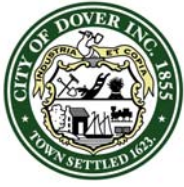


DOVER UTILITIES COMMISSION ~ MINUTES



CITY OF DOVER

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, January 22, 2007**
Meeting Time: 4:15 PM

Members Present: Jay Stephens, Rick Hebbard, Donald Andolina, Gary Green, Roland Belhumeur, Roland Hofemann, Art Hoffman

Members Absent: Patrick Bowen

Staff Present: Bill Boulanger, Utilities System Supervisor, Sharon Lucey, Water Meter/Backflow Prevention Coordinator

1. APPROVAL OF MINUTES

A. December 18, 2007

Motion: Belhumeur made the motion to approve the minutes. Andolina seconded the motion. Vote U/A.

2. ABATEMENTS

None.

3. REPORTS

A. Abatement Review Team

There was some discussion about the minutes regarding the memo meter that was installed backwards. Lucey explained the situation to the board. Stephens stated that he thought that after the memo meters were installed that the City checked those installations. Lucey stated that the Plumbing Inspector inspects all memo meter installations. She stated that unfortunately in past years there were a few occasions where the meters were not inspected. Stephens stated that he feels that the procedures need to be looked at as far as how memo meters are going to be handled as if the Plumbing Inspector is not checking them we are going to have to take on that duty through the Water Department. Stephens asked staff to come up with a proposal on a way to follow up on these in the future. There was some discussion.

Motion: Hebbard made the motion that someone from the Water Department inspects the memo meters.

Stephens stated that before he went that far, he would like to hear a suggestion from the staff on what should be done. Boulanger stated that he would like to talk to the new Plumbing Inspector, Dean Miles, as he is pretty on the ball with things and go over the procedures that he follows. Hebbard suggested color coordinating the ends of the meter. Lucey stated that the meters have an arrow on them, which shows the way it is to be installed. She stated that you have a licensed plumber installing the meter that should know what the arrow means and you have a licensed plumber inspecting it who should also know what the arrow means. She added that the Plumbing Inspector is a City representative, and the applicant's are going through a permit process that was laid out by the City Council. Boulanger stated that he would discuss the situation with the Plumbing Inspector.

Stephens discussed 40 Atkinson Street and that the minutes repeat the fact that the electronics were change out several times according to the minutes. Lucey explained that it is being reiterated throughout the minutes to emphasis the fact that the electronics were wet. She added that we try to express to the homeowner that if you have a wet basement you have to do something to keep the meter dry. She stated that she wants the homeowner to understand that his responsibility was the running toilet and that is the cause of the high bill and not because the meter was not transmitting.

Lucey added that the staff is not responsible for the condition of resident's basements. She stated that there are some instances where the resident has no control whether or not their basement gets wet and at that point we put a pit transponder in. There was some discussion.

Hebbard referencing the minutes for 11 Garrison Road where the homeowner stated the meter test was not necessary at this time, he emphasized that the homeowner doesn't have a choice to have the meter tested or not.

Lucey stated that at the time she discussed the meter test with the homeowner she asked if the homeowner would like to set up an appointment and the homeowner said not at that time. Lucey added that the homeowner needs to call and set up the appointment.

Lucey added that she can contact the homeowner and let her know that the meter needs to be changed out or the water will be shut off, adding that she felt that if she called the homeowner she wouldn't have a problem setting up the meter test. Lucey stated that there is only 4 meters left that need to be changed out and she believes that they are at a point where they can look and see the oldest meters and start sending notices out for tests. There was some discussion.

Motion: Hebbard made the motion to approve the minutes. Belhumeur seconded the minutes. Vote U/A.

B. Utilities Report

Boulanger stated that they have had no violations on water or sewer. Bouchard Well is moving right along on French Cross Road adding that the equipment has been ordered and should be onsite February or March. He stated that the VFD work at River Street is continuing and he believed the VFD's should be at River Street sometime this coming week and the change over should begin in the beginning of February. He stated that the under drain work has started at 6 & 8 Dover Point Road. There was some discussion on the easements for those properties and Boulanger stated that he would be following up on that issue.

Boulanger stated that the study for the River Street Infrastructure was approved and Wright-Pierce will be getting that going. He stated that the TV work on Durham Road sewer service connections has started and is ongoing. He stated that the inspections are from the homeowner's connection to the main to insure that no failures will occur due to settling in the future. He stated that it is better that Jamco Inc., the company who installed the sewer line repair them under their contact then the City have to repair them if need be in the future. He stated that letters have done out to all of the homeowners and we have completed about 35% at this point. He added that the staff would send out a second letter to those residents that have not called back. There was some discussion.

