



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 February 07, 2006

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

Also Present: David Hale, Craig Douglas, Rob Williams, and Matt Durisko

Meeting called to order by Stanley Doughty Jr. at 7:00pm

I. OLD BUSINESS

- A. Reading and approval of minutes:
 1. Minutes from January 17th meeting approved.
 2. Motion to accept made by Mr. Bauer and 2nd by Mr. Gurney with a unanimous vote of 3/0.
- B. Moody Well Project
 1. See **AUDIENCE PARTICIPATION**
- C. 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.
 2. Maine Electronics Blue Building-Tabled
 3. Dragon Pit Issue-Tabled
- D. Chemical hazards at local businesses
 1. 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.
 - a. Mr. Hale had spoken with Mr. Janosco and he claimed that there were no chemicals used or stored at the site.
- E. Wellhead protection ordinance- See **AUDIENCE PARTICIPATION**
- F. Accounts payable
 1. Mr. Gurney inquired if LWD had purchased QuickBooks and Mr. Adams stated we had not. Mr. Adams stated that in his opinion and the general opinion of the office staff that it may be a better decision to utilize the Accounts Payable package with NDS.
 - a. The cost for this package is \$780 and there are annual fees associated with NDS. The benefit of using the A/P package from NDS would be that the program would interface directly with our current NDS applications. One entry would distribute the amount to all the associated credits and debits including year ending procedures.

- b. The cost for QuickBooks is \$199 per license and LWD would use three licenses along with continued costs associated with updates. Using the QuickBooks would require several entries to accomplish the same activities as the NDS software.
- G. E-mail from Mike Bowie
 - 1. Mr. Bauer will make inquiries and handle necessary communications associated with Mr. Bowie's concerns.
- H. Audit issue
 - 1. The commissioners agree to continue with Mr. Horton as the auditor and Mr. Adams will follow-up on a lead from Auburn Water Department in regards to seeking aid from an accountant for ordinary business activities.

II. AUDIENCE PARTICIPATION

- A. Wright-Pierce Report-Craig Douglas and Rob Williams
 - 1. Wellhead protection
 - a. Mr. Williams asked commissioners exactly what they want or need to accomplish through a new or revised ordinance.
 - i. Mr. Gurney stated that it was their goal to protect the water supply while adhering to all State and Federal standards.
 - ii. Mr. Williams stated that the state guidelines have been updated to be more specific and that it is broken out into 3 tiers
 - a. Wellhead Protection Zone- the most critical to protect
 - 1. 200 day travel time
 - a. Within this area there is not enough time to successfully respond to a contamination
 - 2. 2500 day travel time
 - a. Within this area there is a little more time to respond but very minimal.
 - b. Watershed Zone
 - c. Aquifer Zone
 - iii. Mr. Williams states that it is impossible to define travel times due to the nature of the contamination and the soil content.
 - iv. Mr. Gurney asked what areas or how many areas are involved and Mr. Williams stated that it is not defined until it is defined in a new ordinance however the state does mandate that the town must own certain areas such as the Wellhead protection or the water department and the use restricted.
 - v. Mr. Bauer inquired if there were other towns with similar situations that LWD could use as a resource for ideas.
 - vi. Mr. Williams will need a goals list from the commissioners and then he will gather necessary information and compile preliminary suggestions hopefully for the next meeting. He also suggested utilizing existing zoning resources such as from the town health ordinances. He also requested a copy of the town's overlay zoning maps.
 - 2. New Facility Update
 - a. Mr. Williams stated that W/P would be applying more pressure to the contractor to meet the initial deadline date. Apex submitted an updated schedule that shows an unacceptable completion date. He will utilize the warning letter that LWD received from the State to enforce his concerns.

- b. W/P recently had a meeting with Apex to interface all aspects of the facility and to inform them of the required completion date.
 - c. Due to training class schedules Mr. Adams requested that the construction-meeting day be changed from Tuesday to either Thursday or Friday for the next 5 weeks.
- B. Matt Durisko addressed the commissioners about the increase in back flow testing charges
 - 1. Mr. Durisko requested that the commissioners answer his question.
 - a. Mr. Bauer and Mr. Gurney explained the procedure in formulating the charges and how Mr. Adams researched other water departments to establish the formula.
 - 2. Mr. Durisko would have liked to have had advance notice of the significance of the increase and when it was anticipated to occur.
 - 3. Mr. Durisko expressed his dislike in dealing with Mr. Adams.
 - a. The commissioners were compassionate to Mr. Durisko's opinion but reiterate that Mr. Adams is the general manager and that he acts on their behalf for day-to-day activities. They offered to review the charges and explained that LWD does have other payment options available.
 - 4. Mr. Durisko thanked the commissioners for their time and excused himself from the meeting.
- C. Annual Summary for the Town Annual Report
 - 1. Mr. Bauer will submit the LWD annual summary once it is complete.
- D. Salary Survey previously requested by the commissioners
 - 1. Mr. Adams presented a salary survey from Maine Rural Water Association.
- E. Filter Inspection Trip to California
 - 1. The commissioners agree to let Mr. Adams make the decision who is to accompany W/P if anyone.
- F. NDS Upgrade
 - 1. Mr. Adams informed the commissioners that the upgrade was successful with only a few minor issues and that NDS had support personnel at both locations. Mr. Adams also expressed that the office staff is extremely grateful for the improvements.

