



## 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 April 25, 2006

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

Staff Present: Larry Plourde and Paul Adams

Audience Present: David Hale

Audience Late Arrivals: Representative for Wright-Pierce, Craig Douglas and Representative for Jacques Whitford, David Hill

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

#### **I. OLD BUSINESS**

- A. Reading and approval of minutes:
  1. Minutes from April 4<sup>th</sup> meeting approved with a mention by Mr. Bauer for future minutes to reflect the word "Discussion" when topics are in discussion to help prevent misinterpretation of the facts of a topic.
  2. Mr. Plourde stated that he would like to correct two items that were discussed in the last minutes,
    - a. Tim Sawtel did not install the Ann St. valve incorrectly.
    - b. The second main break mentioned in the last minutes was caused by the valve working incorrectly.
  3. Motion to accept the minutes with the amendments made by Mr. Bauer
    - a. Discussion on the motion stated that to accept the minutes with amendments would be to change the actual quotations as they were stated at the last meeting
    - b. Mr. Gurney 2<sup>nd</sup> the vote to accept the minutes as written with a note to mention that there are corrections for facts in the April 25<sup>th</sup> minutes. A vote of 2/1 with Mr. Bauer against.
- B. Moody Well Project
  1. Maine Test Boring Invoice
    - a. David Hill with Jacques Whitford explained his understanding of the charges on the MTB invoice.
      - i. Mr. Hill stated that he felt Maine Test Boring was due \$11,500 for the test wells project but not the full invoice amount. He stated that because he did not verify that LWD would pay any overage charges; Jacques Whitford would absorb the remaining balance if

Lisbon Water paid \$1,500 in addition to the \$10,000 LWD already paid.

- ii. Mr. Bauer was adamant that Lisbon Water should not pay additional charges over the estimated quote.
  - iii. Mr. Gurney stated that the original quote for \$9,060 included \$6680 to LWD and Dingley Press to pay \$2380. He also inquired about the high additional cost for the extra depth charges.
    - a. Mr. Hill explained that LWD was not charged by the foot but by the day. Jacques Whitford deemed in the beginning that it would be more costly to LWD if the job were billed by the foot.
  - iv. Mr. Bauer stated that if Dingley only pays the \$2500 that they agreed upon then LWD would have to absorb \$2,320 over budget.
  - v. Mr. Adams stated that he had sent a letter with an invoice to Dingley Press requesting that Dingley pay \$3,500 which includes an additional \$1,000 to cover the additional well depth charges incurred in the drilling of the well near their site. He has not had a response to the request yet.
  - vi. The commissioners agreed to table the discussion until they have received a response from Dingley Press.
2. Potential Aquifers along the Androscoggin
    - a. Mr. Hill with Jacques Whitford inquired about the potential aquifers at the Johnson and Breton properties and what LWD is planning to do to protect the potential wellhead areas.
      - i. Mr. Hill offered to come back and discuss set backs, zoning and other related issues with the potential wellhead areas.
  3. Maine Electronics
    - a. Mr. Hill stated that he was sure that there is funding available to pay for counsel to research LWD's interest in what Maine Electronics is doing on the other side of the river.
  4. Wright-Pierce Report
    - a. Hydraulic Control Valve at Ann St.
      - i. Wright-Pierce had Moji, a Regional Ross Valve representative, come and he found that the pilot valve was installed in the improper direction so that the valve never opened under prior flow conditions down in the high school direction.
      - ii. Mr. Douglas also stated that the valve is oversized for domestic flow but it should not prove to be an issue until the flow increases and begins to increase the chance of hammering.
        - a. Moji found that the needle valves in the solenoids that control opening and closing speed were open quite a bit so he closed those down so the valve will close slower. By closing the valves down it will decrease the possibility of hammering.
        - b. There is enough room to put a smaller valve in if LWD wished. A smaller valve does not slam as hard which decreases the possibility of a main break. The larger valve slams shut at a higher speed, which causes more pressure to build up resulting in a main break.

