



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
 Meeting Date: **Monday, July 21, 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

1. ROLL CALL
2. REVIEW OF AGENDA
3. APPROVAL OF MINUTES
 - A. June 16, 2008

Motion: Hoffman made the motion to approve the minutes.

Second: Stephens seconded the motion.

Corrections: Page 1, under Item 4B, 6th sentence should reference the date of 8/20/2007 not 8/20/2008. Page 2, under Item 4B, the vote should read "**Vote:** 5-1 Michael Earley abstained as he was not present at the beginning of the discussion".

Vote: U/A

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4. **Citizens Forum** – Citizens Forum was opened and closed as there were no residents wishing to speak to the board.

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5. **Abatement Requests**
 - A. Robert Fisher – 23 Hillcrest Drive

Motion: Perry made the motion to move the item to the end of the agenda after Item #8 as Mr. Fisher was not present.

Second: Hoffman seconded the motion.

Vote: U/A.

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6. **Reports**
 - 6A. **Abatement Review Team Report** – None.
 - 6B. **Utilities Report** – See file.

5:40 PM Mr. Fisher arrived.

Motion: Perry made the motion to move back to Item 5A.

Second: Hebbard seconded the motion.

Vote: U/A.

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5. **Abatement Requests**
 - A. Robert Fisher – 23 Hillcrest Drive

Mr. Fisher stated that no one left notices as to an increase or if they did he never received them. He stated that they must have been left in such a place as his daughter and son in law stayed at the house over the winter and didn't get the notices. He stated that according to Mr. Steele the meter was still running, adding that all of his appliances were working correctly. He stated that he has replaced toilets but not during this period. He stated that he paid \$200.00 to the Water Department based on his normal usage. He stated that the letter he received from Mr. Steele indicates something is wrong with the meter. He stated that the last time he went before the board the chairman told him this board doesn't give water abatements and he wants to be fair and equitable.

Perry asked if the meter had been tested? Lucey stated that the applicant was put on the agenda before the meter was tested, adding that her staff was told that toilets had been replaced.

Mr. Fisher stated that he only changed out the toilets for personal accommodations not for leaks adding that they were replaced last fall. Green asked how many toilets were in the home. Mr. Fisher stated 3. Lucey spoke on behalf of her employees stating that on 3/26/2008 the meter was read with the handheld device which indicated a leak, which means that the meter did not stop moving for a 24-hour period. Lucey stated that from 3/17/08 to 3/26/08 the usage was 200 cubic feet per day and that from 3/26/08 to 5/30/08 that usage was cut in half. Lucey stated that the meter employees got into the property on 5/30/2008 and the consumption had dropped.

Mr. Fisher stated that 3/26/08 was his anniversary so he believes he was around. Mr. Fisher stated that from December to May they went to Florida. Mr. Fisher stated that he could find out when the plumber did the work and get the board copies of those documents.

Motion: Hebbard made the motion to table the abatement until the meter was tested.

Second: Stephens seconded the motion.

Vote: U/A.

6C. Finance Report – The board requested that McCulloch send out the August Financials as soon as they were available.

7. Old Business

7A. Jacqueline Small – 18A Roberts Road

Steele stated that he put the project back out to bid, adding that the last person who had bid would not return his calls. Steele stated that the low bid was \$11,200.00 from Jeff Turcotte of Somersworth, and the high bid was \$18,150.00 from DUB out of Epsom. Steele stated that the bid included the materials, labor, trench patch and the overlay of the entire driveway. Green asked why we were overlaying the entire driveway when we were only making a few holes. Steele stated that the driveway would have a 1 inch overlay. Stephens asked the bid figure from last year. Steele stated that the low bid was \$12,500.00. Steele stated that the requirement to have the Small's sign the release is still the question. Hebbard stated that the fix has always been the sewer and if it happens the City will fix it. Stephens stated that if the sewer line is causing problems with the water line the City will have to fix it.

There was some discussion.

Perry stated that the City needs the letter at some point as if it breaks somewhere other than the easement we are not responsible. Green stated that they could request that the City Attorney Allan Krans draft a letter and have it brought before the board for their review. Steele stated that they could sum up the letter to the Small's by stating that they would replace the service but only remain responsible for the sewer easement.

Motion: Perry made the motion to prepare an agreement with the City and the Small's and go ahead with the sleeving of the waterline and repairing of the driveway with the low bid.

Second: Hebbard seconded the motion.

Vote: U/A.

7B. Master Plan

Stephens stated that he had been through the water portion of the Master Plan and that he was confused as the term Master Plan to him means a broad span of the City and no where does this mention expansion of areas in the City. Stephens stated that he felt it fell short of what he thought a Master Plan should be adding that he was not sure if it supported the City's Master Plan. Steele stated that this was a part of the Community Services Department's portion of the City Master Plan. It was mentioned that the document was a draft copy.

There was some discussion.

Perry stated that he felt the hydraulics and booster pumps should be part of the Master Plan. Steele stated that he would relay that to the Master Plan Committee. Green stated that Steele, Stephens and Boulanger will get together to meet to discuss the Water & Sewer Master Plan.

8. New Business

8A. Right to Know Law – See file for the memo that Green handed out to the board members.

8B. Elections of Officers

Motion: Stephens made the motion to open nominations.

Second: Hoffman seconded the motion.

Vote: U/A.

Motion: Stephens nominated the current slate of officers. Chairman Gary Green and Vice Chairman Rick Hebbard.

Second: Hoffman seconded the motion.

Vote: U/A.

Motion: Stephens made the motion to close nominations.

Second: Hoffman seconded the motion.

Vote: U/A.

8C. Resolution for the amendment to the Plumbing Code for Booster Pumps

Perry asked Steele to write a resolution and bring it back to the board regarding booster pumps. Steele stated that he, Lucey, Boulanger, Dean Miles and Tom Clark would all meet then bring the resolution to the board.

7D. Old Business

Green stated that he needed to appoint a new Clerk since McCulloch's last meeting is in August. Steele stated that he recommended Shari Bullen of the CS Dept. Steele stated that McCulloch and Bullen would both be attending the August meeting. Green stated that he could have appointed Bullen tonight however she had a death in the family and was unable to attend.

9. Areas of Concern

Stephens stated that all meters are tested when they appeal their abatement to the DUC and asked why the Hillcrest Drive meter was not tested. It was mentioned that it was missed by staff but that all meters in the future would be tested prior to coming to the board.

Hebbard stated that the water and sewer billing history goes back to 1996 and asked if that could be cut down to about 5 years or so as it was a waste of paper. McCulloch said she would make that change.

Hoffman asked if it was possible to have a meeting at the WWTP and also have a tour of the facility. Hoffman stated that if there was a light agenda with no customers we could take a tour and then go to the wells.

Perry stated that the State of New Hampshire has a Tidal Electric Generation Study Committee, which is reviewing the potential for generating electricity adding that if anyone was interested they could call Chris Williams at the Governor's Office of Energy & Planning.

Green stated that by now all the members probably noticed that McCulloch had a new recording machine and all meetings will be in the archives in digital form available online.

10. Adjournment

Motion: Hebbard made the motion to adjourn.

Second: Stephens seconded the motion.

Vote: U/A.

Respectfully submitted, *Jamie McCulloch*, Dover Utilities Commission

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