III. WARRANTS

- A. Warrant 6 (February 8, 2006)- Approved
- B. Warrant 7 (February 15, 2006)- Approved
- C. Mr. Bauer requested that the folders with the warrant vouchers accompany the warrants in future meetings.

IV. NEW BUSINESS

- A. General Manager's Report
 - 1. Mr. Adams addressed tree cutting at the wellhead sites
 - a. Mr. Hale approached Mr. Adams about thinning the trees at the wellhead areas. The last time this was done the contractor recommended it be done in about 13 years and it has been 15 years. Mr. Hale suggests consulting with the Forestry Department to get their recommendations.
 - b. Mr. Gurney inquired as to the benefit of this and Mr. Hale explained that it allows for healthier tree growth that results in better protection for the wells. It also reduces undergrowth and rids the area of fire hazards from dead brush. Mr. Adams also mentioned that it would be additional income for LWD.

- c. The commissioners agreed to look into this later in the summer.
 - 2. Mr. Adams explained that he had heard from Alex with MRWA and in his opinion the current zoning was adequate.
 - a. The commissioners did not agree with this opinion and will pursue other avenues.
 - 3. Mr. Adams presented a letter from DHS regarding land acquisition funding.
 - a. The commissioners agreed to table until the town meeting.
 - 4. Salary Adjustments for the Commissioners
 - a. Upon the request of the commissioners, Mr. Adams spoke with the town manager about reducing the commissioners' salaries and Mr. Lunt requested that the commissioners put their requests in a letter and then he will submit it as a warrant item change.
 - i. Mr. Gurney made a motion to change the commissioners' salaries to be in accordance with the amounts of the selectman and the school board committee; Mr. Bauer 2nd the motion with a 3/0 unanimous vote.
 - 5. Letter of Capacity to Serve
 - a. Mr. Adams received a request for capacity to serve from the company working with Longchamps on the industrial park expansion.
 - i. The commissioners need to have the capacity specified before they can agree to or decline capacity to serve.
 - 6. Letter from the Town Attorney regarding terms for elected positions
 - a. The letter explained that there must be changes to the terms due to the adoption of the New Town Charter and that there is a legislative hearing on February 14th at 1pm at the Cross Office Building in Augusta.
 - i. They also requested representation of the commissioners at the hearing. Mr. Bauer and Mr. Adams agreed to go.
- B. Operations Supervisor's Report
 - 1. Mr. Plourde reported that LWD received the 100 meters that were ordered and that they are the current inventory total.
 - 2. Mr. Bauer requested of Mr. Plourde the necessary jobbing information required for the annual summary for the Town's Annual Report.
 - 3. Mr. Doughty Jr. inquired about the three main breaks and Mr. Plourde reported that the repairs went well. LWD utilized Longchamps for excavation on all of the breaks. The LWD staff was the labor for the Douglas and Pinewoods break but Longchamps was the labor for the third.
 - a. Mr. Gurney reiterated the need for LWD staff to use a trench box if the circumstances require.
 - 4. Mr. Bauer inquired about a LWD truck being at Public Works and Mr. Plourde and Mr. Adams confirmed the truck was being serviced.

V. SET NEXT MEETING

- A. Tuesday, February 21, 2006 at 7pm

VI. EXECUTIVE SESSION

- A. Mr. Adams requested an Executive session with regards to the Personnel Policy Section C, Health Insurance.
 - 1. Mr. Gurney made a motion to enter Executive session and Mr. Bauer 2nd with a unanimous 3/0 vote.
 - 2. Mr. Gurney made a motion to leave the Executive session and Mr. Bauer 2nd with a unanimous 3/0 vote.

3. Mr. Bauer made a motion to pay Ms. Moran one quarter's premium of the health insurance along with retro payment on the last quarter's reimbursement if qualified and Mr. Gurney 2nd the motion with a unanimous 3/0 vote.

VII. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd with a unanimous 3/0 vote and the meeting adjourned at 9:18pm.