



**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 21, 2008**  
Meeting Time: **5:30 PM**

**Members Present:** Chairman, Gary Green, Vice Chairman, Rick Hebbard, Art Hoffman, Otis Perry, Jay Stephens

**Members Absent:** Michael Earley

**Staff Present:** Jamie McCulloch, DUC Secretary, Bill Boulanger, Utilities System Supervisor, Sharon Lucey, Meter/Backflow Coordinator, Doug Steele, Community Services Director, J. Michael Joyal, City Manager, Daniel Lynch, Finance Director

### 1. REVIEW OF AGENDA

### 2. APPROVAL OF MINUTES

#### A. March 17, 2008

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

**Second:** Stephens seconded the motion.

**Comments:** Hebbard expressed that under Areas of Concern more of the discussion about pharmaceuticals being found in surface water during testing needed to be elaborated in the minutes so that residents would be aware and understand the issue. Boulanger stated that staff would put an article in the next issue of Community Notes explaining that the situation would not really affect Dover residents as we have groundwater.

**Vote:** U/A

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### 3. CITIZENS FORUM – None.

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### 4. ABATEMENT APPLICATIONS – None.

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### 5. REPORTS

#### A. Abatement Review Team Report

None.

Hebbard asked Lucey to explain the situation with the Mr. & Mrs. Fowler, 334 Washington Street abatement that was on last month's agenda. Lucey explained that the pool was repaired and the owner needed to add 2-3' of water to top off the pool after the spring. She explained that the dimensions of the pool and an average depth of 2.5 feet yield a cubic area of 2000 cubic feet (2.5' X 20' X 40' = 2000 cubic feet / 100 HCF = 20) or 20 HCF. Lucey added that she had talked to Mr. Fowler and he stated that he did not want to be put on the agenda until June as he was investigating whether or not he had a leak underground.

#### B. Utilities Report

Boulanger read through his utility report. There was some discussion on the McConnell Center drainage issues as the Utilities crew conducted the work.

**Motion:** Perry made the motion to accept the reports.

**Second:** Hebbard seconded the motion.

**Vote:** U/A.

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**Motion:** Hoffman made the motion to move to 6B, Old Business and combine it with 5C, Finance Report.

**Second:** Stephens seconded the motion.

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### 6B. Investment Fees

Dan Lynch, Finance Director went through the investment fees and other appendixes from the Rules and Regulations with the board.

Green asked on behalf of Michael Earley who was unable to attend the meeting whether the costs of installation were considered when determining the investment fee. Lynch stated that people hooking up are investing in the current system. Joyal stated that the investment fee is representative of the value of this water system today.

Hebbard stated that it ties with the rule that we need to be updating the investment fees every year. Boulanger stated that the board approved the investment fees to go to the City Council at a previous meeting. Perry asked what changes were made to the investment fees since the board's approval. Lynch stated that the water portion went down \$200.00 and the sewer stayed the same.

**Motion:** Perry made the motion to approve the investment fees as amended.

**Second:** Hebbard seconded the motion.

**Vote:** U/A.

McCulloch handed out the February 2008 financials to the members to review at the next meeting.

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## 6. OLD BUSINESS

### A. The Authority To Have An Abatement Review Team

Green stated that he believed his memo concerning the issue explained why the Abatement Review Team was allowed and asked if there were any questions. There were none. It was mentioned that since the meters had all been changed out the 80-unit discrepancy wording has been removed from the Rules and Regulations.

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## 7. NEW BUSINESS

None.

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## 8. AREAS OF CONCERN

Hebbard expressed that once the construction is over at 32 Back River Road the area should be cleaned up even if more overtime is required.

Green mentioned the use of Sears model pumps to use in problem areas to increase pressure. Boulanger explained that the State frowns on booster pumps and that they want the Municipalities to address the issue. Boulanger stated that there is no way to control backflow protection in private homes. There was some discussion on booster pumps. Boulanger stated that he will have a representative from the State attend a future DUC meeting to discuss the pressure issue.

Stephens asked about the stormwater district that Dean Peschel was talking about. Green stated that there was a study group that is an extension of UNH that is working on the issue. Boulanger stated that the City of Manchester went through Legislation to become a stormwater utility, which passed.

Hoffman stated that it was spring and asked the status of Mr. Small's property at 18A Roberts Road. Steele stated that the board's direction to staff was for the Small's to sign the release agreement before the work would be completed, which they would not. Hoffman asked staff to contact the Small's and ask them again if they will sign the release agreement before we go out to bid, adding that they should sign before the work is done.

Hoffman stated that at the last City Council meeting it was mentioned that the Sewer Division would be paying ½ the cost of the sewer line to the Fire Station? Joyal stated that the Sewer Division would be paying a portion, not ½. Hoffman stated that in any other case the individual would be required to extend the sewer line to the end of their property in order to tie in. Joyal stated that the Fire Department did pretty much bring the sewer line to the edge of their property. Joyal stated that they would be tying into the sewer line at Liberty Mutual's printing building and they are about 20-feet short of the road. Joyal stated that the difference in the size of the line is what the Sewer Division is paying for. Joyal added that there may be a few additional costs associated with manholes but the largest part is the increase of the size of the pipe.

Steele told the board that Paul Vlasich, City Engineer is leaving the City and going to work for the Town of Exeter, NH. Steele stated that Vlasich's last day was April 25, 2008.

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## 9. ADJOURNMENT

**Motion:** Hebbard made motion to adjourn at 6:30 PM.

**Second:** Perry seconded the motion.

**Vote:** U/A.

Respectfully submitted, *Jamie McCulloch*, Dover Utilities Commission

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