- c. Mr. Douglas stated that they had done a quick fire flow test and had found another issue that they were trying to resolve with the valve.
    - d. Mr. Douglas wants to reiterate that the valve is OK for now but should the hydraulics change the valve will need to be reassessed.
  - iii. Mr. Bauer inquired if it was Wright-Pierce's recommendation to do nothing with the valve down stairs and Mr. Douglas confirmed and that he had forwarded a letter to Apex Construction with instructions on instrumentation and electrical changes to bring it on the SCADA.
  - iv. Mr. Douglas stated that currently if LWD were to lose power the control panel would be out. Once the valve is on the SCADA at least the solenoid will have power but the mag meter would not have power. He suggested purchasing a UPS battery backup for the mag meter. The SCADA control panel upstairs has a UPS battery backup.
  - v. Mr. Bauer inquired that if LWD were to wire connections to a generator if that would be an option and Mr. Douglas stated that a generator was the ideal backup.
- b. Moody Project Update
  - i. Construction Schedule
    - a. The filters are installed and the wiring has begun.
    - b. The remote sites completion deadline of April 14<sup>th</sup> was postponed due to the FCC license delay.
    - c. The control panel was due in today but was not received, however they do expect it to be on site tomorrow. The panel is critical, as it requires extensive wiring for all the valves, flow meters, and the controls for the plant.
  - ii. Unacceptable Flange fittings at the new facility
    - a. Mr. Douglas stated that new fittings had been received to replace the unacceptable fittings and they were being installed.
  - iii. Water Treatment Plant Operating Licensing Requirements
    - a. Mr. Douglas stated that a Class II license is required of the supervisor.
      - 1. Wright-Pierce will provide the SOP manual to LWD and then the Class II license operator will fine-tune them to our specific needs.
        - a. Employees with a lower class license can make adjustments according to Standard Operating Procedure directions.
  - iv. Backwash Waste System
    - a. Wright-Pierce has a good 9 months of test sample results to compare to when the new system comes online.
- c. New State Ground Water Rule
  - i. The new rule is not out yet and will be awhile as the State has not completed the survey yet.

- d. Wellhead Protection Ordinance Proposal-Tabled
  - i. Mr. Bauer inquired of W/P if they could gather the information using Jacques Whitford for the new sites and Mr. Douglas confirmed they could do that.
  - ii. Mr. Gurney inquired if the new Androscoggin sites were already included in the proposal and Mr. Douglas stated he did not think they were.
  - iii. Dragon Property
    - a. Mr. Douglas stated that there are laws in place that would enable LWD or the Town to gain possession of the Dragon Property if Dragon was not going to reasonable.
    - b. Mr. Gurney expressed his concern that LWD could not protect the land without a comprehensive plan to present to the Town and other parties involved.
  - iv. The commissioners agreed to have W/P add the new sites to the Wellhead Protection Ordinance proposal and to research funding to aid LWD and then get back to them with new numbers.
  - v. Mr. Douglas assured Mr. Bauer that if there were free money to help LWD that W/P would look into the Maine Electronics Interceptor.
    - a. Mr. Douglas stated that he would be speaking with Diana about how they help 2<sup>nd</sup> and 3<sup>rd</sup> parties get funding for reviews. He believes that it is usually the responsible party, in this case Maine Electronics, that allows the requesting party (LWD) to choose counsel (W/P or Jacques Whitford) to do research and then Maine Electronics pays the costs.

