



## LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

Stanley Doughty Jr., Chairman, James Gurney, & William A. Bauer, Commissioners

### Minutes for Commissioners' Meeting on January 17, 2006

Members Present: James Gurney, Stanley Doughty Jr., William Bauer, Paul Adams, and Larry Plourde.

Also Present: David Hale and Craig Douglas

Meeting called to order by Stanley Doughty Jr. at 7:05pm

#### I. OLD BUSINESS

- A. Reading and approval of minutes:
  1. Minutes from January 3<sup>rd</sup> meeting approved with amendments to II, A
  2. Motion to accept made by Mr. Bauer and 2<sup>nd</sup> by Mr. Gurney with a unanimous vote of 3/0.
- B. Moody Well Project
  1. See **AUDIENCE PARTICIPATION**
- C. Dragon Pit Issue
  1. Mr. Adams presented a copy of the "Letter of Intent" that he gave to the Board of Selectmen at the special meeting on January 10<sup>th</sup>.
- D. Special meeting with the Board of Selectmen on January 10, 2006
  1. Issues with the Sewer Department
    - a. Mr. Bauer and Mr. Adams were in attendance and reported that LWD will keep the communication open with Mr. Lunt in trying to resolve conflicts in tasking between the two departments. All parties agreed to wait until the NDS upgrade is done and then see if the issues have been worked out. Mr. Adams reiterated the need for the Sewer Department to understand and agree to share with the Water Department some of the responsibilities such as bill printing. The Board of Selectmen agreed to leave it up to Mr. Lunt, Mr. Leighton, and Mr. Adams to resolve. Mr. Adams had the impression that the Board was concerned about union responsibilities outlined in the union contracts. Some union responsibilities had included Water Department responsibilities.
- E. Meters
  1. Mr. Plourde mentioned that the old meters had been picked up, but the rebuilt meters had not been received.
- F. Tabled Items
  1. Collecting charges for call-outs—still tabled.
    - a. Mr. Gurney and Mr. Bauer want to know what other water departments use for standard procedure before they make a decision.

- G. Mr. Weeks - high usage bill
  - 1. The Commissioner's agreed that although Mr. Weeks could not hear the leak he was still responsible for the usage and that LWD can offer a payment plan if necessary.
- H. Chemical hazards at local businesses
  - 1. Mr. Adams presents a list (20 pages) of chemicals stored on site for Dingley Press that was on file at the Lisbon Fire Department.
    - a. Mr. Douglas quickly reviewed the list and said it appears to be normal and not an immediate concern.
  - 2. Mr. Bauer inquired about chemicals stored at Pine Knoll, LLC and Mr. Adams presented a "letter of request" mailed to Pine Knoll, but LWD has not had a response.
- I. Maine Electronics Blue Building
  - 1. Mr. Adams stated that he had found a letter from the DEP that allowed Maine Electronics to shut down the filtration facility. Mr. Adams called a Mr. Braley with the Drinking Water Program and he said to call the DEP directly to find out what Maine Electronics is required to do.
    - a. The Commissioners agree to contact the DEP and find out if Maine Electronics needs to tie back into the system and if the blue building will be adequate. If the building were not adequate they would like to negotiate to have use of the blue building for LWD storage.
- J. Well head protection ordinance
  - 1. Mr. Adams faxed a letter of request to MRWA for assistance in drafting an ordinance along with existing zoning ordinances, but has not had a response.
- K. Account payable
  - 1. Mr. Bauer was unable to acquire QuickBooks through the school department.
  - 2. Mr. Adams expressed the desire to utilize NDS Accounts Payable module as it will work with the rest of the NDS system and it would be more efficient if this module will meet LWD needs.
  - 3. Mr. Adams stated that he would like to see the utility billing upgrade with NDS happen on 1/23 so that it will not disrupt the billing cycle. NDS was looking at 1/30.

