



CITY OF DOVER

DOVER UTILITIES COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH
Meeting Date: **Monday, April 18, 2016**
Meeting Time: **6:00 pm**

Members Present: Chairman Otis Perry, Vice Chair Jay Stephens, Bret Carmichael, Dennis Munson(left at 7:00), Norman Allie, Mark Moeller (arrived at 6:30)

Members Absent: Matt Lahr

Alternate Member Present:

Staff Present: Bill Boulanger, Superintendent of PW & Utilities, Dan Lynch, Finance Director, Gretchen Young, Asst. City Engineer, Jennifer Bretz, Recording Secretary

1. Call to Order

Meeting was called to order at 6:00 p.m.

2. Approval of Minutes of March 21, 2016

Motion: Munson made the motion to approve the minutes, Stephens seconded.

Discussion: Remove the word finance and add none if there are no citizens present for User's Forum.

Vote: U/a

3. Abatement Requests

A. 903 Central Avenue - William Shaheen - not present

Motion: Carmichael motion to defer to the next meeting, Moeller seconded.

Vote: U/a

B. Mast Landing – Bill Walker

Bill Walker (Housing Initiatives) stated that there will be 58 senior residents that will be residing in the building. When looking over the City of Dover's investment fee calculations, they saw that it came from the NHDES design. For senior housing, there is one line item which equates to 140 gallons per day for a 2 bedroom facility. They made some inquiries to the NHDES. They stated that their table was based on designing septic systems. The state also stated that within their provisions, there's an ability to look at the flow of similar usage buildings or compile a six month meter usage and use the average. Having had other buildings throughout the state and knowing that 140 gallon figure is high they wanted to appeal to the DUC to try to get an investment fee that is more in line with their usage. Information was provided showing past water usage from their other facilities.

Perry stated that the difference between the septic systems and flow came up when the Board was establishing the investment fee system. They decided that it was a rational standard that they could use. It may have been established by NHDES but it has since been adopted as the City's standard.

Boulanger stated that the average is actually 125 gallons per day. When he researched appendix C, and if the facility is listed on Appendix C that's what they use. If it isn't listed on Appendix C that's when they can use a six month average. He stated that he would advise the board to make a decision tonight or at the next meeting. He would rather not give a waiver on an amount not monitor their usage for the next six months. The facility isn't full so to monitor the usage for six months is not feasible.

Stephens stated that he's opposed to anything that would result in waiting for a decision to be made.

Motion: Allie made the motion to monitor their usage for 6 months. No second. Motion failed.



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Motion: Allie made the motion to grant the abatement using 64 gallons per day. No second. Motion failed.

Perry stated that his opinion is to deny the abatement. A lot of work has gone into establishing the investment fee system. The city has used this system for five years. In fairness to everyone else that has paid it and in recognition of the effort that was made to come up with a fair system that has a rational basis.

Motion: Stephens made the motion to deny the waiver as presented, Munson seconded.

Discussion: Carmichael stated that when looking at the data is there a reason to believe that the figures are inaccurate. It's a concern on whether it's the right thing. Are we overcharging for a service that we're giving?

Carmichael stated that the investment fee is based on a utilization to meet. If they don't have a reason to believe that the utilization will meet the standard set by the investment fee than he doesn't think the investment fee is appropriate.

Vote: Perry, Stephens, Munson are in favor, Carmichael, Allie oppose

Vote passes 3-2

4. Reports

A. Abatement Review Team Report

The report was reviewed and discussed by Staff.

B. Utilities Report

The report was reviewed and discussed by Staff.

C. Finance Report w/Finance Director, Dan Lynch

The report was reviewed and discussed by Staff.

Motion: Moeller made the motion to approve the reports, Stephens seconded.

Vote: U/a

5. New Business

A. Finance Director Dan Lynch

Lynch explained the billing process during the Finance Report.

6. Old Business

A. Richardson Drive Reconstruction

Gretchen Young, Assistant City Engineer, stated that the Richardson Drive Reconstruction project has been in the CIP for a while. Within the last two years, a small subdivision went in off of Old Stage Road. The developer extended the sewer line at that time. This seemed like a good time to extend sewer line into Richardson Drive neighborhood. Due to the location of the Hughes Well and the Bouchard Well, some of the homes fall into the protected radius of the Hughes Well. The whole area falls into the secondary groundwater protection zone. They are all currently on septic systems. It is a 1950's neighborhood with small homes and sandy soil so they are not seeing failure of their systems. It doesn't mean that their septic systems have been built to what today's standards would be.



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Boulanger stated that they've had two public hearings. The biggest issues that have come up is that they're going to install the sewer main and that the residents will have to hook up within 90 days. They've been advised that they are going to have to pay the investment fee as well as hire a contractor to tie them in.

Young stated that there is a state RSA which states that you need to tie into the sewer when your home is within 100 feet of a sewer line.

Discussion ensued on the water protection zone.

Motion: Carmichael made the motion to use the water protection funds to fund the investment fees for the Richardson Drive project with a condition that the residents hook up immediately. If they do not accept the funds immediately and seek a waiver from tying in, the funds will not be available at a later date, Stephens seconded.

Vote: U/a

7. User's Forum-None

8. Areas of Concern

Boulanger stated that since Matt Lahr has been on the School Board, he's missed the last four DUC meetings and a decision needs to be made on his DUC status.

Boulanger stated that for the May meeting, he would like the Board to meet at the Wastewater Treatment Plant so that they are able to tour the facility.

9. Next Meeting Date

May 16, 2016

10. Adjourn

Motion: Moeller made the motion to adjourn at 7:31 PM, Carmichael seconded.

Vote: U/a