C. Tabled Items

- 1. Dragon Property
  - a. Mr. Adams stated that he had not heard any other developments since the last meeting when he learned that the property survey had begun.
- 2. Tank Cleaning
  - a. Waiting to receive more quotes
- 3. Accounts Payable program
  - a. We are waiting to see if the issues with the Town Office are resolved and when the new general ledger will be available.
- 4. Propane Quotes
  - a. Waiting for quotes
- 5. Compensation for Alarm call-outs
  - a. Waiting to see if this becomes a significant issue

D. Other Old Business

- 1. Estimated Plant Labor Costs
  - a. Mr. Adams reported that he visited South Berwick Water District
    - i. They are a relatively small plant as they have only 2 vessels and their system pumps about 180gpm. Lisbon Water will have 3 vessels and pumps up to 700gpm.
    - ii. The daily labor for the Berwick plant was at about 1 hour per day for normal daily maintenance such as checking valves and residuals.
  - b. Mr. Adams presented 2 scenarios-Attachment 1 with minutes

- i. The results of the comparisons proved to show that there would probably not be a need for an additional full time person as the time could be divided up amongst the current employees.
  - ii. Given the revised budget update the commissioners agreed that there was no money in the budget to pay for another full time position.
  - iii. Mr. Bauer made a motion to not hire summer help and to apply the monies to pay for the anticipated overtime associated with the new plant. Mr. Doughty Jr. 2<sup>nd</sup> the motion with a unanimous 3/0 vote.
2. Installation Bid for Propane at New Plant
  - a. Maine Gas' bid to Apex Construction was \$670. This is the number Apex carried on their bid.
  - b. M.W. Sewall's bid was almost \$5,000
  - c. Mr. Adams consulted with M.W. Sewall about significant price difference and they said it was due to specific materials required in the manufacturer's installation specifications.
    - i. Apex conferred with Mr. Adams about what LWD would like to do. Mr. Adams presented scenario to the commissioners.
    - ii. The commissioners agreed to table the discussion until they get more information on cost breakouts for both bids presented to Apex.
3. Election Changes
  - a. Mr. Doughty Jr. inquired about the election changes.
    - i. Mr. Adams stated that all elections would now take place in November of the year that each position is up for re-election.

## **II. AUDIENCE PARTICIPATION**

- A. None

## **III. WARRANTS**

- A. Warrant 17 (April 25, 2006)- Approved
- B. Warrant 18 (May 3, 2006)- Approved

## **IV. NEW BUSINESS**

- A. General Manager's Report
  1. Mr. Adams presented maintenance contracts for the Kyocera on behalf of Mrs. Reynolds- Attachment 2 with the minutes
    - a. There were three options to choose from, the Bronze, the Silver and the third option was to let the warranty lapse.
    - b. Mr. Bauer made a motion to not purchase a maintenance agreement for the Kyocera and Mr. Doughty Jr. 2<sup>nd</sup> the motion with a 2/1 vote with Mr. Gurney abstaining.
      - i. Mr. Gurney abstained based on not having enough information on a repair that Budget Technology replaced a drum. It was stated in a quote from Budget Technology that the life expectancy of a drum was 100,000 copies and our unit only showed 15,000 copies.
  2. Mr. Adams presented an updated budget
    - a. Mr. Adams stated that the previous budget did not include amounts owed on two other bonds. The difference in the budget is about \$40,000.

3. Mr. Adams stated that MRWA completed the Consumer Confidence Report and that LWD would be mailing a copy to the P.U.C and then copies to the ratepayers.
- B. Operations Supervisor's Report
    1. Pre-tested Meters
      - a. Mr. Plourde reported that E.J. Prescott stated that pre-testing rebuilt meters is not an option. Pre-testing new meters is an option but is not the industry standard and that they would need at least four weeks extra lead time for the delivery. E.J. Prescott did not have a number to quote for the cost but would get back to Mr. Plourde.
  - C. Other New Business
    - a. Mr. Bauer wants to go on record stating in the April 4<sup>th</sup> minutes that the discussion concerning A,3,i; he believes Tim Sawtell has a lawsuit against us with what is written. Mr. Bauer would like the word discussion placed where discussions are recorded.

**V. SET NEXT MEETING**

- A. Tuesday, May 2, 2006 at 7pm.

**VI. EXECUTIVE SESSION**

- A. None

**VII. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney. 2<sup>nd</sup> with a unanimous 3/0 vote with the meeting adjourned at 9:15pm.