



CITY OF DOVER

## DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820  
Meeting Date: **Monday, September 15, 2008**  
Meeting Time: **5:30 PM**

**Members Present:** Chairman, Gary Green, Vice Chairman, Rick Hebbard, Art Hoffman, Otis Perry, Michael Earley

**Members Absent:** Jay Stephens

**Staff Present:** Shari Bullen, DUC Secretary, Doug Steele, Community Services Director, Bill Boulanger, Utilities System Supervisor

1. ROLL CALL
2. REVIEW OF AGENDA
3. APPROVAL OF MINUTES
  - A. August 18, 2008

**Motion:** Hoffman made the motion to approve the minutes.

**Second:** Hebbard seconded the motion.

**Vote:** U/A.

Gary Green pointed out that there was a missing item from the agenda; item 7D. The Smalls were added under old business.

- 
4. **Citizens Forum** – Citizens Forum was opened and closed as there were no residents wishing to speak to the commission.

---

5. **Abatement Requests**

- 5A. **Dover High School and Career Tech Center – investment fee waiver request**

No one was present from the school. Boulanger stated that the request was to waive the investment fees for water and sewer connections, which have already been established at the Dover High School, for the addition of a barn with shower and bathroom and outdoor water connections. There was discussion about whether fees had been required for the new Dover fire station. It was agreed that overlooked fees should not impact the commission's decision.

**Motion:** Hebbard made the motion to deny the waiver request.

**Second:** Hoffman seconded the motion.

**Vote:** 3–1 Perry opposed.

---

**Motion:** Perry made the motion to move forward to Item 8A.

**Second:** Hoffman seconded the motion.

**Vote:** U/A.

---

8. **New Business**

- 8A. **Churchill Realty Trust Water and Sewer Franchise Request**

F. X. Bruton and John Chagnon were present at the meeting to speak on behalf of this request for Churchill Realty Trust at Old English Village in Rollinsford.

F.X. Bruton presented the introduction to and background for the project. Bruton stated that the proposal was to extend water and sewer into Rollinsford to service two new apartment buildings, totaling sixty-three additional units, sixteen of which would be one-bedroom units. F. X. Bruton further stated that the project had received preliminary approval by way of a letter from City Engineer Paul Vlasich dated November 9, 2004. Bruton stated that recommendations made by the

Technical Review Committee had been incorporated into the plans and that the project had received Planning Board approval. Bruton further stated that the developer is willing to pay the investment fees and the 15% surcharge on water and sewer rates. There was some discussion about how much the investment fees would cost.

John Chagnon presented the project specifics in detail. Hoffman asked if the north end water pressure would be affected and Chagnon answered that it would not. Steele confirmed that the project presented no impact to water pressure or to water supply. Perry asked about the approval process and next steps. It was determined that the City Environmental Projects Manager, Dean Peschel, is familiar with the process of seeking approval from the State.

---

**Motion:** Hebbard made the motion to direct staff to proceed.

**Second:** Hoffman seconded the motion.

**Vote:** 3-1 Perry opposed.

---

## 5. Abatement Requests

### 5A. Dover High School and Career Tech Center – investment fee waiver request

Jim Amara arrived to represent the Career Tech Program at the Dover High School. There was discussion about the denial.

**Motion:** Hoffman motioned to reconsider the request.

**Second:** Green seconded the motion.

**Vote:** U/A.

Amara presented details about the program, barn and garden. He asked that the Committee consider waiving the investment fees for the project as they are a public school institution. Otis indicated that this was a small project with minimal impact. Green indicated that the boat dock project did not pay investment fees. Amara asked how much the investment fees would be and it was established that the project would pay the minimum of \$6,400.00.

**Motion:** Hebbard motioned to deny the request.

**Second:** Hoffman seconded the motion.

**Vote:** 3-1 Perry opposed.

---

## 6. Reports

### 6A. Abatement Review Report

It was asked whether the abatement amount requested and granted for 23 Hemlock Forest was realistic. Boulanger explained that the water was leaking under the slab and that the water had not entered the sanitary system.

