



**CITY OF  
DOVER**

## DOVER UTILITIES COMMISSION ~ MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820  
Meeting Date: **Monday, August 24, 2009**  
Meeting Time: **6:00 PM**

**Members Present:** Chairman Gary Green, Vice-Chair Michael Earley, Marty Coyle, Otis Perry, Mark Moeller, Jay Stephens, Alternate Ted Mortner

**Members Absent:** Ed Spuler

**Staff Present:** Doug Steele, Community Services Director, Shari Bullen, DUC Secretary

**Staff Present:** Kristen Berger, Project Manager, AECOM

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### 1. CALL TO ORDER

The meeting was called to order at 6:00 PM.

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### 2. REVIEW OF AGENDA

Green said that item 8, Old Business should be moved up to follow item 5, Abatement Request.

**Motion:** Perry made the motion to have item 8 follow item 5.  
**Second:** Stephens seconded the motion.  
**Vote:** U/A.

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### 3. APPROVAL OF MINUTES

**Motion:** Perry made the motion to accept the July 13<sup>th</sup> minutes, as mailed.  
**Second:** Stephens seconded the motion.  
**Vote:** U/A.

**Motion:** Perry made the motion to accept the July 20<sup>th</sup> minutes.  
**Second:** Coyle seconded the motion.  
**Vote:** U/A.

Green explained that the July 20<sup>th</sup> meeting was adjourned to move into executive session and provided a letter explaining this was necessary to discuss a legal matter.

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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

Green introduced Kathy and Steve Baker of 207 Henry Law Avenue. The DUC received two letters from the Bakers outlining their request for a waiver of investment fees for their 31 Hanson Street lot where they are building a house for their son and his family, who currently live with the Bakers. Kathy received an invoice for the investment fees and

explained that they have been residents of Dover for approximately 20 years, have paid their taxes all these years and separate taxes for this lot knowing someday they would build a house for their son. If they had known an investment fee was going to be implemented, they would have activated this service much sooner. The cost of adding water and sewer services totals 10% of the total cost of the project.

Perry asked if there was already an entrance on the property. Kathy answered that both water and sewer stubs were confirmed when they purchased the property but that they were unable to find the sewer stub. Water was existing and was located where expected. Perry continued that paying taxes doesn't support the water and sewer system. His issue is whether it already had water and sewer capacities. The water is clearly there.

Stephens agreed with Perry's comments but was concerned about the sewer stub. He would like to offset the cost for connection to the missing sewer stub. Their out of pocket cost for installation was too high and he felt we owed them a stub. Green said the investment fees are about connecting to a stub. Green read the fee requirements (section 2.5 of the DUC Regs).

The investment fees billed were for \$1,600.00 water and \$4,600.00 sewer; last fiscal year's rates. The tapping fees and expenses are on the table. Stephens said he's inclined to deny the investment fee waiver request but open to reimbursing for the missing stub. There was some discussion about the cost to tie in the sewer.

**Motion:** Perry made the motion to deny the request.  
**Second:** Stephens seconded the motion.  
**Vote:** U/A.

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## 8. OLD BUSINESS

### A. North End Water Pressure Study

Kristen Berger handed out a letter dated August 17, 2009 written to Steele. She explained the map of the region she'd brought entitled Service Connections by Elevation. Perry said Fieldstone Drive isn't included in the north end pressure zone and it would be a health hazard if it weren't added. This is 20 or 30 lots. Earley clarified that the costs of any new main is not included in the study.

Berger continued that the cost of the tank is directly proportional to the elevation of the tank. The location and elevation will impact all of the cost estimates. AECOM recommends going with a concrete, standpipe model. They also recommend using 60psi. Perry asked if there is federal or state assistance for this project. Steele answered that there is no state money and the project is not 'shovel ready' for stimulus funds, at this time. Stephens believes funding can be found when a consensus is reached and the Council is on board. Moeller asked if 2011 is a realistic build date and Steele answered that it is and that it could even be moved up. Perry asked how we are going to fund this project. Steele indicated that when the DUC is ready, Dan Lynch will need to be involved. Steele said Dean Peschel has made preliminary contact with the owner of the land being considered.

Green would like everyone to come back next month ready to make a decision. Perry wants rate impact from Dan Lynch. Green will follow up on this. Steele will get the total number of users for Earley. Some revisions to the report were discussed.

### B. Investment Fees

Steele presented bid results for DUC review. Perry wants someone like Mayberry on the team. Steele said Wright-Pierce was the low bidder. One of the higher priced bids was from a firm out of North Carolina. Steele said the \$9,600.00 low bid was a great price. Perry said he was fine with Wright-Pierce but wants someone with an economic background.

C. Willand Pond

Steele explained that Peschel was unable to attend. Steele said that five firms were interviewed on their proposals for the de-watering of the Willand Pond for a water source. The selection team has narrowed down to three firms. Peschel will attend the next meeting to explain who staff is recommending and why.

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**6. REPORTS**

A. Abatement Review Team

The report in the packet was a duplicate, already reviewed and approved last month.

B. Utilities Report

There was a question about how the pump station was bypassed and this was explained.

C. Finance Reports

When the agenda was posted, these reports were not available. The June 2009 preliminary year end financials were passed out as well as the July 2009 financials. Green asked that the members review for discussion at the September meeting.

Steele and Green met with Dan Lynch. Green presented the reserve for water and sewer and how it will be presented in the future. Green can't understand why they can't get a report of the investment fees collected and they currently combine all revenue. Green was going to investigate getting this information broken out. Earley wasn't sure if it would impact the DUC. Steele believes the Capital Reserve Balance is very useful.

**Motion:** Perry made the motion to accept the reports.

**Second:** Coyle seconded the motion.

**Vote:** U/A.

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**9. AREAS OF CONCERN**

Steele noted the Council will be meeting on Wednesday night to award the River Street Expansion Project. He explained that the low bidder was unqualified and that the DES backed the decision to go with the next highest bidder. They are recommending T. Buck Construction be awarded the bid.

Steele indicated the draft CIP is due in September. He asked Green to pass on any thoughts on items to be included. The water tower is in there and the monies were adjusted last year.

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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 *Shari Bullen* for the Dover Utilities Commission

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