Sewage Treatme 550,000.00	220,754.43	0.00	770,754.43	185,933.87	578,853.89	191,900.54	0.00	100.000
02-4326-5562-241-000	Sewer - Oper/Maint, Printing 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
02-4326-5562-244-000	Sewer - Oper/Maint, Medical Exams 400.00	0.00	0.00	400.00	342.72	676.18	0.00	-276.18	169.045

**Expenditure Report - Including Carry Forward Activity**  
**Sewer Fund**  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
02-4326-5562-252-000	Sewer - Oper/Maint, Prof. Services 61,000.00	0.00	0.00	61,000.00	222.10	7,200.56	12,623.19	41,176.25	32.498
02-4326-5562-310-000	Sewer - Oper/Maint, Gravel 500.00	0.00	0.00	500.00	0.00	404.65	0.00	95.35	80.930
02-4326-5562-311-000	Sewer - Oper/Maint, Stone 550.00	0.00	0.00	550.00	0.00	1,306.96	0.00	-756.96	237.629
02-4326-5562-312-000	Sewer - Oper/Maint, Sand 550.00	0.00	0.00	550.00	0.00	0.00	0.00	550.00	0.000
02-4326-5562-313-000	Sewer - Oper/Maint, Manhole Structur 2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.000
02-4326-5562-314-000	Sewer - Oper/Maint, Grates/Frames/C 10,000.00	0.00	0.00	10,000.00	11,866.62	13,397.66	0.00	-3,397.66	133.977
02-4326-5562-315-000	Sewer - Oper/Maint, Pipe and Fabris 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
02-4326-5562-319-000	Sewer - Oper/Maint, Uniform Purchas 2,300.00	0.00	0.00	2,300.00	187.13	2,528.63	138.95	-367.58	115.982
02-4326-5562-323-000	Sewer - Oper/Maint, Sewage Chemica 16,000.00	0.00	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0.000
02-4326-5562-340-000	Sewer - Oper/Maint, Sm. Oper. Mtls 10,000.00	0.00	0.00	10,000.00	1,915.36	27,440.39	7,033.61	-24,474.00	344.740
02-4326-5562-401-000	Sewer - Oper/Maint, Lg Operating Equ 162,770.00	0.00	0.00	162,770.00	0.00	237,632.01	0.00	-74,862.01	145.993
02-4326-5562-403-000	Sewer - Oper/Maint, Small Equip 30,000.00	0.00	0.00	30,000.00	0.00	15,931.54	0.00	14,068.46	53.105
02-4326-5562-410-000	Sewer - Oper/Maint, Sewer Rpr/Maint 15,000.00	0.00	0.00	15,000.00	0.00	6,366.05	0.45	8,633.50	42.443
<b>Total Sewer - Operations/Maint</b>	<b>1,298,472.00</b>	<b>220,754.43</b>	<b>1,488.03</b>	<b>1,520,714.46</b>	<b>245,756.37</b>	<b>1,334,401.67</b>	<b>213,521.74</b>	<b>-27,208.95</b>	<b>101.789</b>
<b>Sewer - Capital Projects</b>									
02-4326-5564-608-000	Sewer - Const, Pump Station Conting 20,000.00	0.00	18,405.62	38,405.62	0.00	18,405.62	0.00	20,000.00	47.924
02-4326-5564-624-000	Sewer - Const, Nashua STP 420,000.00	0.00	268,339.86	688,339.86	0.00	268,339.86	0.00	420,000.00	38.984
02-4326-5564-625-000	Sewer - Const, Inflow/Infiltration Study 10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.000

Run: 6/06/24  
12:05PM

**Expenditure Report - Including Carry Forward Activity**  
**Sewer Fund**  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Page: 4  
bmckee  
Report Sorted Expenditure  
SF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
02-4326-5564-640-000	Sewer - Const, Line Replacement								
	250,000.00	0.00	80,633.74	330,633.74	0.00	177,796.69	143,225.00	9,612.05	97.093
<b>Total Sewer - Capital Projects</b>	<b>700,000.00</b>	<b>0.00</b>	<b>367,379.22</b>	<b>1,067,379.22</b>	<b>0.00</b>	<b>464,542.17</b>	<b>143,225.00</b>	<b>459,612.05</b>	<b>56.940</b>
<b>Vaccon Truck Capital Rsrv Fund</b>									
02-4326-6095-000-000	Vaccon Truck Capital Reserve Fund								
	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.00	0.00	100.000
<b>Total Vaccon Truck Capital Rsrv Fund</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.000</b>
<b>Total Sewer Fund</b>									
Selected Year	2,190,003.00	0.00	368,867.25	2,558,870.25	255,072.46	1,838,158.07	276,049.70	444,662.48	82.623
Prior Year	0.00	220,754.43	0.00	220,754.43	0.00	135,491.37	85,263.06	0.00	100.000
Sort Total	2,190,003.00	220,754.43	368,867.25	2,779,624.68	255,072.46	1,973,649.44	361,312.76	444,662.48	84.003

Run: 6/06/24  
12:05PM

Expenditure Report - Including Carry Forward Activity  
Sewer Fund  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Page: 5  
bmckee  
ReportSortedExpenditure  
SF

