



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, May 19, 2008**
Meeting Time: **5:30 PM**

Members Present: Chairman, Gary Green, Vice Chairman, Rick Hebbard, Art Hoffman, Otis Perry, Jay Stephens, Michael Earley
Staff Present: Jamie McCulloch, DUC Secretary, Bill Boulanger, Utilities System Supervisor, Sharon Lucey, Meter/Backflow Coordinator, Doug Steele, Community Services Director
Others Present: Rick Skarinka, NHDES, Stephen Parks, Brickyard Estates

1. ROLL CALL
2. REVIEW OF AGENDA
3. APPROVAL OF MINUTES
 - A. April 21, 2008

Motion: Stephens made the motion to approve the minutes.

Second: Perry seconded the motion.

Corrections: Under staff present Daniel Lynch, Finance Director's name needs to be added. Under abatements the last sentence should read "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". ~~or not.~~

Vote: U/A

Motion: Hoffman made the motion to suspend the rules and move to item 8A as Rick Skarinka of DES was present.

Second: Stephens seconded the motion.

Vote: U/A.

8A. NEW BUSINESS

A. Rick Skarinka, New Hampshire Department of Environmental Services – to speak about the North End Water Pressure Study

Bill Boulanger stated that at the last meeting the board discussed the North End Water Pressure Study as well as booster pumps. Boulanger stated that Skarinka was present to answer questions for the board regarding this study. Skarinka stated that he is the head of the Seacoast Drinking Water Division. Skarinka stated that the State doesn't frown on booster pumps; actually they are prohibited in individual residential homes. Skarinka stated that he was not saying to go to those property owners that have booster pumps and ask them to remove them, but they should not be promoted with new developments etc. Skarinka stated that there should be a minimum of 20 pounds of water pressure available at the sill and a minimum of 35 pounds of water pressure at the street. Skarinka stated that having a booster station and pumping to a tank is the way to go. Green asked the ENV that speaks to booster pumps. Skarinka stated ENV WS-370, adding that the State adopted it by reference. Skarinka stated that the Plumbing Code does allow individual booster pumps so that is a conflict and he suggested that the City adopt rules not allowing individual booster pumps. Skarinka gave a scenario where booster pumps could be a serious problem. Skarinka stated that if you have a water main along a street and all the residents have booster pumps that they turn on at the same time, the person at the end of the street might not get any water and that becomes a burden on that individual homeowner. Skarinka stated that the Longhill Road loop could assist with the pressure issues.

There was some discussion.

Stephens stated we need to discuss parameters as a board, adding that they would have to pick a number and stick with it. Skarinka stated that 60-80 pounds is the recommended amount. Stephens stated that perhaps a few board members could meet with Steele to discuss the water supply and needed pressure and to have the Planning Board address these issues. Boulanger stated that the Master



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, May 19, 2008**
Meeting Time: **5:30 PM**

Plan Committee has not forwarded the Utilities section of the Master Plan to the Planning Board yet. Steele stated that he needs the DUC to make a recommendation for the North End Water Pressure.

Skarinka stated that concerning the Interconnection between cities/towns the State is in support of that and has a 25% grant reimbursement program for new or existing systems. Skarinka stated that an interconnection is between two systems and not an area that doesn't have any water. Hebbard ask about the rules on selling water. Skarinka stated that the P.U.C. (Public Utilities Commission) has the regulations on that, adding that a City can charge another municipality up to 15% more than their actual cost for water.

4. **CITIZENS FORUM** – None.

5. **ABATEMENT APPLICATIONS** – None.

6. **REPORTS**

A. **Abatement Review Team Report**

Hoffman asked why the maintenance person removed the meter at 18 Constitution Way. Boulanger stated that a letter could be sent to the homeowner and the park owner, Mark Kaufman stating that meters are not to be touched as there is a \$500.00 fine for tampering with a meter. Perry asked to whom the recommendations on abatements are made to. McCulloch stated that all abatement recommendations go through Steele.

B. **Utilities Report**

Boulanger read through his utility report.

Motion: Stephens made the motion to accept the reports.

Second: Perry seconded the motion.

Vote: U/A.

C. **Finance Report**

Green mentioned that only 41% of the water & sewer departments' revenue was realized. Steele stated that not all of the billing for the year had been completed yet, adding that there were 3 more quarters left. Green stated that he went through the budget book and made copies of several pages if anyone wanted a copy. Several of the board members did not have their financials with them so the discussion on them was tabled until the next meeting to be discussed under the Finance Report.

8B. **NEW BUSINESS**

B. **Stephen Parks – Brickyard Estates – Request for a waiver from the water investment fees.**

Mr. Parks was not present at the meeting at the time it was discussed, so it was tabled.

Motion: Perry made a motion to table the item until the next meeting.

Second: Hebbard seconded the motion.

Vote: U/A.



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, May 19, 2008**
Meeting Time: **5:30 PM**

C. Discussion on the adoption of the State's updated design for investment fees.

There was some discussion.

Boulanger recommended that the board adopt the State's 2009 updated design for investment fees and incorporate those changes into Appendix C of the DUC Rules and Regulations.

