



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, February 26, 2007**
Meeting Time: **4:15 PM**

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

Members Absent: Patrick Bowen, Jay Stephens, Roland Hofemann

Staff Present: Bill Boulanger, Utilities System Supervisor, Sharon Lucey, Water Meter/Backflow Prevention Coordinator, Doug Steele, Community Services Director, Paul Vlasich, City Engineer

1. APPROVAL OF MINUTES

A. January 22, 2007

Corrections: Page 1, Members Present, add Art Hoffman as he was present at the meeting. Page 1, last paragraph, last sentence should read two sentences. "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 this time". The last sentence should read "Lucey added that the homeowner needs to call and set up the appointment". Page 2, top paragraph, Lucey stated there "are" only 4 meters, not "is".

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

2. ABATEMENTS

None.

3. REPORTS

A. Abatement Review Team

Boulanger explained to the board the abatement that was issued to the Elks.

B. Utilities Report

No Violations for water or the wastewater plant. There were four water breaks at 189 Central Avenue, Atkinson Street near the Washington Street side, at the Pacific Mills, and one at Ham & Everett Street. All trades have been working on the French Cross Road Water Treatment Plant, and the roof was being installed last week and this week. The clean up and punch list items for the Varney Brook project will be completed in the spring. The cleaning of the Smith Well started the week of 2/20/07. Work continues on service inspections for Durham Road and Pearl and Ela Street. We had about 70% turn out for responses on Durham Road, and we are just beginning work on Ela Street. Crews found 11 repairs needing attention. Staff reviewed the north end water main loop with the City Engineers and we are waiting for the final draft to proceed with the neighborhood meeting and bidding for construction. Staff reviewed the I&I (Inflow & Infiltration) work for Bellamy Road with the City Engineers, and the final draft to be sent to State for their blessing.

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

Motion: Andolina made the motion to move to New Business. Green seconded the motion. Vote U/A.

5. NEW BUSINESS

A. Brian Short – 3 Wentworth Terrace – Request a waiver from having to hook up to City sewer.

Mr. Short was present to speak on behalf of his request. Mr. Short stated that he would have had the property hooked up to City sewer last fall, but SUR Construction was really busy and they are unable to get to it until on or about April 15th. Hoffman asked if the house was new and Short stated it was an older house. Mr. Short stated that he cannot get a digging permit until April 15th per the City's digging regulations. Boulanger explained that Mr. Short granted the sewer line to the City and at that time the City required Mr. Short to hook up. Steele stated that he talked to Alan Crowell of SUR Construction about the project, adding that he believed the request to be reasonable and that there shouldn't be a problem in extending the time.

Motion: Andolina made the motion to extend the time that Mr. Short has to hook up to the City sewer until June 1, 2007. Seconded by Green. Vote U/A.

4. OLD BUSINESS

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

Andolina stated that he met with Steve Stancel and Michael Joyal and both agreed with the methodology of the proposed investment fee structure. He stated that the only concern they both expressed was in the particular case of hotels, that the high figures could deter businesses from coming into Dover. He stated that he discussed with Michael Joyal the cost of a hotel putting in a septic system and a well system versus paying the investment fees to hook up to the City services. Steele stated that he had a call into Alan Crowell of SUR Construction to get the figures on a project Crowell had completed where a school built a septic and well system. Andolina stated that after the board receives those comparative numbers, before it goes to Council it should be reviewed by Attorney Krans.

There was some discussion.

The board voted on the categories that were in the blue sheet packet (State Regulations) that was given out in last months meeting. The board accepted the first page. See document in file. Boulanger suggested voting on accepting all the State's criteria. Green stated that he would make a motion to add the other items. Andolina felt that the board needed clarification. Boulanger stated that if the board had questions on the second sheet and that could be discussed at the next meeting. Andolina stated that between now and the next meeting, we could meet and identify some of the items that need clarification. It was stated that the goal is to try to identify and clarify things that are nebulous before the next meeting. (Page 2 of the blue packet) Steele asked how the DUC's accepting of the State's standards for billing investment fees would affect the current hotels going in. Andolina stated that once it is approved by the Planning Board that it is too late to go back on those individuals.

A discussion followed. It was mentioned that if page 2 gets its blessing from Attorney Krans with no major changes it can move ahead. It was mentioned that an info number at the State could be called to try to clarify the nebulous items. Andolina suggested another sub-committee meeting, which was agreed upon.