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
Selected Year	2,190,003.00	0.00	368,867.25	2,558,870.25	255,072.46	1,838,158.07	276,049.70	444,662.48	82.623
Prior Year	0.00	220,754.43	0.00	220,754.43	0.00	135,491.37	85,263.06	0.00	100.000
Grand Total	2,190,003.00	220,754.43	368,867.25	2,779,624.68	255,072.46	1,973,649.44	361,312.76	444,662.48	84.003

Revenue Report  
Month End Revenue Report  
Town of Hudson, NH  
As Of: May 2024, GL Year 2024

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
<b>Sewer Fund</b>						
02-3190-4180-000-000	Interest on Sewer Utility	15,000.00	272.39	14,816.45	183.55	98.776
02-3190-4181-000-000	Sewer Betterment Interest	728.00	0.00	727.76	0.24	99.967
02-3401-4716-000-000	Cash Over/Short	0.00	0.00	0.00	0.00	0.000
02-3401-4759-000-000	Misc Rev - Other	891.65	331.85	891.65	0.00	100.000
02-3403-4780-000-000	Sewer Base Charges	565,000.00	0.00	567,588.33	-2,588.33	100.458
02-3403-4781-000-000	Sewer Consumption Charges	564,765.00	0.00	527,758.89	37,006.11	93.448
02-3409-4783-000-000	Sewer Capital Assessment Other Chg	100.00	0.00	0.00	100.00	0.000
02-3500-4773-000-000	Otarnic Pond Betterment Assessment	24,911.00	0.00	24,911.00	0.00	100.000
02-3500-4782-000-000	Sewer Capital Assessment	50,000.00	1,940.00	75,407.85	-25,407.85	150.816
02-3502-4702-000-000	Bank Charges	-3,500.00	0.00	-3,487.91	-12.09	99.655
02-3508-4561-000-000	Donations - Sewer	80,633.74	0.00	0.00	80,633.74	0.000
02-3509-4786-000-000	Sewer - Other Income/(Expenses)	0.00	0.00	0.00	0.00	0.000
02-3915-4922-000-000	From Capital Reserve Fund	987,341.86	0.00	287,341.86	700,000.00	29.103
02-3939-4999-000-000	Use of Fund Balance	240,000.00	0.00	0.00	240,000.00	0.000
02-4915-4915-000-000	To Capital Reserve Fund - Sewer	25,000.00	0.00	0.00	25,000.00	0.000
<b>Totals</b>	<b>Sewer Fund</b>	<b>2,550,871.25</b>	<b>2,544.24</b>	<b>1,495,955.88</b>	<b>1,054,915.37</b>	<b>58.645</b>

Town of Hudson, NH  
Water / Sewer Cash Flow  
Fiscal Year 2024

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Water Fund</b>												
Beginning Bal.	6,266,330.69	6,692,169.33	7,065,232.65	7,382,306.84	7,774,772.42	7,018,304.11	7,347,772.28	6,792,212.99	6,106,016.44	6,390,264.14	6,340,780.37	-
<b>Income</b>												
Lock Box Deposits	73,881.78	67,301.59	55,478.39	79,748.00	42,127.02	75,249.26	59,712.96	49,451.51	57,558.49	53,617.82	55,629.20	-
In-house Deposits	251,028.17	203,976.02	204,570.94	204,570.94	179,905.86	170,538.86	149,100.25	180,067.94	133,111.85	141,164.75	159,904.26	-
On Line Deposits	101,996.92	102,362.65	94,253.67	109,236.26	87,186.75	84,681.14	89,345.19	85,125.05	94,221.46	83,982.44	83,404.08	-
From GF/SF	510,770.55	-	-	-	-	-	-	-	-	-	46,347.60	-
Investment Interest	-	-	-	-	-	-	-	-	-	-	10,993.04	12,669.28
<b>Total Income</b>	<b>937,677.42</b>	<b>373,640.26</b>	<b>354,303.00</b>	<b>393,555.20</b>	<b>309,219.63</b>	<b>330,469.26</b>	<b>298,158.40</b>	<b>314,644.50</b>	<b>284,891.80</b>	<b>336,105.65</b>	<b>311,606.82</b>	-
<b>Expenditures</b>												
Expend / GF Pmt	510,770.55	-	-	-	1,069,186.05	-	1,851,852.10	-	-	384,883.95	-	-
Bank / Lockbx Fees	477.91	406.66	416.30	257.14	385.55	938.12	405.29	110.26	382.27	365.14	550.81	-
Returned Checks	590.32	170.28	187.67	832.48	1,080.83	62.97	1,460.30	730.79	261.83	340.33	946.88	-
<b>Total Expend.</b>	<b>511,838.78</b>	<b>576.94</b>	<b>603.97</b>	<b>1,089.62</b>	<b>1,070,652.43</b>	<b>1,001.09</b>	<b>1,853,717.69</b>	<b>841.05</b>	<b>644.10</b>	<b>385,589.42</b>	<b>1,497.69</b>	-
<b>Ending Balance</b>	<b>6,692,169.33</b>	<b>7,065,232.65</b>	<b>7,418,931.68</b>	<b>7,774,772.42</b>	<b>7,013,339.62</b>	<b>7,347,772.28</b>	<b>5,792,212.99</b>	<b>6,106,016.44</b>	<b>6,390,264.14</b>	<b>6,340,780.37</b>	<b>6,650,889.50</b>	-

