



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 26, 2006

Members Present: Stanley Doughty Jr. and James Gurney

Members Absent: William Bauer

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale, Rob Williamson of Wright-Pierce, and Ed Madden

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

I. AUDIENCE PARTICIPATION

A. Wellhead Protection Proposal

1. Rob Williamson of Wright-Pierce stated that he has come to answer any questions about the Wellhead Protection Proposal at the request of Commissioners.
 - a. W/P will work closely with LWD to look at:
 - i. Current protection in place at each site.
 - ii. Look at a different variety of measures for each of the supplies using a number of different techniques such as:
 - a. Acquisition of land in the protective areas.
 - b. Development of ordinances in collaboration with other ordinances to protect what we currently have.
 - iii. Work with the State to meet all guidelines and utilize what is available by law.
 - iv. Possibly have a workshop with Town Councilors, Board members as well as the community to inform them of what LWD is trying to ensure.
 - v. Create a map from what we gather for info that will define or redefine what the protective radius' should be.
 - vi. Decide from the map what properties the protective radius' closely affects.
 - vii. Look at the Dragon Property again.
 - viii. Create a plan of action to take to the Town.
 - a. Mr. Hale asked if the Ferry Road was to be protected and included in the survey and Mr. Williamson said that there will be a quick evaluation of it and that they will revisit any sites that were potential new sites. Mr. Adams stated that nothing could be done to protect anything yet as there is no map yet to define the area of protection. Mr. Williamson concurred with Mr. Adams and that until the tests are done for the area there is no action to take to the Town.

- b. Mr. Adams reiterated that he feels that because of the lack of specific data the previous ordinance was not passed at Town Meeting. Mr. Samson, the Town Code Enforcement Officer, stated that there is no valid ordinance, as the proposed was not approved.
 - ix. Develop framework for guidelines and time frames.
- 2. Mr. Adams asked Mr. Williamson how much of the remaining \$15,000 left in the engineering budget from the new plant construction would be needed. Mr. Williamson stated that he was sure that all the funds would be used to pay for final expenses associated with the completion of the plant. Mr. Adams asked if he thought they would go over budget and Mr. Williamson stated that he had spoken with his team and told them they were not to exceed the amount.
- 3. Mr. Williamson asked how the Commissioners would like to handle the Wellhead Protection, whether they would have a separate contract, a separate agreement, or were they going to just extend the current contract.
 - a. Mr. Adams inquired how W/P arrived at their estimate and Mr. Williamson stated that the estimate was based on estimated time and effort that would be needed to fulfill the LWD expectations. Mr. Adams requested a detailed copy of the estimate.
 - b. Mr. Gurney requested that a maximum cost cap be issued and if more was needed then the Commissioners could meet, discuss and vote to exceed cap.
 - c. Mr. Adams suggested that they have an informal meeting with the Town Council to see how receptive they will be.
 - d. Mr. Gurney requested that the number of copies of the final proposal be left open to ensure that all interested Boards or Committees will have access to a copy.
 - e. Mr. Gurney made a motion to set the maximum cost cap for the Wellhead Protection Report not to exceed \$22,000 and that W/P must have Board approval to exceed the cap. Mr. Doughty Jr. 2nd the motion with a 2/0 unanimous vote.
- 4. Mr. Williamson recommends that the Board review the present proposal and then have a meeting to get specific needs in writing.

II. OLD BUSINESS

- A. Reading and approval of minutes:
 - 1. Minutes from September 12th approved.
 - a. Mr. Gurney made a motion to accept the minutes and Mr. Doughty Jr. 2nd the motion with a 2/0 unanimous vote.
- B. Moody Road Filter Plant
 - 1. Mr. Adams presented a current budget for the construction and the contingency fund balance on line 10 was \$150,982.31.
 - a. Mr. Adams stated that they requested to have the contingency balance sent to the Water Dept. to apply to bond money owed.
 - i. Mr. Adams recommends using part of the funds to pay off the loan from the Town that covered the first bond payment, which will have a balance of \$132, 651.62 as of November 1st. After the Town loan is accounted for that would leave \$11,583 remaining in the contingency fund. He also recommended the purchase of a valve exercise tool for \$3990 and then \$500 for the new computer for the Touch Read equipment software.
 - ii. Mr. Doughty Jr. stated that he would like to pay off the Town as well.
 - iii. Mr. Gurney inquired of Mr. Adams if he thought there would be any other expenses outside of the budget and Mr. Adams stated that he did not

and that the expenses were right on track with the revised expense numbers for this point in the year.

- iv. Mr. Doughty Jr. made a motion to pay in full the loan with the Town for \$132,651.62 and Mr. Gurney 2nd the motion with a 2/0 unanimous vote.
- v. Mr. Doughty Jr. made a motion to purchase the valve exercise tool for \$3990 and Mr. Gurney 2nd the motion with a 2/0 unanimous vote.
- vi. Mr. Doughty Jr. made a motion to approve \$500 towards the purchase of a new computer and Mr. Gurney 2nd the motion with a 2/0 unanimous vote.

2. Open House

- a. Mr. Adams stated that about 9 people came to the open house and that they seemed to enjoy the tour of the new facility.

C. Tabled Items

1. Maine Electronics Blue Building-Tabled

- a. Mr. Adams stated that he had spoken with Wright-Pierce for a contact name at Maine Electronics but he has not had a response from W/P for the contact.

2. Dragon Property-No further developments

- a. Mr. Adams stated that he has had no response.
- b. Mr. Adams feels that we need to bring it up at the meeting we have with the Town regarding the Wellhead Protection with Wright-Pierce present.

