



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 fax (207) 353-3004

Paul A. Adams, General Manager

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

### Minutes for Commissioners' Meeting on September 12, 2006

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

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale and Ed Madden

Meeting called to order by the chairman, at 7:00pm.

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

A. Moody Project Update-See Old Business

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

A. Reading and approval of minutes:

1. Minutes from August 22<sup>nd</sup> approved.

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

B. Moody Road Filter Plant

1. Mr. Adams reported:

a. That he and Mr. Plourde had done a walkthrough with the contractor and Wright-Pierce.

i. There were still about a half dozen things for a punchlist with most items for Ellis Engineering concerning the SCADA system. Mr. Adams felt confident they would be done and ready for the Open House scheduled for September 23<sup>rd</sup>.

b. Open House

i. Mr. Adams will check with Tammy at the Town Office to see about putting the announcement in the "What's Happening" column for the Town in the Sun Journal.

2. Contingency Items

a. Fence

i. Mr. Adams reported that the posts for the fences around the wells as well as the posts for the bar gates were in place. The fence company will continue installing the gates and the fence once the posts are firmly set.

ii. Mr. Gurney inquired if the fence and gates would be complete for the Open House and Mr. Adams confirmed that they would be.

b. Gate for the Loading Dock

i. This is tabled until the next delivery and proves the gate is needed.

3. Propane for Lisbon Water
  - a. Mr. Bauer inquired at M.W. Sewall and found that he had been misinformed of the \$1.49/gal price and that the \$1.79 is the best price.
- C. Wellhead Protection Proposal
  - a. Mr. Adams had spoken with Rob Williamson with Wright-Pierce and Mr. Williamson was not clear where the proposal stood. He thought that the Commissioners were waiting to get a final budget number prior to making a commitment on the proposal. The Commissioners agreed that they were and that now that they see that there will be enough money in the contingency fund they would like to meet with Wright-Pierce to discuss the proposal at the next meeting on September 26<sup>th</sup>.
- D. Maine Electronics Blue Building
  - a. Mr. Bauer stated that now that the LWD filtration plant is up and running that we should be able to negotiate with Maine Electronics for the building.
  - b. Mr. Adams stated that he thought the first step should be to contact Rockwell and see if both they and LWD agree that they do not need the M.E. filters any longer.
  - c. Mr. Adams stated that if the need to have the M.E. filters arises then W/P had implemented into the new filtration plant design a way to add on a scrub station to aerate for VOC's if it was necessary. Rockwell could pay to install the station, which would be considerably less expensive than to reestablish the filter system at the blue building.
  - d. The Commissioners agree to contact ELM, the managing company for Rockwell, in regards to the blue building.
- E. Tabled Items
  1. Dragon Property-No further developments
    - a. Mr. Adams stated that he sees Mr. Feeney almost daily and Mr. Feeney replies that he has it on his list and is working on it.
  2. Accounts Payable Program-Tabled
    - a. There has been no change with the decision however; the Town is still experiencing more issues with NDS.
      - i. This quarter, the summer average for the sewer bills for about a dozen accounts was not calculating correctly. Due to the calculating error this months bills have not been posted or mailed as of today.
      - ii. Mr. Bauer inquired if NDS could pull numbers from a previous bill and use that amount and then catch up the charges on the next bill. Mr. Adams did not think that the Sewer Dept. would agree to this, as the sewer dept. will not send the bills without all accounts 100% accurate.
      - iii. The Commissioners expressed concern on the delay of incoming revenue and Mr. Gurney suggested that Mr. Adams speak with Mr. Lunt the Town Manager to see if he can help speed up the process as they feel that twelve accounts should not hold up the entire billing process.
      - iv. Mr. Gurney inquired if they could circumvent those twelve accounts and run the rest of the bills. Mr. Adams said that they could print the bills but pull the accounts that were not correct, then mail them when fixed.
  3. Compensation for Alarm call-outs
    - a. Waiting to see if this becomes a significant issue
  4. Touch Read Equipment
    - a. The Commissioners table the decision to purchase more equipment until we are using the existing equipment and the software is installed and utilized.

5. Computer-Tabled

- a. Mr. Adams reported that he spoke with Dell and the best price they would offer LWD through the public program was for \$500.
  - i. Mr. Gurney asked about the flyer price and Mr. Adams stated that Dell does not offer that particular model in the public program.
  - ii. Mr. Doughty asked if it was because that particular model was not adequate and Mr. Adams stated that was the reason.
- b. Mr. Bauer asked Mr. Adams to give him a copy of the required computer specifications and he would ask Jim Churchill, with the school department, if he could get a better price for LWD. Mr. Bauer will also be going to Portland this weekend and he will inquire about prices at Best Buy and Circuit City.
- c. Mr. Adams stated that one of the office computers was showing signs of crashing and that he would probably put the new computer at that station and utilize the Touch Read System in the office as well.
  - i. Mr. Bauer suggested that Mr. Adams get a new hard drive instead as this may be more cost effective.

6. Generator-Tabled

- a. Mr. Adams stated that they tested the system, but found that once power was off the UPS (Uninterrupted Power Supply) unit for the SCADA system would not automatically switch to the generator when the generator came on.
  - i. Mr. Adams contacted the UPS manufacturer and they said that the generator was not large enough for the UPS to recognize.
  - ii. Mr. Adams is looking to borrow a larger generator to run another test to see if this is in fact the issue. If this is the issue, a larger generator may have to be purchased to provide adequate power supply.
    - a. Mr. Gurney suggested contacting Gordon Curtis to get his recommendation.
  - iii. Mr. Adams did state that the UPS would supply the SCADA system for four hours before needing assistance from another power supply.
- b. The standpipes do not have a back-up power supply, so if power fails they will need to be monitored manually by reading the pressure gauge and translating it to pounds.
- c. It is noted that if the standpipes have power the entire system can be monitored on the laptop from the any location.