<b>Sewer Fund</b>												
Beginning Bal.	87,328.75	413,655.73	667,921.28	704,948.44	758,778.10	450,095.74	484,994.31	299,452.01	517,922.31	442,022.61	501,050.07	-
<b>Income</b>												
Lock Box Deposits	9,709.19	64,722.59	2,634.30	12,431.06	61,076.62	2,733.97	18,354.70	44,232.63	1,858.96	12,402.63	48,308.72	-
In-house Receipts	292,321.09	121,629.65	28,700.78	24,263.59	113,270.18	26,549.01	52,261.97	113,301.14	33,389.18	32,541.67	65,681.99	-
IDA Deposits	-	-	-	-	-	-	-	-	-	-	-	-
Capital Assessments	-	-	-	-	-	-	-	-	-	-	-	-
On Line Payments	25,116.18	68,600.45	6,623.93	17,350.80	69,062.56	6,637.66	20,474.00	61,395.05	6,148.79	14,267.41	99,666.51	-
<b>Total Income</b>	<b>327,146.46</b>	<b>254,952.69</b>	<b>37,959.01</b>	<b>54,045.45</b>	<b>243,409.36</b>	<b>35,920.64</b>	<b>91,090.67</b>	<b>218,928.82</b>	<b>41,396.93</b>	<b>59,211.71</b>	<b>213,657.22</b>	-
<b>Expenditures</b>												
Expend / GF & WF	864.36	-	-	-	551,843.65	-	277,090.73	-	116,725.15	-	-	-
Bank / Lockbx Fees	225.76	259.67	684.99	168.98	248.07	1,022.07	198.95	337.88	538.96	184.25	267.45	-
Returned Checks	593.72	427.47	246.86	46.81	-	-	-	172.13	32.52	-	222.96	-
<b>Total Expend.</b>	<b>1,683.84</b>	<b>687.14</b>	<b>931.85</b>	<b>215.79</b>	<b>552,091.72</b>	<b>1,022.07</b>	<b>277,289.68</b>	<b>510.01</b>	<b>117,296.63</b>	<b>184.25</b>	<b>490.41</b>	-
<b>Ending Balance</b>	<b>412,791.37</b>	<b>667,921.28</b>	<b>704,948.44</b>	<b>758,778.10</b>	<b>450,095.74</b>	<b>484,994.31</b>	<b>298,795.30</b>	<b>517,870.82</b>	<b>442,022.61</b>	<b>501,050.07</b>	<b>714,216.88</b>	-

Jim Lavacchia, Highway Supervisor, reviewed and made recommendation for changes and updates to the policy book. Copies of his "marked up" version were provided for the Committee members.

The Committee began review of the Sewer Policies and Procedures and first looked over the Preamble. In places where the Sewer Utility Committee is mentioned, it is to be replaced with Municipal Utility Committee. There were some questions about the references to the Ordinances and which ones have been superseded. Donna will look into.

The Committee began to look over Section I. regarding Sewer Utility Authority and membership. There were some inconsistencies regarding the number of members shown because it started out as a 7 member Committee and then was changed to a 5 member Committee and an alternate.

The Committee plans to review the membership as shown in the Water Utility Policy and potentially use that verbiage in the Sewer Utility Policy. Donna is to check to see if all responsibilities noted in the Sewer Utility Policy are part of the Water Utility Policy.

**8. Informational**

The Committee received copies of clearing interfund transactions made from the sewer funds to the general fund and another of water to sewer. The Committee also favorably noted the informative back up info that came with them.

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

Barbara – Water shut off letters went out this week. There were 119 on the list.

Dan- Happy Spring!

The next meeting is scheduled for Tuesday, April 18, 2023 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 8:37 pm. Motion carried.

---

Donna Staffier-Sommers  
Sewer Utility Administrative Aide

A-B The Expenditure and Revenue reports for March 2023 were reviewed with minor comments.

C. The Cash Flow report was not provided.

**5. Old Business – Sewer Utility**

**A. Sewer Policy review**

Section I- Sewer Utility Authority

Section I B -Ordinances

- Ordinance 77 defines the rules and regulations of the operation of the Sewer Utility.
- Town Code Chapter 270 defines the authority and the operations of the Sewer Utility.

Section I D- Change “Sewer Utility Committee (SUC) to Municipal Utility Committee (MUC)

Section I D.2- Membership

The Committee will be recommending the Committee membership changes as spelled out in Item 3 – Old Business - Water Utility

Section II Management & Operations

- Any references to the Sewer Utility Committee (SUC) to be updated to Municipal Utility Committee (MUC)

Section II A.2 – Sewer Utility Coordinator

- Change “reports” to “advises” the Municipal Utility Committee

Section II A.6 c 4 – Responsibilities (Engineering and Technical)

- Remove “Work with the Town Engineer to” from the beginning of the sentence.

Section II B

- Change “Sewer Utility Clerk” to “Sewer Utility Administrative Aide”.



Karl inquired as to who or what the Town uses for resources of water compliance. The Committee recommended that he speak to Elvis. In addition, the Whitewater monthly report may provide the information he seeks.

- C. The Cash flow report was not provided.
- D. Whitewater operations report for March.

Barbara informed the Committee that Whitewater installed more water meters than budgeted.

**3. Old Business- Water Utility**

Water policy review:

Bill Abbott - Town Code Chapter 142 – Municipal Utility Committee, needs updating.