B. North End Water – Item removed from the agenda and moved to next month's meeting as Stephens wished to discuss the item and he was unable to attend the meeting.

There were a couple questions raised to Boulanger while on the subject of the North end. The Sixth Street Project/Development was asked about. Steele stated that the developer found that running the utilities was too expensive and they are looking at other options such as wells and septic. It was asked if the Clay Hill Pump Station belonged to the City. Boulanger stated yes. It was asked why there was a pump station at the Dover Middle School. Boulanger stated that it was agreed that if they built it to the City's specifications, we would maintain it. The Dover Housing Authority was asked about. Boulanger stated that eventually it was determined that once we accepted the road, we accepted the infrastructure as well, adding that it was agreed that if they replaced the old pump station we would accept it. The Hospice property on County Farm was asked about. Boulanger stated that they did the study to tie in and they are fine. There was some discussion. There was some discussion on the \$800 & \$1,100 investment figures.

5. **NEW BUSINESS (continued)**

B. Discussion on the employees paid by the water and sewer division budget

It was discussed that two employees in the Water & Sewer Billing Office and one employee in the Tax Collector's Office are paid out of Community Services budget. Steele explained that he discussed the situation with Ann Legere, the previous Tax Collector. He stated that the two employees that do the billing are not supposed to be the ones taking payments for those bills therefore the employees on the Tax Collection Division must do so. He stated that these employees work for the Finance Director, adding that the CS Department does not do their employee performance evaluations, as that is done by Finance. There was some discussion on moving the billing department away from Finance and reallocating the \$100K +/- in salaries some other way. The percent of time spent by these employees working for the CS Department was discussed as well as if the budget was adjusted to reflect only 30%, the remaining 70% would have to be added onto the tax rate. It was mentioned how the level of customer service in the Water & Sewer Billing Office suffers and late billings occur when the employees are required to perform duties on the Tax Collection side of the office. There was some discussion.

C. Lien Discussion: Longhill Road water main loop

Boulanger stated that this project will require a lien and the projected cost to the property owners is \$75-\$80 per foot of frontage. He stated that the only issue is that perhaps no one would tie in. He stated that Old Rochester Road residents who are on it now will be tied in. He added that residents who are not tied in and wish to do so will have to pay the lien. It was mentioned that the average frontage was from 88 to 300 feet, so residents would not only have to pay the lien fee, but they would be responsible for the investment fees also. It was mentioned that according to the Engineer's calculations, the project costs about \$1.9 Million, which would equal to \$75-\$80 dollars per linear foot. Hoffman explained that the dollar amount per linear foot is determined by dividing the project cost by the number of lots not the frontage. Boulanger stated that it is going to be up to the board at some point to look at the whole picture of the liens. Hebbard suggested a need to review the present liens. Staff seems to be in agreement that a review would be in order.

Boulanger stated that the staff brought the item up for discussion so that the board would be aware of the costs and to possibly look at other options. There was some discussion. Andolina asked what the last project was that involved liens. Boulanger stated that would be Sixth Street. Andolina asked what the purpose of the investment fees were. Steele referenced the memo from Jeff Harrington to Pete Lavoie explaining how the water and sewer investment fees were determined and the purpose of each was discussed. It was mentioned that theoretically according to the memo the general expansion that benefits the system is covered by investment fees and expansions to specific services at specific population locations are covered by liens. Steele stated that the residents of Sixth Street requested that the water and sewer lines be installed, adding that this situation here is different as the City is replacing the main and expanding the line for fire flows etc. Vlasich discussed the project with the board. It was mentioned that the residents are not required to hook up to City water.

There was more discussion.

Boulanger stated that they are looking at having the meeting within a couple of weeks, reiterating that staff brought it before the board looking for feedback. He stated that a copy of the lien list will be supplied to the board at the next meeting. He reiterated that liens are required on mains installed by the City only, not on any lines installed by a developer or private contractor. He stated that by charging liens the City can re-coop their costs. He stated that the City will not know the final cost of the water main loop project until it is completed. Further discussion required.

The question was asked who pays for the Shaw's Lane ball field watering. Staff stated that to their estimation Parks & Recreation pays for that.

6. **ADJOURNMENT**

Motion: Belhumeur made the motion to adjourn at 5:45 PM. Seconded by Green. Vote U/A.

Respectfully submitted, *Jamie McCulloch*, Dover Utilities Commission