Stephens stated that he would like to minutes to show that this is a very progressive program that the staff has taken on. Boulanger stated that the staff submitted their EPA Maintenance Program for the collection system by the consent order, as it has to be re-written annually. He stated that the document was created in-house. Boulanger pointed out the MTBE memo in the board's packet. Boulanger informed the board about the meeting on the Master Plan on January 25, 2007.

Motion: Hoffman made the motion to accept the Utilities Report. Andolina seconded the motion. Vote U/A.

C. Sub-committee Report

Andolina presented the sub-committee's report to the board. (See file for documents) He briefed the board on the sub-committee's meetings, and added that the consensus is to use the State guidelines. There was some discussion on the City's methods versus the State's. He stated that at the last sub-committee meeting it was voted that the sub-committee proposes these documents as the baseline for obtaining investment fees. A discussion ensued.

Motion: Hoffman made the motion to accept the Sub-Committee's recommendation on page one of the blue packet with the table adjusted accordingly. (See file for original and adjusted table). Belhumeur seconded the motion. Vote 6-1 Hebbard opposed. It was mentioned that the next step is for Doug Steele to present this recommendation in the form of a resolution to the City Council.

4. OLD BUSINESS

A. Overview/changes to the DUC Rules & Regulations.

There was some discussion on the MTBE memo from Dean Peschel as well as the north end water pressure recommendation. The board decided to move the item under old business "Overview/changes to the DUC Rules & Regulations" to another night possibly in a special meeting.

5. NEW BUSINESS

Hebbard asked how much it cost to test the backflow devices. Lucey stated that it costs \$30.00 twice a year per device. She added that the backflow device must be permitted with the State and the five- year permit fee is \$30.00. Hebbard asked how high the City raised the water level in the Garrison Water Tank. Boulanger stated that it was raised 2-feet from 26' to 28'. Hebbard asked about the concession stand at the ball fields and who would pay the water and sewer bills. Boulanger stated that a journal entry for the Parks & Recreation Division would be done for those costs. Green asked Boulanger to clarify why the City would not

want to use a pump to raise the pressure in the north end, because it would be running all the time, or is it a cost or maintenance issue. Boulanger stated that it would be a cost and maintenance issue. Green asked what the cost would be on an annual basis versus the \$6 Million dollars.

Boulanger stated that it would cost at least \$4-\$5,000.00 per month for electricity cost and \$30-\$40,000.00 in Capital Outlay to put a building in and pipe it, adding that it would probably cost more than that. Boulanger stated that the north end report does state that part of the \$6 Million dollars is to do just that. There was some discussion.

Green left at 6:10 PM.

Belhumeur questioned why the Community Services Department pays for employees at City Hall in the Billing Office that do the water and sewer billing and then go over and work for the Tax Collection Division and he feels that it should be stopped. Boulanger stated that he cannot tell the Finance Office how to mandate their employees. Boulanger recommended that the board review the issue and advise as to their opinion. There was some discussion. It was requested that this issue be put on the next agenda under new business.

Hebbard asked about the City Council purchasing land for the water tank in the north end. Boulanger stated that Jay's letter went to the City Council with the board's recommendation, however the City Council ended up taking the \$6 Million dollars out of the C.I.P. Boulanger suggested discussing the issue at the next meeting and perhaps sending another letter to the City Council emphasizing the need to purchase land and to put that money into next year's C.I.P. Andolina suggested that perhaps a member of the DUC attend the City Council meeting and speak on the issue. Hebbard stated that the City Council can amend the C.I.P., and suggested that Jay write a letter to push the issue, stating that the DUC advises to still purchase land for the tank. Stephens stated that a letter could be sent to the City Council stating that the board feels strongly enough in pursuing the land acquisition to keep the options open not saying that we are going to build a tower, but if that ever came an option having the land would be prudent at this time. A discussion followed.

Hebbard asked Lucey how many remote readers are left to change out. Lucey stated that there are none. She stated that you might see buildings with remotes on them, but if you look up close you will see that all the guts are taken out, as they didn't want to leave a hole in the wall. Hebbard asked how many remotes need to be changed out. Lucey stated that there were four locations that need to have the meters changed out and they are the Dover High School, the Wastewater Treatment Plant, one at Cricketbrook Apartments that had an appointment made, but the owners did not notify the tenants, and Pruven Concrete.

It was stated that with regards to the personnel issues at City Hall, Boulanger would get the budget info on the employees that the Community Services Department pays for and present it at the next meeting. There was some discussion.

6. ADJOURNMENT

Motion: Belhumeur made the motion to adjourn at 6:25 PM. Seconded by Hoffman. Vote U/A.

Respectfully submitted, *Jamie McCulloch*, Dover Utilities Commission