After some discussion, the Committee recommends both the Water & Sewer Policies to reference Town Code Chapter 142-3 regarding Committee membership and to be updated as follows:

The MUC consists of five full members:

- a. Four of whom reside in Town and who reside at dwellings either serviced by the sewer or water system or within sewer districts established by the Town, or own real estate, which is serviced by the sewer or water system or is situated in a sewer district.
- b. One of whom resides in Town and may reside in a dwelling or an area not serviced by water or sewer.
- c. A Selectman may be appointed as liaison but not as a voting member.
- d. The MUC may also have an alternate member who shall meet the qualifications described above.

**4. New Business – Water Utility**

- A. None

**5. Financial Status – Sewer Utility**

## SEWER UTILITY

### POLICIES & PROCEDURES

#### *PREAMBLE*

These Policies and Procedures have been established as guidelines for the day-to-day operation of the Hudson Sewer Utility. These are intended to be used and referred to by the Selectmen, the ~~Sewer Utility Committee~~ Municipal Utility Committee and any employees or consultants to the Town for determining actions and procedures to be followed with respect to the Sewer Utility.

These Policies and Procedures may be revised from time to time through recommendation by the ~~Sewer Utility Committee~~ Municipal Utility Committee and approval by the Board of Selectmen.

This is not an Ordinance. Any discrepancies between this document and Ordinances of the Town (most specifically the Sewer Use Ordinance No. ~~97~~, 77, 77A and Ordinance No. R-092-13, RSA 149 & now Town Code Chapter 270- Sewers) does not nullify any other section of these Policies and Procedures. In such cases, the Ordinance will prevail unless and until such time as the Ordinance is revised by the vote of the Town.

## POLICIES AND PROCEDURES

### I. SEWER UTILITY AUTHORITY

#### A. THE HUDSON SEWER UTILITY

The Hudson Sewer Utility was established on July 1, 1987 by Resolution 87-33A for the purpose of operating and maintaining the municipal sewer system, establishing a budget and controlling expenditures relative to this operation, and assessing and collecting fees for its operation and maintenance.

#### B. ORDINANCES

The rules and regulations for the operation of the Hudson Sewer System are defined by Ordinance 77 and 77A (Appendix #1), which is the Town of Hudson Sewer Use Ordinance.

The authority and operations of the Hudson Sewer Utility are defined by Town Code – Chapter 270 (Exhibit #1). This Town Code supercedes Resolutions 87-33A and 88-37 and Ordinance 092-13. Town Code – Chapter 270 is on file at the Hudson Town Clerk's office.

#### C. GENERAL POLICY

1. The Town shall operate and maintain all public sewers in the Town of Hudson under the guidance of the ~~Sewer Utility Committee (SUC)~~, *Municipal Utility Committee (MUC)*, which operates as an Advisory Committee to the Hudson Board of Selectmen.
2. Property owners served by the public sewer or private sewer connected to the public sewer shall be liable for applicable fees as established by the Sewer Utility, Said fees are as follows:
  - a. User Fee (sewer rents)
  - b. "Access Only" Fees
  - c. Sewer Capital Assessment (Hookup) Fee
  - d. Assessment District Fees
  - e. Other Fees.
3. All sewers connected to the public sewer, whether private or public, shall be designed and constructed and operated in accordance with administrative procedures and specifications set forth in these Policies and Procedures and the Town of Hudson Sewer Use Ordinance 77 and 77A.

#### D. THE SEWER UTILITY COMMITTEE (SUC):

1. Established Sept. 12, 1988 by Town Council Resolution R88-37. The authority of the SUC is now defined per Town Code – Chapter 270.
2. *The Sewer Utility Committee was dissolved on April 9, 2013 under Ordinance 13-01 when the Board of Selectmen amended Chapter 142, Water Utility Committee to*

*Municipal Utility Committee thereby combining the Water and Sewer Utility Committees into one Committee.*

3. *On April 9, 2013, under Ordinance 13-02, the Board of Selectmen amended Chapter 270 -2 Sewer Utility Committee to establish a seven member Municipal Utility Committee.*
  4. *On October 11, 2016, the Board of Selectmen changed membership from a seven member committee to a five member committee per request of the Committee. The original seven member committee was formed to incorporate all members of the Water and Sewer Committees into the combined Municipal Utility Committee. The committee had difficulty retaining seven members and often would not have a meeting quorum.*
2. ~~The SUC consists of five full members:~~
- a. ~~Three shall:~~
    1. ~~Reside in Town and reside in a dwelling unit which is serviced by the sewer system established by the Town; or~~
    2. ~~Reside in Town and own real estate which is either so serviced by the sewer system or so situated in a sewer district; and~~
  - b. ~~Two shall reside in Town and may reside in a dwelling or an area not serviced by municipal sewer.~~
  - c. A Selectman may be appointed as a liaison but not as a voting member.
  - d. ~~The SUC may have an alternate member who shall meet the qualifications above.~~
5. *The MUC consists of five full members:*
- b. Three shall:
    3. *Reside in Town in a dwelling unit which is serviced by either the water or sewer system established by the Town; or*
    4. *Reside in Town and own real estate which is either so serviced by the water or sewer system or so situated in a water or sewer district; and*
  - b. Two shall reside in Town and may reside in a dwelling or an area not serviced by municipal water or sewer.
  - c. A Selectman may be appointed as a liaison but not as a voting member.
  - f. *The MUC may have an alternate member who shall meet the qualifications above.*

6. Appointments:
  - a. Are made by the Selectmen. Each appointment is for a three-year period. Terms of office are set up on a staggered basis.
7. Responsibilities:
  - a. Establish and oversee policies and procedures for the Sewer Utility.
  - b. Process, review and make recommendation to Board of Selectmen relative to:
    - Annual budget
    - Abatements
    - Use of sewer capital assessment accounts
    - Sewer rate.
  - c. Oversee and review:
    - Records of billings, income and expenditures, at least quarterly
    - Information appearing on sewer utility bills
    - Formats of forms being used by Sewer Utility.
  - d. General oversight of sewer utility operations.
8. Public meetings held at least once per month. Notice of meetings must contain date, time and meeting place.
9. Ultimate responsibility and authority for the sewer utility resides with Board of Selectmen.