3. Accounts Payable Program-Tabled

- a. Mr. Doughty asked if the billing issue from last month was all set and Mr. Adams confirmed that they had been posted and mailed a few days after the last meeting's discussion.
- b. Mr. Gurney asked if this was going to be an ongoing problem and Mr. Adams said he wasn't sure because the issue is centered on summer averaging and he is not sure if they are done with summer averaging.
- c. Mr. Adams stated that Ms. Reynolds had gone to the Town Office to do some training with Ora with regards to a meter change-out issue that needed to be done on the sewer side.
- d. Mr. Adams stated that he and Ms. Reynolds have decided to go with QuickBooks Pro for the accounts payable and that she will just do manual entries into the general ledger rather than continue to wait on Northern Data to resolve the issues with their A/P program.

4. Compensation for Alarm call-outs

- a. Waiting to see if this becomes a significant issue

5. 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.

6. Generator-Tabled

- a. Mr. Adams stated that they tested the system with his larger 4,000-watt generator and the UPS (Uninterrupted Power Supply) unit for the SCADA system would automatically switch to the generator when it came on. However, he could only turn on one set of lights before the load was too much and it would not work again. Mr. Plourde will bring his larger 10,000-watt generator in and see if it will be adequate; either way a new generator will need to be purchased. The Commissioners agree to wait until after the test results with the 10,000-watt generator.

7. Executive Session Clarification

- a. Mr. Adams stated that he is still waiting to hear from Mr. Levy.

D. Other Old Business-None

III. WARRANTS

A. Nothing Mentioned

IV. NEW BUSINESS

A. General Manager's Report

1. Valve Exercising Tool

- a. Taken care of in Old Business- Moody Project Update

2. Hiring of New Water Operator

- a. Mr. Adams stated that tomorrow would be the last day that the employment ad would be posted in the paper. He also stated that we have received six applications as of today but that we would continue to accept applications until this Friday.
- b. Mr. Doughty Jr. asked Mr. Plourde if he was going to be part of the choosing process since he would be working with them and Mr. Plourde confirmed that he would.
- c. Mr. Plourde mentioned that he had suggested to Mr. Adams that they wait until spring to hire a new employee and try to save money.
- i. Mr. Adams stated that with only a two-man crew he was not comfortable if one of them should get sick or injured; it would put LWD in a bad position.
- ii. Mr. Gurney stated that he would prefer to continue to hire someone if we have already received six applications and have gone through the process; he would not like to lose a potentially qualified candidate.
- iii. Mr. Plourde stated that it would take until spring for someone to get his or her license anyway.
- iv. Mr. Adams stated that two applicants have licenses; one has a Massachusetts license. He thinks that the State may recognize this license.
- v. Mr. Madden stated that he didn't think they would because they did not recognize his licenses when he moved here. Mr. Adams stated that he would check into it if he needed to.

B. Operation Supervisor's Report-None

C. Other New Business-None

V. SET NEXT MEETING

- A. Tuesday, October 10, 2006 at 7pm.

VI. EXECUTIVE SESSION

A. None

VII. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn.

- B. Mr. Madden asked if Mr. Gurney made his motion and Mr. Gurney confirmed that he had.

1. Mr. Madden stated that he had a few things to discuss.

a. New customer application

- i. Mr. Madden presented a new customer application and inquired with the sensitivity of the social security number today whether we should request the social security number on our application.

- a. Mr. Adams stated that that form is outdated and that LWD no longer uses that application; when Ms. Reynolds was hired she created a new form that does not request the social security number.

- b. Disconnect Notice issued to the Town Sewer Dept.
 - i. Mr. Madden stated that he realized in the last minutes that the water dept. was meeting with the Town on a daily basis. He was upset that as often as we have contact with the Town that the sewer department would receive a notice for \$40.61 and the disconnect notice date being one of the days that LWD would go to the Town office on other business and not work out the problem without issuing a notice.
 - ii. Mr. Adams stated that LWD does not differentiate customers with outstanding balances.
 - iii. Mr. Madden thought it was extreme to issue a notice to someone we work with everyday, yet we request them to work better with us and then not to give them any notice or let them know.
 - iv. Mr. Adams inquired how Mr. Madden got involved with the Town shut-off notice and then he stated that Mr. Madden didn't have all the details concerning this account. Mr. Madden said that that was why he was bringing it up here.
 - v. Mr. Madden stated that the original bill was mailed to Massachusetts so that the Town wasn't even aware.
 - vi. Mr. Adams stated that that is incorrect as well and that LWD has been working with the Town on this account balance and that there are documented e-mails from both parties so that the Town was made aware that it would show up on the disconnect list. The account was always the Town's account as it must be set up in the property owner's name and that the Town had the bills sent to Earth Tech because they were the contractor. The Town is still responsible for the account balances. The Town's response to the issue is that it is Earth Tech's problem and to work it out with them.
 - vii. Mr. Hale stated that it sounded like the charges were accrued when Earth Tech had control of the facility and that the Town had already paid them for the charges and that Earth Tech didn't pay all what they were supposed to. Mr. Adams agreed with this assumption. Mr. Hale said that we couldn't deal with Earth Tech and that the Town has to deal with them.
 - viii. Mr. Doughty Jr. asked if it has been resolved and Mr. Adams said it has not been paid.
 - a. Mr. Adams stated that the Town Manager had called him about the notice. Mr. Adams told him that there was a balance but that he did not have any intention to shut them off but wanted to bring it to their attention that the balance has not been paid and that it needs to get paid.
 - ix. Mr. Gurney asked if the Town Manager was aware of the issue prior to the notice and Mr. Adams stated that he was not aware until the notice was sent.
 - x. Mr. Doughty Jr. asked if there was any further discussion needed and it was agreed there was not.

C. Mr. Doughty Jr. 2nd Mr. Gurney's motion to adjourn the meeting at 8:07pm with a 2/0 vote.