



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Monday, January 12, 2009**
Meeting Time: **5:30 PM**

Members Present: Chairman, Gary Green, Vice Chair, Rick Hebbard, Otis Perry, Marty Coyle, Jay Stephens, Mark Moeller, Michael Earley

Members Absent:

Staff Present: Doug Steele, Community Services Director, Shari Bullen, DUC Secretary, Bill Boulanger, Utility Systems Supervisor

1. ROLL CALL

The meeting was called to order at 5:35 PM.

2. REVIEW OF AGENDA

Green noted that Attorney McManus would not be coming in to speak to the Investment Fees for Watson Fields.

3. REVIEW BY CONSENT AGENDA ITEMS OF DECEMBER 15, 2008 MEETING

Green explained that December was not a meeting due to a public notice problem. The December minutes were included in the packet for information purposes only and clearly marked as such. Green went on to say that the DUC may approve the minutes of October 20, 2008, November 17, 2008 and accept the Utilities report presented on December 15th. Perry asked if this included the abatement and Green indicated it did not.

Motion: Perry motioned to approve the unanimous consent items.

Second: Coyle seconded the motion.

Vote: U/A

4. CITIZEN'S FORUM

Citizens Forum was opened and closed as there were no residents wishing to speak to the commission.

5. ABATEMENT REQUESTS

6. REPORTS

6A. Abatement Review Team

There were no abatement requests therefore the Abatement Review Team did not meet.

6B. Utilities Report

The Utilities report included in the Agenda packet was reviewed and Boulanger reported the Utilities Division was extremely busy with the ice storm, then snow storms and with motor and pump issues. Green requested clarification that the snow removal was being covered by Highway's budget. Hebbard asked about Tanglewood Drive and why work on this private service was not mentioned in the Utilities Report. Boulanger said the item was missed in the report but clarified that the work was done on an emergency basis and it was billed back to the homeowner.

6C. Finance Report

Green indicated revenues were down and Steele said this was due to billing. Perry asked about the State Reimbursement line item for \$210,000.00. Steele indicated that the December financials would be very helpful in assessing where we are at, as this is half way through the fiscal year. Coyle asked why there was an adjustment on the last page to the sewer budget. Earley asked some additional questions, including whether a P&L was available, which Steele felt might be more appropriately addressed by the Finance Director. Steele asked Earley to put his questions in writing and e-mail them to him and he would get the answers from the Finance Director.

Motion: Perry motioned to accept the reports.

Second: Moeller seconded the motion.

Vote: U/A.

7. Old Business

7A. SGI REALTY

Boulanger explained that on February 13, 2008, the Council approved the DUC Rules and Regulations. On May 9, 2008, the Council approved the investment fees. On May 19, 2008, the DUC approved the new State Usage Regulations; Agenda and Minutes attached. The new Appendix C follows. Boulanger reviewed and found a regulation change which had been missed. This change affects investment fees. A 3-bedroom was previously charged 150 gallons per bedroom. In the new rules, they are charge 300 plus 150 per bedroom. Boulanger continued that this is the first time we've used other than residential investment fees since the rules changed. Stephens asked Boulanger to clarify why we did not previously recognize the change. Boulanger answered that there were other, more apparent changes and we did not see this change until we updated the appendix. Boulanger indicated that he did call the State to confirm this change.

There was some discussion regarding proper calculations with the new rates. Stephens indicated he felt we had calculated it appropriately to begin with. Perry said we should not reconsider, that SGI should come back. Green was going to provide SGI a revised billing. Earley said there was a contradiction in Appendix C; Institutions other than Hospitals are 135 GPD/Bed and Nursing Homes are 125. The new Appendix C is 125. The Board will have to decide on usage. Earley indicated the DUC should decide what classification Watson Fields should fall under. Earley felt line 5, Congregate Care with Nursing would properly define this facility. Boulanger pointed out that the DUC should not change or add a category. Green would revert to 1475. Perry felt we were calculating or interpreting incorrectly. Steele indicated we will update the investment fees and change our calculation at that time. Green will get in touch with McManus and invite him back next month.

There was some discussion about what could be done for SGI. Earley felt the \$79,950.00 was the correct number. It was agreed there was nothing left to do as this meeting and that the revised invoice was not correct. McManus will be invited back and the original billing of \$79,950.00 (revised by using the correct number of beds) will remain in effect.

7B. NORTH END WATER PRESSURE

Green suggested the DUC schedule a workshop on the North End Water Pressure topic. Steele recommended EarthTec be brought in to answer some of the questions the DUC has on the study. Boulanger asked if Rick Skarinka should be invited but it was decided this was not a good idea as some of the DUC questions regarding the study showed that some of EarthTec's recommendations in the study were not appropriate, especially the recommended use of booster pumps. There was some discussion about how booster pumps were referenced in the report and it was agreed that EarthTec should be invited to a workshop on the topic.

9. Areas of Concern

Earley mentioned that member phone numbers were listed on the City of Dover web site. He wanted to know if they could be removed. Perry thought they had to be listed. Boulanger indicated that if Earley received a phone call that he could forward the matter directly to him. Other members indicated that no residents have ever called them despite the listing.

The Sample Hearing provided by the City Attorney should be reviewed and used for all hearings.

10. Adjournment

Motion: Coyle made the motion to adjourn.
Second: Perry seconded the motion.
Vote: U/A.

Respectfully submitted, *Shari Bullen*, Dover Utilities Commission

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