



CITY OF DOVER

DOVER UTILITIES COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH
Meeting Date: **September 19, 2022**
Meeting Time: **6:00 pm**

Members Present: Chairman Bret Carmichael, Vice Chairman Jay Stephens, Bob Berry, Otis Perry, Bill Davis

Unexcused Members Absent: Dennis Munson, Mark Moeller

Unexcused Alternate Members Absent: Gregory Bird

Staff Present: William Boulanger, Deputy Director, Michael Nadeau, Utilities Superintendent, Michael Banester, Utilities Foreman, Bill Purpura, Inventory Coordinator, Amelia DeGrace, Asst. City Engineer, Gretchen Young, Environmental Projects Engineer, Dennis Shanahan, Deputy Mayor, Jennifer Bretz, Recording Secretary, Nancy Usbelger, Recording Secretary

1. Call to Order

Meeting was called to order at 6:01 p.m.

2. User's Forum - None

3. Approval of Minutes of June 20, 2022

Motion: Perry made the motion to approve the minutes, Stephens seconded.

Discussion: Stephens asked where the (see attached) attachments were. Bretz stated that all attachments were posted online with the draft minutes.

Vote: U/a

4. Old Business

A. Stormwater Utility Progress Update

Young stated that they've been working on the Stormwater Utility Development. Ad-Hoc committee formed and met over the course of 14 months and created a report which has been reviewed by members this past summer with the development of Stormwater Utility. Applied for critical flood risk assessment funding. Funding is coming through American rescue plan act. Working with NHDES. Project selected for funding of \$100,000 towards hiring a consultant to assist with the development of the Stormwater Utility. Developed scope of services by DES. In queue waiting for Governor and Counsel. Will get final approval in November. Scope of services for RFQ.

Young proceeded to review the Scope of Services with the Commission.

Perry asked if the Governor and Council have to approve the contract.

Young answered that she did not believe so.

Deputy Mayor Shanahan stated that it's been almost twelve years since they considered this same type of utility. The work and the approval of a final report by the Ad-Hoc committee and a Presentation to City Council. Asking them to accept report. Have fully informed city council and fully informed public. Emphasis on outreach for people to be more familiar with policies. In terms of collaboration number of different parties. Young, Ordinance Committee, DUC, etc. Full understanding is going to be key.

Boulanger asked if the DUC would be overseeing the credit.

Young stated that it's to be worked out.



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Carmichael asked Deputy Mayor if this subject was on Council's radar.

Shanahan stated we had a really good review going into approval of report that Ad-Hoc produced. The goal of final implementation is July 2025.

Boulanger stated we have to add these new programs because of the requirements from the MS4. such as continue cleaning of catch basins, fall sweep leaf pick up, and street sweep up in the fall as well as spring.

Young stated that this isn't a fully implemented program but would like public to visit their booth at Apple Harvest Day on October 1.

Boulanger stated that they will be reviewing the Berry Brook with the EPA. Received grant to look at flood resistant utilities. They are going to review and decide on the risks of some of our infrastructure as far as what climate change is doing to the City of Dover.

5. Reports

A. Abatement Review Team Report

The report was reviewed and discussed by Staff.

B. Utilities Report

The report was reviewed and discussed by Staff.

C. Finance Report

The report was reviewed and discussed by Staff.

Motion: Perry made the motion to approve the reports, Stephens seconded.

Vote: U/a

6. New Business - None

7. Areas of Concern

Stephens stated that since the July meeting did not take place, he recommended that the commission hold elections this evening.

Motion: Perry made the motion to keep the current officers, Stephens seconded.

Vote: U/a

Stephens asked for an update on the "Eye on Water".

Boulanger stated that after last meeting he submitted to IT to activate that. All meters have been replaced only about 200 left to do. The contract with Badger is finalized.

8. Next Meeting Date

October 17, 2022

9. Adjournment

Motion: Perry, Berry 7:06 pm

Vote: U/a