



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, April 23, 2007**
Meeting Time: **4:15 PM**

Members Present: Rick Hebbard, Donald Andolina, Art Hoffman, Patrick Bowen, Roland Hofemann, Gary Green

Members Absent: Roland Belhumeur, Jay Stephens

Staff Present: Bill Boulanger, Utilities System Supervisor, Sharon Lucey, Water Meter/Backflow Prevention Coordinator, Doug Steele, Community Services Director, Jamie McCulloch, Secretary

Others Present: Councilor, Catherine Cheney, Linda Merullo, Mary Hebbard

1. APPROVAL OF MINUTES

A. March 26, 2007

Motion: Andolina made the motion to approve the minutes.

Second: Hebbard seconded the motion.

Comment: Green spoke to the communication submitted by Hebbard regarding the Longhill Water Loop neighborhood meeting, stating that his take on the meeting was that staff did inform people the possibility of liens without going into detail. Hoffman suggested that when a member submits something to the board that their name be on it.

Vote: U/A.

2. ABATEMENTS

A. William Christian – 40 Atkinson Street

Motion: Hebbard made the motion to table the abatement until the May meeting as the applicant was unable to attend.

Second: Bowen seconded the motion.

Vote: U/A.

3. REPORTS

A. Abatement Review Team

None.

B. Utilities Report

See file for Utilities & MTBE reports.

Boulanger explained to the board that we had supplied Somersworth with water for approximately 7 days, adding that the water was metered and back flowed. He stated that they are back on line and are no longer in need of Dover's water. Bowen stated that he had a hard time getting the Somersworth Fire Department employees to assist him with traffic as getting out of the laundromat around the fire truck was quite dangerous. Boulanger stated that if we need to supply Somersworth with water again in the future that Somersworth will have to hire Police detail so that this type of situation does not occur.

Motion: Andolina

Seconded: Hebbard

Vote: U/A

4. OLD BUSINESS

A. North End Water Pressure

Boulanger stated that the water main bid has not gone out yet. He stated that the State has not given the City the ok to work under the turnpike. He stated that as soon as the City receives their approval we will put it out to bid.

B. Rules & Regulations/Investment Fees

The board went through each page of the regulations to review the changes that the staff had made from their recommendations at the previous meeting.

Changes/additions/deletions:

Add the word "Tap" and its definition – The term "tap" shall mean the physical connection to the City water or sewer main by City staff/contractor or by a developer during construction of a new subdivision. Note: Per Dover Code – No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City's authorized representative/City Engineer.

Add the definition of Memo Meters - The term "memo meter" shall mean a metering device purchased and installed by the customer and is used for measuring water for such things as gardening, irrigation, and other outside activities where the water is not entering the sewer collection system and the customer may obtain a sewer credit.

Correct the words dump pump to read sump pump.

Page 16, 4th and 5th sentence, delete Superintendent.

Green passed out a handout where he had re-written section 2-11 of the rules to the board. (See file). There was some discussion. Andolina suggested that the board not render a decision on Green's handout until Attorney Krans reviews the proposal.

Hoffman and Steele suggested to delete the word "Lien" and add "Capital Investment Fee".

Boulanger stated that he needed the boards input in the situation if a resident pays the lien do they have to pay the investment fees? Hoffman stated that he thought the resident should be paying the higher of the two.

Motion: Green made the motion to strike the line out of the wording on page 17 where it states: **NOTE:** Payment of a lien supersedes the entrance fee, provided it is larger than the entrance fee as outlined in section 1-5.

Second: None, motion fails.

Andolina asked if no one asked for a water or sewer line, why do they have to pay a lien? There was some discussion. Upon reviewing the Appendix A, it was noted that staff should look into updating the charges for septic dumping.

Presentation: Don Andolina made his presentation on investment fees and went through each page with the board. (See file). There was some discussion.

Motion: Green made the motion to approve the modified version of the investment fee proposal by Andolina.

Second: Hofemann seconded the motion.

Discussion: The modified version should go to Attorney Krans to go through it and approve or deny it and is not to go to the City Council until that time. Hebbard stated that he would like to go over it more with Andolina.

Vote: U/A.

Presentation: Hebbard made his presentation titled "An Alternative Funding Method" – new water lines/not replacement water lines and went through each page with the board. (See file). There was some discussion.