## **II. AUDIENCE PARTICIPATION**

- A. Wright-Pierce Report-Craig Douglas
  - 1. Wellhead protection
    - a. Mr. Douglas reiterated his concerns about the Dragon Pit survey and that W/P will make a list showing what chemicals can be stored in watershed protection areas.
    - b. Mr. Douglas extended Mr. Williams regrets on missing this meeting but stated that he will be available at the next meeting.
    - c. Mr. Adams presented the town's existing zoning ordinance
      - i. The ordinance refers to the town overlay map, but it was not available at this meeting.
      - ii. Mr. Bauer would like to see a workshop on the next meeting agenda as well as having a copy of the overlay map.
      - iii. Mr. Douglas requested that the Commissioners make a list of goals that they want in the zoning ordinance and then W/P will help them prioritize the list and then put together some information to educate the public if the Commissioners wish.

- d. Mr. Douglas presented a grant application through the state for wellhead protection.
  - i. Mr. Bauer stated that LWD had applied twice for this grant. The grant was issued the first time but was declined the second time because money was granted the previous year. He expressed that he would like to utilize the grant with the aid of W/P.

2. New Facility Update

- a. The filters for the new facility are being manufactured in California and W/P does an on site inspection at the manufacturing plant and LWD usually sends a representative as well. The commissioners will decide whom if anyone will go at the February 7<sup>th</sup> meeting.
- b. SCADA
  - i. Mr. Douglas stated that the remote sites should be started up in February.
- c. Masonry
  - i. This area is about 2 weeks behind due to temperatures. Other items are being completed that aren't easily seen.
  - ii. Mr. Gurney inquired as to whether the previously mentioned cracks were repaired. Mr. Douglas confirmed that the cracks were repaired to W/P satisfaction.

**III. WARRANTS**

- A. Warrant 3 (January 18, 2006)- Approved
- B. Warrant 4 (January 25, 2006)- Approved
- C. Warrant 5 (February 1, 2006)- Approved

**IV. NEW BUSINESS**

- A. General Manager's Report
  1. Mr. Adams stated that he received an e-mail from the town manager to be forwarded to the commissioners. Mr. Lunt received an e-mail from Mike Bowie mentioning the rusted storage tanks at Lisbon Fuel, and the Dragon pit.
    - a. Mr. Bauer stated that if the town has an issue with the storage tanks then it is the town's ordinances that need to be utilized and that the only avenue for LWD would be to contact the DEP and let them handle it.
    - b. Mr. Bauer stated that Dragon has a court injunction to stop them from digging within close proximity of the tank and that they needed to have a containment facility erected to service their vehicles.
    - c. Mr. Bauer would like the questions to go to DEP and copy Mr. Bowie on everything we send and where we sent it.
  2. Mr. Adams presented a quote from First Choice printing showing a cost of \$1200 to print 2500 copies of the LWD Terms and Conditions.
    - a. The commissioners feel we do not need to do this because they feel we would only be giving them to new customers or upon request. They suggested we make a few copies in the office to have on hand but that it was not necessary to send a copy to every customer.
- B. Operations Supervisor's Report
  1. Mr. Plourde reported that Linden Houle had to do a meter repair after hours, which was under a trailer that had frozen and was leaking.
  2. Mr. Plourde stated that he would like to attend a workshop about SCADA and that it would also qualify for required continuing education hours towards his

license. The commissioners approve for all employees to attend the workshop at \$130 for the two-day event if they need the hours for their license requirements.

- C. Mr. Gurney inquired whether the water department had received any complaints due to dirty water after the fire department utilized a hydrant to extinguish a fire and Mr. Adams confirmed that we had received complaints.

**V. SET NEXT MEETING**

- A. Tuesday, February 7, 2006 at 7pm

**VI. EXECUTIVE SESSION**

- A. None

**VII. ADJOURNMENT**

- A. Mr. Gurney makes a motion to adjourn and Mr. Bauer 2<sup>nd</sup> with a unanimous 3/0 vote and the meeting adjourned at 8:38pm.