7. Executive Session Clarification

- a. Mr. Gurney inquired if we had heard from Mr. Levy and Mr. Adams stated that LWD had not heard from Mr. Levy.

F. Other Old Business

1. Town's Comprehensive Plan

- a. Mr. Adams presented the latest draft for the LWD section of the Town's Plan.
  - i. The Commissioners accepted the draft.

2. Arsenic Notice and Letter

- a. Mr. Bauer stated that a few customers had approached him about the arsenic notice and letter. He had explained to them that the Federal Government had changed the maximum level, but the level in our water has not changed. He explained to them that LWD has built a new filtration plant and that it has taken care of the problem.
- b. Mr. Adams stated that the biggest complaint he had received was that they were upset that the notice was given in August and not earlier. Mr. Adams stated that

he explained to them that you have to break the law before notices get mailed out. The final test for the “Annual Running Average” was not taken until June 30<sup>th</sup> and the results of that test took more time and then the notices were mailed within the allotted time.

- c. Mr. Bauer stated that LWD is not the only one out of compliance; Lewiston-Auburn is out of compliance for other contaminants, as he has received notices from them.
- d. Mr. Doughty stated that a TV station had contacted LWD and that Mr. Adams had spoken to them about the notice. We have not heard anything further.
- e. Mr. Gurney asked if we have been keeping the Town up to date on the issue.
- f. Mr. Bauer stated that LWD should mail invitations for the Open House at the Filtration Plant to the Town Council members as well as the School Board members.

### **III. WARRANTS**

- A. No warrants complete for signatures, as payroll figures are not available until Wednesday mornings due to direct deposit procedures.
  1. Mr. Adams inquired with the Town as to when the Town Councilors sign the Town warrants and they sign them in arrears. They execute the warrant and issue checks prior to signatures.
  2. Commissioners agree to come to the office to sign warrants on the dates they are completed. They do not want to pay an invoice prior to reviewing to the cost.

### **IV. NEW BUSINESS**

- A. General Manager’s Report
  1. Mr. Houle’s Resignation
    - a. Mr. Adams reported that Linden Houle had notified him that he was resigning his position as of September 18, 2006.
    - b. Mr. Bauer asked if he had another job waiting and Mr. Adams said yes. Mr. Bauer asked where and Mr. Adams said he got a job at Public Works.
    - c. Mr. Doughty asked if anyone knew why and if he could be talked out of it.
      - i. Mr. Adams stated that he had done this before but this time he’s really leaving with the position available at Public Works.
      - ii. Mr. Gurney stated that he would not buy him if he was that unhappy in his position and Mr. Bauer agreed.
      - iii. Mr. Doughty stated that he would like to have been notified sooner so that he could have spoken with Mr. Houle about his decision.
    - d. Mr. Bauer stated that we should put an ad in the paper for the position.
      - i. Mr. Adams inquired if the Commissioners had any specific requirements for the position.
        - a. They agreed to mention that having Class licenses was a plus but not necessary for the right person. They would utilize the current pay scale and benefits for the position.
- B. Operation Supervisor’s Report-None
- C. Other New Business
  - a. Mr. Gurney inquired about a new tap at the snack shack behind the high school. He said there was a shut-off valve at the shack.
    - i. Mr. Plourde stated that it was ok as all the water goes through a meter.
      - a. Mr. Plourde stated that he was told that a LWD employee installed the valve on his own time.

- ii. Mr. Gurney asked if there were adequate backflow preventers at the high school.
  - a. Mr. Plourde was not sure but he would contact the appropriate person and find out.
- iii. There was discussion about the fertilizer being used on football, baseball, and soccer fields and the result as to runoff issues.
- b. Mr. Doughty inquired about the main break on Frost Hill
  - i. Mr. Plourde explained that he had received a call about 1am. He found that the main had exploded and the reason is yet to be determined.
    - a. Mr. Adams had spoken with a bystander and she stated that she had seen water bubbling in that spot for a few days but did not think it was anything serious.
    - b. Mr. Plourde stated that they had to remove about 80" of pipe. The repair was done with ductile iron and 2 cast couplings and 2 transitional gaskets that go from oversized to transitional.
  - ii. Mr. Adams stated that Public Works did the work with David Judd as the equipment operator, but that they did not respond for about four hours.
    - a. Mr. Bauer asked if we contacted Dube and Mr. Adams said we had not. Mr. Bauer stated that we need to have a call list and Mr. Adams stated that we do have a list and that they had called everyone on the list and Public Works was the first to respond.
      - 1. Mr. Adams stated that if Public Works was willing to do the work that he preferred to use them for all emergencies and the Commissioners agreed.
    - b. Mr. Adams stated that Danny Bulick had stopped by that morning to apologize that he did not get the call sooner as he did not hear his phone.

**V. SET NEXT MEETING**

- A. Tuesday, September 26, 2006 at 7pm.

**VI. EXECUTIVE SESSION**

- A. None

**VII. ADJOURNMENT**

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2<sup>nd</sup> with a unanimous 3/0 vote with the meeting adjourned at 8:07pm.