Green stated that Hebbard made a good presentation and he appreciated all the time he spent on it, adding that he would like to review it further and ask questions. Hoffman suggested reviewing the presentation and making a list of our questions for the next meeting. Andolina asked if Attorney Krans had reviewed the presentation, and Hebbard stated not yet but added that Michael Joyal had reviewed it and he didn't have any major problems with it. Hoffman stated that he asked the staff how many customers would be affected by the increased fire flows for the Longhill Road Water Loop Project and the total was about 400. He suggested dividing the cost of the project by the number of people affected versus the number of people on the street in question. Boulanger stated that the staff needs some resolve for the Longhill water customers. Hebbard stated that Michael Joyal said this project is not moving forward until we resolve this issue. Boulanger stated that he wants the board to look at different methodology and not put the cost on the taxpayers. Hebbard stated that the City as a whole benefits, residents and taxpayers. Boulanger stated that the City Council cut almost \$120,000.00 by eliminating the hydrant charges that we used to charge the Fire Department. Green went over his handout with the board and mentioned for discussion possibly forgiving any liens on the Longhill Road water loop. Hebbard stated that he did not feel that was proper. Green stated that in Section 2-11 of the rules and regulations it states that the City can forgive a lien if the project is in the CIP, adding that it would be a case by case basis. Andolina suggested talking about Green's proposal after digesting it. Boulanger stated that the Longhill project is approved in the CIP and the staff needs to get it out to bid. Steele suggested changing the wording in the rules, as Green was mentioning, to be able to waive liens. Green stating that doing that would give the City the power to waive liens. Andolina suggested not sending the rules to the City Council before the next meeting and sending them as a whole and not in pieces.

Boulanger stated that with regards to the Longhill project that neighborhood meetings are held and questions come up as to what they are going to pay. He stated that the staff will come up with a few recommendations for the next meeting on this project as well as the lien process as a whole.

5. NEW BUSINESS

A. Elections

Hoffman stated that an interim Chairman needed to be elected and would hold that position from now until the July meeting. Green nominated Hoffman who declined, stating that his work schedule in the very near future is going to be very busy, however he would stay on as Vice Chair. Green stated that he would volunteer on an interim basis.

Nomination: Bowen nominated Green.

Second: Hofemann seconded the nomination.

Vote: U/A.

Steele gave the board a heads up concerning a private water line on Spur Road Ext. that supplies 4 homes. He stated that in the last 10 years the City has fixed approximately 16 water breaks on that private line. He stated that we have fixed the breaks and charged the homeowners accordingly. He stated that as the board knows the Utilities Division is getting out of the business of acting in a contractor capacity and doing private utility work for residents. He stated that the staff sent out a notice to the residents informing them that we would no longer be fixing the line and also supplied them with a list of contractors. There was some discussion. Andolina suggested informing the residents that the City will no longer be fixing the water line, but to perhaps give them a proposal on replacing the line. Boulanger stated that if they do that, then the City is on the hook to do the work, but if Steele wanted to send one out, we would. He added that the staff gave an estimate to replace the line a couple of years ago and recently. Steele stated that if the residents had a contractor install a new water line, the question is would the City take it over. It was mentioned to have a notice put in the next Community Notes that the City no longer works in a contractor capacity.

Hebbard stated that he received documents in his packet with Pete Lavoie letterhead and he would like all of it destroyed tomorrow. He asked Boulanger the status of the drainage easements at 8, 10, 12 Dover Point Road. Boulanger stated that they are all set and have been recorded with the Legal Division.

Motion: Hebbard read a motion to the board "The Dover Utilities Commission hereby instructs the Director of Community Services to immediately discontinue providing the service of installing, replacing, repairing or maintaining water and/or sewer services, from the sewer main stub or water curb stop, into the abutter's property. An exception is granted in the event of an extreme emergency, where the water or sewer line break has become a life/safety issue for the surrounding homes or businesses, and, the Director of Community Services and the Chairman of the Dover Utilities Commission shall be notified immediately".

Second: Bowen seconded the motion for discussion.

Discussion: Boulanger stated that the homeowner is responsible from the end of the stub to the property line. He stated he would like to look at and tweak the motion. Hebbard stated that he would e-mail the motion to Bill to review.

Withdrawal of Motion: Hebbard withdrew his motion and the second was withdrawn.

Green stated that in reviewing the previous minutes Attorney Krans stated that the DUC's minutes were the best and were being used as a template for other boards to go by and he wanted to thank McCulloch for a job well done.

6. ADJOURNMENT

Motion: Green made the motion to adjourn at 6:45 PM.

Second: Bowen seconded the motion.

Vote: U/A.

Respectfully submitted, *Jamie McCulloch*, Dover Utilities Commission