**E. LAWS, REGULATIONS APPLICABLE TO THE HUDSON SEWER UTILITY**

Laws and regulations applicable to the Hudson Sewer Utility and its operations are:

1. Town Code – Chapter 270 (Exhibit #1)
2. Town Ordinance #77 and #77A (Appendix #1)
- ~~3. NHRSA 149-1 (Exhibit #1a).~~
3. *Town Code – Chapter 142*

Insert Exhibit 1 – Town Code – Chapter 270 (Adopted 6/22/92) – 8 pages.

C. Licenses & Permits

- 1) Raffle Permit - Hudson Fish & Game, Inc.

D. Acceptance of Minutes

- 1) Minutes of the March 5, 2013 meeting
- 2) Minutes of the March 26, 2013 meeting
- 3)

E. Calendar

- 4/10 7:00 Planning Board - Buxton CD Meeting Room
- 4/10 7:00 Benson Landscape Cte - BOS Meeting Room
- 4/11 5:00 Sewer Utility Cte - BOS Meeting Room
- 4/16 7:00 Cable Utility Cte - BOS Meeting Room
- 4/17 5:00 Water Utility Cte - BOS Meeting Room
- 4/17 7:00 Senior Affairs Cte - Buxton CD Meeting Room
- 4/18 7:00 Benson Park Cte - BOS Meeting Room
- 4/18 7:30 Budget Cte - Buxton CD Meeting Room
- 4/22 7:00 Recycling Cte & Energy Cte - Buxton CD Meeting Room
- 4/23 7:00 Board of Selectmen - BOS Meeting Room
- 4/24 7:00 Planning Brd - Buxton CD Meeting Room
- 4/25 7:30 Zoning Brd of Adjustment - Buxton CD Meeting Room
- ~~4/25 2:45 Trustees of Trust Fund - Buxton CD Meeting Room - cancelled~~

7. OLD BUSINESS

A. Earth Day - roadside cleanup - Recycling & Energy Committees

Chairman Maddox recognized Leo Bernard, Chairman of Recycling Committee.

Leo Bernard indicated he was here to give an update on the roadside cleanup. I have Tianna here who I put in charge of it. Tianna has contacted the Police Department like you asked and the Chief says he's okay with everything. She's also talked to Kevin Burns and he's okay with everything. He's going to give her the bags. I'm going to buy some clear bags for recycling. Kevin is giving us some black bags for trash and road signs. Chairman Maddox asked if they were barricades so that people know that you're out there. Tianna said yes. Chairman Maddox also asked if they were going to have vests. Leo said yes.

Selectman Coutu asked if the Police Department was notified. Leo said yes.

Motion by Selectman Brucker, seconded by Selectman Luszey, to approve roadside cleanup of Greeley and Highland Streets on Sunday, April 21, 2013, from Noon until 3:00 p.m.

Chairman Maddox asked if this date was rain or shine. Tianna said yes. Chairman Maddox asked Mr. Bernard to get the information on cable so that everybody knows. The more people the more stuff you can pick up.

Vote: Motion carried 5-0.

B. Public Hearing - To adopt the modifications to Hudson Town Code, Chapters 142 and 270 to combine Sewer and Water Utility Committees into a Municipal Utility Committee

Chairman Maddox indicated that we talked about taking the two boards with 5 members and consolidating it into one board with 7 members. Both of which have common members. The other thing we needed to work out is the start date of this. I have tentatively put in May 8<sup>th</sup> so that they could have their regular meetings this month apply and we'd appoint them before the May 7<sup>th</sup> meeting. The terms we could then workout the logistics of 2 year terms and all that.

Chairman Maddox opened the public hearing at 7:10 p.m. Does anyone in the audience wish to speak on this item?

Leo Bernard - 3 Bungalow Ave. I have a few questions. When we combine these what date are they going to be meeting on? Is it going to be the Thursday or the Wednesday? Chairman Maddox said that is something that I would hope that the two committees would work out during their April meetings and they could work out whichever works out better for the majority. That's the day it will be. They are still scheduled to meet this month. So we can still have their regular business done and then we will appoint on May 7<sup>th</sup> the terms to start May 8<sup>th</sup>. It should all work seamlessly. If we appointed them effective today, there is no committee and no date so that is the plan.

Chairman Maddox closed the public hearing at 7:12 p.m.



Motion by Selectman Luszey, seconded by Selectman Nadeau, to adopt the modifications to Hudson Town Code, Chapters 142 and 270 to combine the Sewer and Water Utility Committees into a seven (7) member Municipal Utility Committee of which three (3) members do not have to be served by either Town water or sewer effective May 8, 2013, carried 5-0.