### 6B. Utilities Report

Boulanger indicated that there was a typo on the report in the second item; the well cleaning *is* being performed.

### 6C. Finance Report

There was some discussion about year end results which are still not available.

**Motion:** Perry motioned to accept the reports.

**Second:** Hebbard seconded the motion.

**Vote:** U/A.

---

## 7. Old Business

### 7A. Master Plan

Stephens was not in attendance; discussion was postponed until the next DUC meeting.

---

### 7B. Resolution for the amendment to the Plumbing Code for Booster Pumps

Steele reported that all of the buildable lots in the north end pressure zone have been identified and mapped out. Steele is proposing a change to the subdivision regs where no new homes are built in this zone without adequate water pressure until the tower is built.

Steele proposed that no building permits be issued in this zone and that no booster pumps be allowed city-wide. Perry recommended the DUC bring these proposed changes forward. Steele offered to create the proposal in writing and bring it to the DUC next month for the DUC to present.

---

**7C. North End Water Pressure**

It was decided that this item would be combined with item 8C., the Capital Improvements Plan.

**7D. Smalls**

Doug Steele informed the DUC that the draft agreement had been mailed to Jackie Small after Allan Krans had approved the modifications. Steele indicated that Krans has removed himself from any further involvement due to a conflict. There was some discussion about the agreement and it was determined that the DUC received an out-dated version of the agreement. Steele provided an updated copy to the DUC which the Commission indicated looked good.

---

**8. New Business**

**8B. Meter Testing and Replacement Requirements**

Bill Boulanger presented a change to the existing DUC Regs where instead of testing the water meter at 10 year intervals they would replace the meter at 15 years. There was some discussion regarding the testing mandates; it was agreed that although the goal is to comply with the Public Utility Commission's Regs, municipal entities can set their own. DUC Reg 2-9.2 Meter Testing would need to be updated to allow this change. There was discussion around cost and disposal of meters, whether meters are currently bonded and for what length of time and what a cost benefit analysis might look like comparing 800-900 meters being tested, replaced at 10 years and replaced at 15 years. Boulanger will look into providing these costs.

**8C. Capital Improvement Program**

Doug Steele will add the North End Sewer to the CIP. He will request funding for the review of costs and add drainage improvements to the Indian Village area from approximately Middleton Lumber to the Somersworth line. In addition, the wastewater treatment plant dewatering system upgrades needs to be added. In October of 2011 the discharge permit expires for the WWTP and Steele voiced concerns about nutrient removal being added to the permit. If this were the case, it would necessitate addition of aeration tanks and clarifiers. Leighton Pump Station replacement should also be added.

Steele would like to adjust the CIP Budget for the water tower line item. All of the 6.6 million is currently under 2010 and Steele feels these monies should be spread out over a number of years starting with approximately 500,000 for selection and purchase of land for the tower. There was discussion about how this might impact water rates and how that cost should be offset.

Steele indicated the draft CIP is due this Friday, September 19<sup>th</sup> but that the revisions process would be ongoing through the end of December. It was decided to keep the CIP on the agenda for next month.

**9. Areas of Concern**

Franchises – need total number of franchises, number of customers and how we are charging them.

Sewer Force Main – there needs to be a new rule for private forced mains. There is currently no way to meter usage; we need to require that they purchase and install a memo meter on their well.

Hebbard passed out rules that cover 3.5.1 sales/ownership.

Boston Harbor Road Parking at Pump Station – Steele was asked to look into whether we could install no parking signage at the pump stations.

It was announced that there will be a Stormwater Management Meeting at the McConnell Center on September 30, 2008 from 6-8PM.

---

---

10. **Adjournment**

**Motion:** Hoffman made the motion to adjourn at 8:15 PM.

**Second:** Hebbard seconded the motion.

**Vote:** U/A.

Respectfully submitted, *Shari Bullen*, Dover Utilities Commission

Document Created by: Shari Bullen	2008.09.15 DUC MINUTES.doc
Document Created on: September 18, 2008	4 Pages