

# MINUTES

Dover Utilities Commission  
Public Works Facility Conference Room – 271 Mast Road  
Monday, August 15, 2005 @ 4:15 p.m.

**Chairperson:** Jay Stephens  
**Vice Chairperson:** Vacant  
**Members Present:** Roland Hofemann, Arthur Hoffman, Dan Ayer,  
Roland Belhumeur  
**Staff Present:** Doug Steele – Superintendent of Public Works & Utilities,  
Sharon Lucey, Water Meter/Backflow Prevention  
Coordinator, Jamie McCulloch, DUC Secretary

## 1. APPROVAL OF MINUTES

A. May 16, 2005

**Motion:** Belhumeur made a motion to approve the minutes. Ayer seconded the motion. Vote U/A.

*The board members agreed to move to the New Business section of the agenda, as the applicant's had been waiting to be heard for several months.*

## 3. NEW BUSINESS

A. **Ray Bardwell - Sixth Street Station – Request to be allowed to tee off inside the unit with the domestic water going one way and the memo meter service going the other. DUC Regulations indicate there will be only one meter per service.**

Ray Bardwell was present to speak on behalf of the request for Sixth Street Station Condominium Association. He stated that they installed memo meters for each condo unit for outside watering. He stated that upon a final inspection by the City Plumber, he was told that the meters were plumbed wrong, as the memo meter bypassed the house meter. He stated that the Association wishes to T off of the house meter, so that the usage could be on two separate accounts, where the homeowner would get the bill, and the usages would be separated out and the Association could reimbursement the homeowner for the memo meter water usage.

Bardwell stated that according to the Utilities Division, only having one curb stop is a big problem. He stated that the Association would like to have what other condo associations have in Dover, the use of two meters.

Lucey stated that there is no problem with the billing logic, but it is a shut off issue. She stated that the rule has always been, 1 service and 1 meter.

There was some discussion.

Ayer suggested that there be an agreement with the customer and the association. Bob Shelton, President of the Sixth Street Condo Association, stated that the homeowner could shut off the association's water from the inside. Ayer suggested the association draft up an agreement. Lucey stated that in the beginning stages, when plans are submitted to the Building & Plumbing Inspector's, residents/contractors need to be informed of the process to go through for future irrigation systems and outside watering. Ayer suggested that the Utilities Division write a memo to the Building & Plumbing Inspector's.

There was some discussion on the bills, how the usage is broken out, how the association would determine the sewer credit, and the option of reimbursing the homeowner. Ayer stated that 1 person is responsible for the meter, and again suggested a written agreement between the association and the homeowner. Bardwell wondered if the agreement would have to be a recorded document to be legal. Ayer stated that the DUC Regulations stated that 1 person is responsible for 1 street address. Ayer stated that the association should draft their agreement based on the discussion. Stephens stated that originally the City did not read memo meters, which was cumbersome to homeowners, and now the City does the math for the homeowner.

**Motion: Ayer made the motion to deny the request as the association should draft an agreement with the homeowners to solve the issue. He stated that the DUC is content with the fact that one body be responsible for payment of the master meter whether owner occupied or not. Seconded by Hoffman.**

Ayer stated that the condo association should get with the occupant and guarantee to the City that if the owner doesn't pay, the association will, as someone has to be responsible.

It was noted that a side agreement is okay by the DUC between the association and owners/occupants. A note will be sent to the W&S Billing Office to send 1 bill to the association and 1 to the homeowner.

**Vote U/A.**

**B. Dover Vocational Trust – 31 Prospect Street – Request for a waiver of the costs associated with the water and sewerage pipe in front of the property they recently purchased.**

Sandy Wattendorf was present to speak on behalf of the request. Wattendorf stated that the Vocational students build houses, the Trust sells them, and they use the money to build the next house. She stated that they purchased a piece of property on Prospect Street and subdivided it into 3 lots. She gave the board some background, and stated that the Vocational Trusts' request is to have the DUC waive the sewer lien and entrance fees.

Stephens stated that the Utilities Division does not receive any tax money from within the City, as it is an Enterprise Fund. He stated that the board does not have the ability to forego costs along the way, but one option would be to waive the initial payment and build the fees into the closing costs for the new owner to pay. He stated that that is how it has been done in the past. He suggested building the fees into the closing costs on the remaining 2 lots.

Wattendorf asked if the board could waive the fee for lot #1 since the Vocational Trust did not build it into their cost/selling price. Ayer stated that the Vocational Trust should ask for relief of all 3 of their lots from the City Council. Wattendorf stated that that is what they are looking for.

**Motion: Ayer made the motion to deny the request with the recommendation to approach the City Council to request waivers on all 3 lots, adding that the DUC endorses the request. Seconded by Belhumeur.**

Ayer stated that the board reluctantly denies the request and asks that the City Council look upon it favorably, as the DUC does not have the authority to approve such a request. He suggested keeping Stephens wording regarding the delay in payment of the liens and fees and have them built into the closing costs, just in case the City Council denied the request to waive the fees all together. Hoffman stated that if the City Council denies their request that the DUC recommends the fees be waived until the property is sold.

Steele stated that the lien fees are a way for the City to recoup the cost of putting in a water or sewer main, and that he feels those fees should not be waived.

Stephens suggested changing the wording of the motion so that the Trust does not have to return to the DUC. He stated that perhaps it could be worded that the board has no authority to waive the fees, and we suggest alternative ways of recouping the money. Ayer stated that all of the board members are in agreeance to waive the entrance fees.

**Revised Motion: Hoffman made the motion to reluctantly deny the request, as the board does not have the authority to waive the entrance and lien fees, however, they are in favor of postponing the payment of such fees until the property is sold. It was the board's recommendation that the applicant approach the City Council to request waivers on all 3 lots. Seconded by Ayer. Vote U/A.**

**ADDITIONAL NEW BUSINESS:** Lucey stated that there are less than 250 radio read meters left to be changed out, adding that they started out with about 7,200 8 years ago.

## 2. ABATEMENTS

**A. Daniel Sheehan – 109 Rutland Street** – The applicant was not present at the meeting as he was out of town and unavailable to attend.

**Motion: Ayer made the motion to table the abatement until the September meeting. Seconded by Belhumeur. Vote U/A.**

## 4. REPORTS

**A. Utilities Report**

**Sewer:** No violations at the WWTP. Charles Street Pump Station upgrade is ongoing. The design of re-routing the Varney Brook force main is continuing. The design of Ela Street, Pearl Street, Wallingford Street and Paul Street sewer replacement complete and going out to bid.

**Water:** No bacteria problems. The final design of the Bouchard Well and Treatment Plant is near completion.

**B. Abatement Review Team**

None of the applicant's have chosen to appeal to the DUC as of yet.

**5. OLD BUSINESS**

The board reviewed the resolution that was approved by the City Council concerning the number of members on the DUC.

**6. ADJOURNMENT**

**Motion:** Belhumeur made the motion to adjourn at 6:00 pm. Seconded by Hoffman. Vote U/A.

Respectfully submitted,

*Jamie McCulloch*

Dover Utilities Commission