8. NEW BUSINESS

A. Public Hearing - to accept a donation of approximately \$220,000 from the Hudson Seniors Council on Aging

Chairman Maddox recognized Selectman Luszey and seniors.

Selectman Luszey indicated that as many of the watching public and of course all of us here know that the Council on Aging has been working for...Lucille Boucher said since 1992...Selectman Luszey said since 1992 raising money to go towards the building of a Hudson senior center. The last three years, the Town has had warrant articles where the voters were asked to put monies into a capital reserve fund to help with that along with the use of the franchise fees from the cable center to build a dual use building. This year at our last Town Election, a warrant article was on the ballot to release the funds should it pass from those capital reserve funds, raise an additional \$117,000, and it was dependent upon the donation of approximately a little over \$305,000 from the Council on Aging. It is with much pleasure that I'm here tonight to request this Board to accept the donation of the first part of that donation from the Hudson Council on Aging of \$220,000.

Chairman Maddox asked the members of the organization to state their names for the record. I've seen a lot of these faces for a long time working on this issue. Andy Renzullo - I'm the Chairman on the Board of Directors of the Hudson senior Council on Aging, Lucille Boucher - I'm also the President of the Council, Dan Zelonis - Treasurer, Pat Nichols - Secretary. Chairman Maddox indicated that we've seen these people for years. The dedication is amazing. I do need to hold a public hearing.

Chairman Maddox Open the public hearing at 7:15 p.m. Does anyone in the audience wish to speak on this item?

Pat Nichols said she speaks in favor of the Friends of Hudson Senior's donation to the Town of Hudson for the purpose of constructing a dual use senior center/cable TV facility at Benson Park in the amount of \$220,000. This donation will help provide a home for all Hudson seniors and was earned with the help of everyone since 1992 that purchased a hot dog, a brownie, a bag chips, a raffle ticket, a donation of any kind no matter how large or small, and the voters of Hudson who approved the warrant article at the election on March 12, 2013. I recommend that the Board of Selectmen accept this donation on behalf of all Hudson senior residents. Thank you.

Chairman Maddox closed the public hearing at 7:16 p.m.

Motion by Selectman Luszey, seconded by Selectman Nadeau, to accept a donation of \$220,000 from the Hudson Senior s Council on Aging to be used for the construction of a dual use senior center/cable TV facility.

Selectman Coutu indicated in appreciation for all of the hard work that you have done over these years, it's finally happening. God bless you for all the work you've put into this. I hope that you're going to proud of the building that these funds will erect. Lucille Boucher was sure she will. Selectman Coutu couldn't wait to see you at the ribbon cutting. Thank you Mr. Chairman.

Chairman Maddox thought that covers the sediments of the Board. Again, this has been a long time coming. I think I moved to Hudson 25 years ago and there was talk about it then. It is amazing how long it has taken.

Selectman Luszey stated this past year I was given the opportunity to spearhead the charge if you will to have the building designed. We had a conceptual drawing that's been around for a number of years. It was last year that we actually put the drawings on paper with a goal directed by this Board to come in under the \$2 million figure. I want to say that there's a number of people from both the Council on Aging and the Cable TV Committee that worked an awful lot of hard hours with the Town Engineer's Department and the architect to actually deliver a building that not only met all the needs but also met the goal of the cost for the building and I want to thank them.

Selectman Nadeau also thanked the Hudson seniors and the Hudson Council on Aging. For many years, it's been a dream of the Hudson seniors to have a facility. We've gone through many proposals, many long nights of arguing trying to figure out how we were going to fund this, and it is excellent to see that this is finally coming together. In 1993 I started on the Budget Committee. I started working with the Hudson seniors back then going to different things, trying to get some ideas of where we wanted to go and what we wanted to do. There were concerts that were held through the high school to raise funds for this. I think it's been a great effort for the Town to get a great project for the Town to get this done. I'd like to thank you again.

Selectman Brucker said how proud I am of all of the work that you've done and how proud I am that Hudson is now is going to have a wonderful senior center. Many of my friends live in towns where they have senior centers and they brag about them. I'm so glad that we're going to have one here. I thank you for all your work.

Lucille Boucher indicated going back the first person I talked to about this was Shawn Jasper way back and when Mr. Blake was the administrator.

Vote: Motion carried 5-0.

Malizia noted again that's why I ask him to review these cases and he had all this data and he was able to go to the Registry and look at all of the records. I'm going with what he's recommending.

Selectman McGrath said I read this packet over carefully and I would agree with Attorney Lefevre. Based on his expertise certainly far exceeds mine. One of the things that I wanted to point out relative to the question that you raised, I would think that it would be slightly different if it was a shed that was on the other lot. That can be moved. However, this is a garage. It's a garage and a driveway so that can't be moved. I just wanted to point that out. I guess I'll stop there.

Motion by Selectman McGrath, seconded by Selectman Nichols, to deny the Application for Restoration of Involuntarily Merged Lots Pursuant to RSA 674:33-aa for property located at 7 Bruce Street, Map 234, Lot 016, carried 5-0.

C. Municipal Utility Committee - Membership Change

Chairman Luszey recognized Town Administrator Steve Malizia.