Motion: Perry made the motion to adopt the State's new design flows for 2009.

Second: Stephens

Vote: U/A.

ITEM REMOVED FROM THE TABLE

Motion: Hoffman made a motion to remove Stephen Park's request from the table as he arrived at the meeting.

Second: Hebbard seconded the motion.

Vote: U/A.

Stephen Parks was present to speak on behalf of the request. Parks explained that he and his neighbors understand the impact fees more so than the investment fee. Parks added that the use of this water service would be by boaters washing boats only. He stated that there is a boat owners association and all the owners have paid to hook up their homes already. Green stated that the investment fee calculation is explained in Appendix D of the DUC Rules & Regulations. Parks stated that the \$1,300.00 water investment fee is what they are trying to figure out. Parks explained that he had an explanation provided to him that it was an impact fee, but questioned it as there is no sewer impacted since it is just runoff. Boulanger stated that he recommended Parks come before the board, adding that the city does not have a lot of seasonal activity. Parks stated that there are 53 homeowners in the neighborhood of which 20 are members of the boat owners association and those owners own a 1/3rd portion of the water front lot. Boulanger stated that there is no curb stop out in the common area. Parks asked if the \$1,300.00 is representative of the types of uses. Boulanger stated that the amount of the investment fee was established through the assets of our system and then uses are determined. Perry stated that the \$1,300.00 is the flat minimum rate across the board and then additional amounts for different uses are added in.

There was some discussion.

Boulanger stated that if the service was to go in the city would own from the curb stop to the main. Parks expressed that the investment fee is based on a year round use and this will not be year round. Green stated that Section 2-2.6 of the DUC Rules and Regulations states that any connection will cause the owner to be assessed a fee. Boulanger stated that the \$1,300.00 is a courtesy fee to enter our system. Green stated that car washes are not covered in our appendixes and we would have to estimate how much they would use and you are on the other side of that. Boulanger stated that even if the use is a car wash or not the \$1,300.00 would still be charged. Stephens stated that there is no break to use the system on a seasonal bases and it is the owner's choice to use it as seasonal. Stephens questioned why fresh treated water would be used to wash boats that are in the water. Hebbard explained that he has a farm with a service to his house and that if he wanted to put another service in to water his cows he would be required to pay the entrance fee. Parks stated that he came before the board because he didn't know what the investment fee was for but his meeting with the Finance Department tomorrow would answer that. Parks stated that he thought maybe the board might grant a waiver or waive the fees.



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, May 19, 2008**
Meeting Time: **5:30 PM**

Motion: Perry made the motion to deny the waiver request.

Second: Hebbard seconded the motion.

Vote: U/A.

7. OLD BUSINESS

None.

9. AREAS OF CONCERN

Stephens & Hoffman questioned the washing of boats in the river. Green mentioned environmentally safe soap and he assumed that is what the boaters would use.

Hebbard asked the status of the Small's water line, adding that in a letter dated 11/27/2007 we said we weren't doing the job since they did not sign the release form. Steele stated that he talked to Jackie Small before the meeting and she does not want to sign off on the release for the entire job upfront and referenced that when a homeowner has siding installed they pay for ½ now and ½ later. Steele stated that the direction the board gave staff was to have the release form signed before completing the job. Stephens brought Perry up to speed on the situation.

There was some discussion.

Hebbard stated that the work should be done and to have the Small's sign the release form after. Boulanger stated that the City Attorney said we needed the signature first. Hebbard stated that that was his opinion. Green stated that the city has fixed the water line three times and that shows pretty good faith. Green referenced the letter from 1995 or 1997 from the previous CS Director stating that the city would not be responsible for fixing the line in the future. Earley suggested having an independent inspector to inspect the job and make it contingent on their inspection our responsibility. Perry stated that the board should not fool around with a waiver as if the repair is fine then leave it for now.

Motion: Hebbard made the motion to put the water line repair back out to bid and have it repaired and the release form can be signed after the job is complete.

Second: Stephens seconded the motion.

Steele stated that any expenditure over \$10,000.00 has to go before the City Council for approval. Steele stated that we are already responsible for the sewer easement for eternity but anything outside of the sewer easement, including the whole water line the city is not responsible for eternity adding that he wanted to make sure that was clear. Hoffman stated that if the repair went out to bid and then came back to the board he might be in favor of it. Boulanger stated that the last time it was bid out staff used the worse case scenario bid specs and that is why the amount was so high.

Amended Motion: Hoffman made the motion to put the water line repair back out to bid and then have staff bring it before the board before the repairs are completed.

Second: Perry seconded the motion.

Amended Motion Vote: U/A.

Original Motion Vote: U/A.

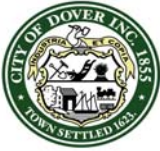
10. ADJOURNMENT

Document Created by: Jamie McCulloch

2008.07.15_DoverUtilitiesCommission.Minutes.doc

Document Posted on: July 15, 2008

Page 4 of 5



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, May 19, 2008**
Meeting Time: **5:30 PM**

Motion: Perry made motion to adjourn at 8:00 PM.

Second: Hebbard seconded the motion.

Vote: U/A.