



CITY OF DOVER

DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting
Meeting Location: Wastewater Treatment Plant, 484 Middle Road, Dover, NH 03820
Meeting Date: **Monday, May 18, 2009**
Meeting Time: **5:30 PM**

Members Present: Chairman Gary Green, Otis Perry, Jay Stephens, Marty Coyle, Mark Moeller, Ed Spuler, Alternate Ted Mortner

Members Absent: Vice-Chair Michael Earley

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

1. CALL TO ORDER

2. REVIEW OF AGENDA

3. APPROVAL OF MINUTES

Motion: Perry motioned to accept the April 20, 2009 minutes.

Second: Mortner seconded the motion.

Vote: U/A.

4. USER'S FORUM

The User's Forum was opened and closed as there was no one wishing to address the DUC. Perry asked why the new name. Green explained it was discussed at the last meeting. Perry asked if the DUC realized it limited who could speak to the commission and it was agreed that it did. Green said that it was also possible for the Chair to use his discretion and make an exception.

5. ABATEMENT REQUESTS

There were no abatements requests.

6. REPORTS

A. Abatement Review Team Report

Stephens asked what the dollar amounts under each line were for. Boulanger answered that this is the amount filed for on the abatement application. Stephens said the report otherwise looked reasonable.

B. Utilities Report

Green thanked staff for including the water quality section. Perry asked about compost. Vermette said it goes to the Tolend Landfill now but used to be sold. The City went out to bid and the low bidder can't handle the volume so we've been hauling to the Tolend Landfill and using for ground cover. Perry asked if we're capping the landfill and Steele answered that we are not. Compost is also available to residents free of charge. Green indicated that he's looking forward to seeing the New England Metal Recycler report when it comes in. Green also wanted to be sure any changes be included in future reports.

Green continued that last month there was discussion of Utility workers performing non-utility type work. He handed out a list of non-utility work activity as taken from previous monthly reports and indicated the DUC should discuss next month.

C. Finance Report

Green said with this report we should have 25% remaining to stay on budget. It looked good until he saw the water fund purchase services/supplies and that on page W3, this line item is way over budget. On page W4 abatements were over budget too. Some discussion ensued about what this line item covered and whether abatements versus clerical errors had been separated. Stephens said is it a reconciliation line? Moeller agreed that it isn't abatements. Perry said we need to know and that since this month the ART issued approximately \$600.00 in abatements that maybe the line item had been fixed. Steele said that he'd get clarification.

Green has a copy of Steele's Water and Sewer budget presentation he made to Council. Green continued that on September 17th, Dan Lynch was present and Green asked for more quarterly detail in financial reporting. On January 28, 2008 the DUC received a detailed CIP accounting and Green would like this to continue. Steele and Green will clarify.

Motion: Perry made the motion to accept the reports.
Second: Moeller seconded the motion.
Vote: U/A.

7. NEW BUSINESS

2010 Investment Fees

Boulanger handed out the Fiscal Year 2010 Investment Fee Charges and Investment Fee Calculation pages. Stephens asked if they were the same and Boulanger answered that they were. Bruce Mayberry was contacted by Steve Bird. Staff is in the process of getting scope of work and price to have the investment fees reviewed. Wright Pierce has also been in touch to see where we're at. Perry, Earley and Stephens were involved before as a subcommittee and would like to meet with the consultant once we have one on board. Perry has concerns about using the State tables.

Motion: Perry motioned that since the review process has been initiated, the DUC should recommend the City maintain the fee structure from last year.
Second: Moeller seconded the motion.

Moeller asked how long the review would take. Perry cautioned against changing anything too quickly as these are some of the largest fees the City charges and we need to be careful with how they're set. There was a motion to keep the fees the same. Stephens has no problem with that but wants to know how long before we can hire someone to do the study. Steele answered that this depends on the cost of the study. We hope to have an answer by July but the study will not be complete in time for this next fiscal year. Boulanger said someone would have to recommend Council not approve the investment fees. Green isn't sure we shouldn't use the new rates. They are \$100.00 per unit more than the existing rates where the units are determined by use. Steele asked if Council can change the rates at any time other than budget time.

Perry withdrew his motion to maintain the fee structure from last year.
Moeller withdrew his second.

Motion: Stephens motioned to recommend the new FY10 fees.
Second: Green seconded the motion.

Motion: Perry motioned to amend the recommendation and use the FY09 fees.
Second: Moeller seconded the motion.

Vote: Amended motion passed 5:2 with Green and Stephens opposed.

Vote: Original motion passed 4:3 with Perry, Stephens and Spuler opposed.

8. OLD BUSINESS

North End Water Pressure

Green outlined a smaller pressure zone than previously identified. Stephens needs a distribution plan which shows all the pipes in the City. He wants to see Sixth/Glenwood north so he can see connection points. Boulanger said we already provided this. Stephens said it's not just connections he needs; he needs to see the pipes also. Green is trying to analyze figures and check out alternatives.

Perry said that he read in the last meeting minutes that the DCU needs to determine a desired pressure. We meet State standards but he agrees that we need to determine the pressure we want in order to effectively analyze. Green wants to know if there is any objection to them gathering the information. Boulanger said we've mapped it but the minimum pressure needs to be decided so that we can look at alternatives. Stephens said we were short too many members last meeting. Perry wants to know what psi we'd be happy with; 20 lbs at the 2nd floor? Boulanger said that if we want State funding, we'll need to be shooting for 60-80psi.

Green wants to look at a smaller pressure zone which takes care of all but 4 users who are currently receiving pressure in the 30's. Stephens needs to see the piping and interconnections. Stephens will work with Bill to get the network and Green asked again if anyone is opposed.

9. AREAS OF CONCERN

Green asked if everyone has changed their e-mail address to the City server. Coyle needed some directions which were copied for him.

Green handed out an e-mail message and Agenda saying the DUC has been invited to a joint City Council, Planning and DUC meeting on Willand Pond. Stephens said we still have a well out there. Boulanger and Steele said we want to reactivate the well or drill new wells. A filtration plant could be located right there. The agenda Green included in the packet is for a Public Information Session, not the joint meeting previously mentioned.

10. ADJOURNMENT

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

Respectfully submitted, *Shari Bullen*, Dover Utilities Commission

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