Steve Malizia explained you have correspondence from the Chairman Mr. Shaw of the Municipal Utility Committee. Back in 2013, this committee was formed by a merge of the water utility and the sewer utility which had separate committees. Because both had five members and the Board didn't want to lose any of the members, they increased the membership to seven when they merged the two committees. We're having difficulty attracting a) seven members and b) obtaining a quorum when members show up because the quorum has to be out of seven not out of five. I believe this committee is asking for some relief or to change the number - the amount of participation to five. If you look I think there's a roster here. There's some vacancies and I know there's been at least one serious illness. The issue is becoming that if one person doesn't make the meeting, they don't have a quorum and they can't conduct any business. They can't technically vote on abatements or any other item. It appears that they're asking for relief and to go back to five. The original seven I think was because again you had five members on each. I think there was some overlap. You wanted to make sure everybody who was willing to participate was able to participate. I think you had six different people but you had to have seven seats because you want an odd number. You can't have six. That's how you got to seven. We've had difficulty filing that seven and now they're having difficulty obtaining a quorum. They're asking if you'd consider changing this to five. This is a committee of the town. It's not statutory. I believe you have the freedom to do what you think is in the town's best interest.

Selectman Coutu asked what would happen if we abolished the committee. Steve Malizia stated any abatement or any of those things would come directly here before going through them. In other words, they review abatements and other customer issues that may come up for sewer and/or water. They do make some review of budget and actuals. They serve as your eyes and ears I think at that level on a monthly basis for the water and sewer. Just another group to check it. What would happen other than you'd get some abatements. You might have to listen to folks plead their case. I don't know. I don't go to the meetings. You can function without them if you so desire. Selectman Coutu said I served and attended quite a few meetings and no one ever appeared. The decisions were based on the recommendations of the Water Clerk. Mr. Malizia said folks do have the option to come and I think there's been a couple here or there that have taken that option. I don't think it's a common thing. Again it's another group that are trying to look at - that's one piece of what they look at. They look at the actuals. They look at the expenses. They look at budgets. They try to provide some technical expertise in just another form of a check and a balance. I think these folks are all technical at least the folks that I've seen. A lot of them have some very good experience in the field. I think they've added some value to the process. Again it's a preference as to what the Board would like to do.

Selectman Coutu said we presently have four members. Steve Malizia explained we currently have four members and a liaison. One of the members is obviously very ill but the others I believe on a regular basis show up. I think Mr. Ryder is still employed so sometimes he may have some employment obligations. Again you're having difficulties reaching a quorum certain months. They're not able to actually do anything. Selectman Coutu asked are we satisfied that of the members that we have that we have fair representation for both water and sewer. Mr. Malizia said yes. I believe some...Selectman Coutu thought it was conceivable somebody could have water and not sewer and vice versa. Mr. Malizia said that is correct. If I look I believe two of the members clearly have sewer.

Selectman Routsis said three have sewer and it looks like all four are water.

Steve Malizia thought you're adequately represented. Again going forward it is a qualification that if somebody doesn't have water or sewer you are not required to appoint them.

Selectman Coutu was good with their request.

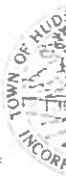
Motion by Selectman Coutu, seconded by Selectman Routsis, to approve the Municipal Committee's request to change their membership from seven (7) to five (5) members, carried 5-0.



# TOWN OF HUDSON

## Sewer Utility Department

11A



12 School Street, Hudson, New Hampshire 03051

603-886-6029

To: Lisa Labrie  
Finance Director

From: Donna Staffier-Sommers *dlld*  
Sewer Utility Administrative Aide

Date: June 11, 2024

Re: FY 2024 Encumbrances

Please encumber \$106,637.48 from line 02-4326-5562-239 Sewer- Oper/Maint, Sewage Treatment from approved purchase order SWR24055. A copy of the P.O. is attached.

Please encumber \$80,000 from line 02-4326-5562-239 Sewer - Oper/Maint, Sewage Treatment from approved purchase order SWR24126. A copy of the P.O. is attached.

Total encumbrance request \$186,637.48

This is to cover the Flume and BAE wastewater treatment expenses from the City of Nashua for the months of April, May and June 2024. We receive the bill for these months in July.

In addition, this is to cover BAE wastewater treatment expenses from the City of Nashua for months of January, February & March 2024. The City of Nashua has not billed us this expense because the State of NH has not yet approved the flow report sent to them by BAE. It is anticipated to come in July.

cc: Municipal Utility Committee



# PURCHASE ORDER

(Pending Posting Process)

PO No: **SWR24126**

Date: 6/06/2024

Dept. Of: Sanitation, Sewage

Job No:

Ship Via: Standard Shipping

Terms: Standard Terms

Comment:

TO

Nashua Waste Water- Sewer Services  
c/o Tax Collector's Office  
229 Main Street  
P.O. Box 2019  
Nashua, NH 03061-2019

Contact: Dennis Leiberan

Vendor ID: N00400 (603) 589-3319

1099 Eligible: No

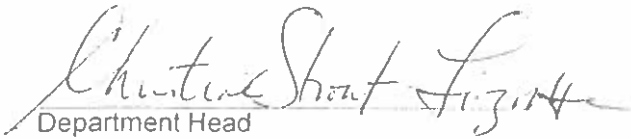
BILL TO: Town of Hudson, NH  
2 Constitution Drive  
Hudson, NH 03051-4249

