



## LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

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

### Commissioners' Meeting Minutes for January 23, 2007

Members Present: Stanley Doughty Jr., James Gurney, and William Bauer

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale

Meeting called to order by Mr. Doughty Jr., at 6:35pm.

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. OLD BUSINESS**

A. Reading and approval of minutes:

1. Minutes from January 9, 2007 approved.

a. Mr. Gurney made a motion to accept the minutes and Mr. Bauer 2<sup>nd</sup> the motion with a positive 3/0 unanimous vote.

B. Wellhead Protection

1. Mr. Bauer stated that the Commissioners' met for a workshop on January 23rd with Mr. Ferg Lea of AVCOG and Charlie Smith.

a. Mr. Adams stated: A Wellhead Protection workshop was held on 1/23/07 at the Lisbon Water Department.

The meeting was to kick-off the process of developing a Wellhead Protection plan to present to the Town Council and Planning Board in conjunction with the Town's Comprehensive Plan. Ferg Lea presented some area maps that outlined the Town service area and some of the infrastructure. After some discussion about the maps, Mr. Lea discussed what other components and areas the Water Department would like on additional maps. Mr. Lea said he would get more maps ready and bring them to the LWD prior to the next meeting.

After completing the discussion on maps, Mr. Lea introduced a template that AVCOG has used in the past to write a Wellhead Protection ordinance. After a detailed review and discussion about the ordinance template, the Commissioners agreed that this was a very useful tool and they are anxious to move forward in the process. Mr. Lea stated that the ordinance could be done as a standalone ordinance or it could be incorporated with a comprehensive Land Use ordinance. Because of time constraints, it was determined that a short term ordinance could be put in place until a Land Use ordinance could be completed.

Mr. Adams stated that some work had been done on the property inventory and that work would be continuing on the inventory. Mr. Lea stated that he thought that AVCOG could help with providing data for that task and he would get back to Mr. Adams.

- b. Mr. Bauer stated that the next workshop for Wellhead Protection is on February 27, 2007.
  - i. Potential items for discussion would be about the inventory of properties and any recommendations made by Mr. Lea.

C. Tabled Items

- 1. LWD Clothing-Tabled for Quotes
- 2. Generator for Office-Tabled
  - a. Mr. Adams spoke with Ellis Engineering and he said that he has found a new UPS and that he would like to try.
    - i. Mr. Adams stated that Rich brought us the UPS but did not have time to test it so he will be back.
    - ii. Mr. Plourde stated that he purchased it at Staples. Mr. Adams stated that it is not as sensitive as the other UPS's, and Mr. Plourde stated that being less sensitive may make a difference.
- 3. Maine Electronics Blue Building-Tabled
- 4. Dragon Property-Tabled until after Workshop
- 5. Executive Session Clarification-Tabled-Waiting on Mr. Levy
- 6. Generator at the New Facility-Tabled-Waiting to see if this is an issue

D. Other Old Business

- 1. Warrants
  - a. Mr. Adams inquired for Ms. Reynolds if they would mention in the minutes that the warrants were signed and approved to have as part of the record.
    - i. The Commissioners agreed to have them listed on the minutes and they will confirm that they were approved.
- 2. Main Breaks
  - a. Mr. Bauer mentioned that there was a main break in the Mid-Town Plaza last week.
  - b. Mr. Plourde stated that there was another main break on Marshall Street in Gross Development.
  - c. Mr. Gurney inquired if LWD had enough pipe on hand to make repairs if needed.
    - i. Both Mr. Adams and Mr. Plourde stated that they feel we have a fair inventory for the most common issues.

**III. WARRANTS**

- A. None

**IV. NEW BUSINESS**

- A. General Manager's Report

- 1. Mr. Adams stated that he has received information about the PUC, Chapter 140.
  - a. He received information from Wright-Pierce and A.E. Hobson about Chapter 140.
    - i. Wright-Pierce sent LWD a spreadsheet of future required documents that the PUC will be expecting LWD to provide.
      - a. April of 2007 LWD will be required to provide to the PUC a Service Area Map which is one of the maps Mr. Lea presented at last evenings workshop.

- b. April of 2009 LWD will be required to provide an Infrastructure Map that outlines mains, groundwater wells, treatment facilities, and hydrants which is outlined on one of the maps Mr. Lea is working on.
      - c. April of 2012 another Infrastructure Map that outlines attributes showing back-up power capabilities, operating pressure, etc.
    - ii. Mr. Bauer suggested talking to the University of Southern Maine in 2008 and finding an engineering student who might be interested in an internship at LWD to do some of this work.
    - iii. Mr. Adams stated that he has spoken to the Town Engineer and asked if he were to hire someone for summer help if LWD could utilize his services as well in the down time. He said he would let us know.
- 2. Ann St. Well Pump
  - a. Mr. Adams stated that the Ann St. well pump is out of commission and that it has been pulled out. Mr. Hegarty with Hegarty Plumbing & Heating pulled the pump and took it with him to evaluate. He will get back to us about whether it is best to repair it or to replace it.
    - i. Mr. Doughty Jr. inquired as to how old the pump is and Mr. Plourde stated that it is 7 years old.
    - ii. Mr. Adams stated that a check valve failed which may have caused the pump to fail.
    - iii. Mr. Adams stated that LWD may be able to put a claim in to the insurance company to cover costs.

B. Operation Supervisor's Report-None

C. Other New Business

- 1. Mr. Bauer stated that the main that crosses the Mid-Town Plaza is on private property and that LWD should not have to pay to have the pavement replaced from the main break repair; that LWD repaired the break at no expense to the owner/s.
  - a. Mr. Bauer stated that Mr. Hale said that LWD has an easement to access the pipe but it does not make LWD responsible to fix the pavement.
  - b. Mr. Plourde stated that the pipe only serves Mid-Town Plaza and that the rest of the supply is serviced to the left up Frost Hill.
  - c. Mr. Bauer inquired if LWD could release the easement back to the owner and then the pipe would become a private service line off the main. LWD would need to check into this as there may be more than one owner involved.
  - d. Mr. Plourde stated that they would need to break the line at both ends and put a cap on one end and a valve on the other end.
    - i. Mr. Plourde stated that he hopes to begin an extensive valve exercise program even to the point of checking a hydrant on the line to make sure the valve actually shuts off all water flow.

**V. SET NEXT MEETING**

- A. Tuesday, February 13, 2007 at 6:30pm.

**VI. EXECUTIVE SESSION**

- A. None

**VII. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 7:20pm.