



**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 20, 2009**  
Meeting Time: **6:00 PM**

**Members Present:** Chairman Gary Green, Vice-Chair Michael Earley, Marty Coyle, Otis Perry, Mark Moeller

**Members Absent:** Ed Spuler, Jay Stephens, Alternate Ted Mortner

**Staff Present:** Bill Boulanger, Superintendent of Public Works & Utilities, Doug Steele, Community Services Director, Stacey Hager, fill-in Secretary

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### 1. CALL TO ORDER

The meeting was called to order at 6:05 PM.

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### 2. REVIEW OF AGENDA

Under section 6C, the Finance Report, Green would like to note the 2009 investment fees were passed by council and mailed out to the members. He would also like to add the words “Quarterly Reports” and remove “Follow-up on requested Reserve Funds”.

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### 3. APPROVAL OF MINUTES

**Motion:** Perry made the motion to accept the June 15, 2009 minutes.

**Second:** Moeller seconded the motion.

**Vote:** U/A.

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### 4. USER’S FORUM

User’s Forum was opened and closed as there was no one present to speak.

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### 5. ABATEMENT REQUESTS

There were no abatement requests.

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### 6. REPORTS

A. Abatement Review Team Report

It was noted that Dan Philbrick changed his mailing address; the bills will now go to the appropriate address.

B. Utilities Report

Green asked about Gulf Road not being in the CIP but the project is listed under Atlantic Avenue water project.

Members wanted to follow-up on the how much time and money was spent by Utilities crews on snow plowing. Steele presented a handout and stated it would be a great deal of work to figure out those costs. It was mentioned that the City Manager has a calculation of storm costs but clarified that these were strictly overtime costs. Each

storm has many variables, including the time of day, magnitude of the storm, etc, making the regular (non-overtime) hours very difficult to track. Steele made members aware that the overtime for snow removal is taken from the snow budget and not Utilities. He explained, for a regular 8-hour day, employees are paid from their assigned divisions, regardless of the task they are performing and anything beyond those 8 hours comes out of the snow budget. Green asked if there was any way to figure out how many hours the Water & Sewer Divisions spent on plowing snow. It was determined that someone would have to go back through every time card and every storm report and this process would be very complicated. Green asked if a system could be devised for the next storm season to track as they happen. It was again stated this would not be an easy task. Steele pointed that Water & Sewer employees sometimes do other tasks but we are not funding the general fund through the enterprise funds. Members further discussed costs and estimates associated with plowing.

**Motion:** Earley made a motion stating the DUC understands that the Community Services Department, in an effort to complete the tasks in an emergency situation, sometimes use the enterprise funds.  
**Second:** Moeller seconded the motion.  
**Vote:** U/A.

C. Finance Report Not Available

Green stated the council passed the investment fees and a copy was e-mailed to the members. Although the DUC recommended they stay the same, an investment fee of \$1700 was approved (an increase of \$100). It was noted the Finance Department was not made aware of the Commission's recommendations.

- Quarterly Reports  
Steele met with Dan Lynch regarding monthly financial statements but it has not been provided to the DUC thus far. Balance and revenues sheets were passed out to the members. Steele informed the members what they are looking for is in the financial statements every month, however, they have not been printing out those particular pages. It was agreed that Steele and Green would set up a meeting with Lynch to go through these statements and determine what they needed.

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

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## 7. NEW BUSINESS

### A. Election of Officers

Green reminded members that every July regular meeting the DUC will choose a Chair and Vice Chair and the Chair is to appoint the Clerk.

**Motion:** Perry motioned to nominate Green as Chair  
**Second:** Earley seconded the motion.  
**Vote:** U/A

**Motion:** Perry motioned to close nominations for Chair  
**Second:** Moeller seconded the motion.  
**Vote:** UA

**Motion:** Perry motioned to nominate Earley as Vice Chair  
**Second:** Moeller seconded the motion.  
**Vote:** U/A

**Motion:** Perry motioned to close the nominations for Vice Chair

**Second:** Coyle seconded the motion.  
**Vote:** U/A

Green re-appointed Bullen as Clerk.

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**8. OLD BUSINESS**

A. Willand Pond

An RFP was forwarded to the Purchasing Agent to go out to bid. Steele said he would e-mail a copy of the proposal to the members.

B. Investment Fee Methodology

Steele met with Mayberry & Wright Pierce who helped put together an RFP to solicit quotes. Perry requested to be on the interview committee. Steele said they planned on presenting at a DUC meeting to get input from the members before doing a final report. Members asked to have a "kick off" meeting so they can explain how they are going to approach the problem before they start. Boulanger stated he looked online and found that several other cities have similar fees as Dover. Members would also like Mayberry and Wright Pierce to look at the state formulas and possibly figure out our own system. It was noted they planned to speak to the DUC about this also, most likely at the September meeting.

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**9. AREAS OF CONCERN**

Spuler was tied up at work and unable to attend the meeting.

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**10. ADJOURNMENT**

**Motion:** Perry made a motion to adjourn and go into Executive Session to discuss legal matters.  
**Second:** Moeller seconded the motion.  
**Vote:** U/A.

Respectfully submitted by *Meghan Moisan* for the Dover Utilities Commission

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