SHIP TO: Town of Hudson, NH  
2 Constitution Drive  
Hudson, NH 03051-4249

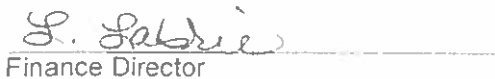
Attention

Requested By: dsommers

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
1	Est FY 24 remainder sewer treat-Flume & BAE	1.0000	80,000 0000	80,000 00
Debit Account No: 02-4326-5562-239-000		Desc: Sewer - Oper/Maint, Sewage Treatment		
Sewer treatment charges have been higher than budgeted				
			Total	80,000 00

  
Department Head

  
Board of Selectmen

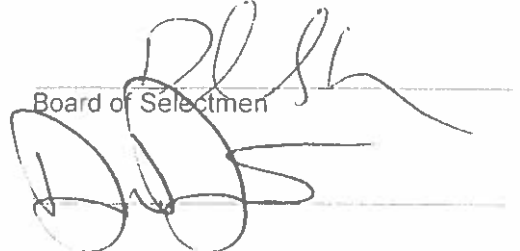
  
Finance Director

  
Board of Selectmen

  
Town Administrator

  
Board of Selectmen

  
Chairman, Board of Selectmen

  
Board of Selectmen



# PURCHASE ORDER

(Pending Posting Process)

PO No **SWR24055**

Date 10/25/2023

Dept Of Sanitation, Sewage

Job No:

Ship Via Standard Shipping

Terms Standard Terms

Comment:

TO Nashua, City of- Sewer Services  
c/o Tax Collector's Office  
229 Main Street  
P.O. Box 2019  
Nashua, NH 03061-2019

Contact: Rosemarie Evans  
Vendor ID: N00400 (603) 589-3166  
1099 Eligible: No

BILL TO Town of Hudson, NH  
2 Constitution Drive  
Hudson, NH 03051-4249

SHIP TO Town of Hudson, NH  
2 Constitution Drive  
Hudson, NH 03051-4249

Attention

Requested By: dsommers

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
1	est annual sewer treatment-Flume & BAE	1 0000	550,000 0000	550 000 00
Debit Account No: 02-4326-5562-239-000		Desc: Sewer - Oper/Maint, Sewage Treatment		

Handwritten breakdown of costs:

10 FLUME	159,209.99	} Total	550 000 00
10 BAR	924.84		550 000 00
10 BAE ADJ.	88.96		550 000 00
CREDIT ADJ RATE	50,014.77		550 000 00
20 FLUME	147,328.06	} Total	297,000 00
20 BAR	816.41		297,000 00
30 FLUME			185,930 00
			105,712 00
			105,709 00
			+ 937 00
			106,637 00

1300 IN FY 23 10 BAR

*[Signature]*  
Department Head

*[Signature]*  
Board of Selectmen

*[Signature]*  
Finance Director

*[Signature]*  
Board of Selectmen

*[Signature]*  
Town Administrator

*[Signature]*  
Board of Selectmen

*[Signature]*  
Chairman, Board of Selectmen

by PO No | by Dept Code | by Vendor ID | by Vendor Name | All POs

Export to Excel

PO Number: [ ] Status: Unposted Open Selected Complete Void

PO Number	Requestion No.	Status	Dept Code	Vendor ID	Vendor Name
SWR23043	66,119	0	4326	H00400	Nashua Waste
SWR24000	58,277	0	4326	H03215	NH Print & Mail
SWR24003	68,388	0	4326	H01000	NRPC
SWR24006	68,451	0	4326	F00120	F W Webb Co
SWR24011	68,556	0	4326	C03000	Fuss & O'Neill
SWR24038	69,019	0	4326	C01251	Melport LLC
SWR24041	69,045	0	4326	H00678	Hillsborough Co
SWR24055	69,498	0	4326	H00400	Nashua Waste
SWR24104	70,935	0	4326	H02250	Hudson True V
SWR24107	71,100	0	4326	S01126	CDM Smith Inc
SWR24108	71,112	0	4326	C00109	C N Wood Eng
SWR24115	71,285	0	4326	H01836	National Water
SWR24118	71,374	0	4326	T01759	Treasurer of the
SWR24121	71,415	0	4326	T02308	American Equipm
SWR24122	71,423	0	4326	G01480	Greenwood, Tx
SWR24129	71,432	0	4326	T00451	Technical Instr
SWR24134	71,445	0	4326	S01000	Settings Mich

Total Void: 339.59  
Total Complete: 0.00  
Total Received: 48,623.65

PO: [SWR24055] Type: [ ] Status: [ ]

Notes | Documents | Images

### Changing a Detail

Item: [ ] Status: [ ]

Vendor Item: [ ]

Desc: [1st annual sewer treatment plant & BAF]

Ship By Date: [11/25/2023]

Qty: [1.0000]

Price: [550,000.00]

Ext Price: [550,000.00]

Short Code: [5562-239]

Account No: [02-4326-5462-239-000]

Comment: [Swmr User/Mark Sawyer Treatment]

Date	Invoice No	Qty	Unit Price	Ext Price
11/13/2023	2485	1.00	88.96	88.96
1/25/2024	2543	1.00	147,328.06	147,328.06
1/24/2024	2572	1.00	816.41	816.41
5/07/2024	2640	1.00	185,933.87	185,933.87
8/07/2023	016,476	1.00	50,014.77	50,014.77

Total Quantity Received: 6

Total Amount Received: 443,362.52

Balance: 106,637.48

[Ctrl Enter to Complete] [ ] [X] Cancel