



LISBON WATER DEPARTMENT

639 Lisbon Road

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Paul A. Adams, General Manager

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

Minutes for Commissioners' Meeting on June 06, 2006

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

Staff Present: Larry Plourde and Paul Adams

Audience Present: David Hale and Elwyn Hutchins

Late Arrival: Wright-Pierce representative Craig Douglas

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

I. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from May 23rd meeting approved

a. Motion to accept the minutes made by Mr. Gurney and 2nd by Mr. Bauer with a unanimous 3/0 vote.

b. Mr. Bauer stated that he would like the minutes e-mailed prior to the meeting, however it was not necessary if there was not enough time.

B. Moody Well Project-See Audience Participation Also

1. Training

a. Mr. Plourde stated that the training had begun on the SCADA system last week with the temporary laptop.

b. Today they had training on the Grinder Pump Station

i. Mr. Douglas was testing the pump, shut it off and then it would not turn back on once it was shut off. Mr. Plourde expressed his concern that this would not be the only incident where this happens with the new facility.

2. Propane Bid

a. Mr. Adams stated that the bid was granted to Fielding Oil for \$2,000. This bid required a one-year contract for propane supply at \$1.79 per gallon. The tank and piping are installed. Mr. Adams reiterated that Mr. Douglas stated that Apex is ultimately responsible for providing a propane fuel set-up for the original bid price but that they may submit a change order to recoup the cost difference.

3. Tank Cleaning

a. Mr. Adams stated that Liquid Engineering would be here Thursday to begin work and that they agreed to include a detailed formal report at no extra cost.

i. LWD need only to be available to allow access to tanks but they are not required to do any work or supervise unless we specify otherwise.

4. Maine Test Boring Outstanding Invoice Balance
 - a. Mr. Adams presented correspondence from Jacques Whitford regarding balance of the MTB invoice, which is included in the minutes.
- C. Tabled Items
1. Dragon Property- no further developments
 2. Accounts Payable Program-no further developments
 3. Compensation for Alarm call-outs
 - a. Waiting to see if this becomes a significant issue
 4. Wright-Pierce's Wellhead Protection Proposal
 - a. Waiting on the contingency fund balance.
 5. Furniture for the new facility
 - a. Mr. Gurney inquired about outfitting the office as it was discussed in the past and not yet resolved.
 - b. Mr. Plourde stated that they were waiting for the office to be finished, then evaluate what is necessary, utilize the current inventory, and then if needed they will purchase any missing items.
- D. Other Old Business
1. Generator Back-up Power
 - a. Mr. Plourde reported that Mr. Curtis had started the hook-up and has installed the switch, but they are waiting to get the necessary power configurations and requirements. Mr. Curtis stated we would have to try the power load to see if the current generator will be adequate.
 2. Maine Electronics Barrier
 - a. Mr. Adams stated that he had mailed the letter from Wright-Pierce concerning the Maine Electronics demolition and barrier.
 - i. Mr. Adams stated that he had spoken with Diana McKenzie and she confirmed that she received the letter. She stated she would forward a copy of the original notification that DEP had received from Maine Electronics to LWD. She also said she was looking into payment options that would pay for LWD to have a separate contractor, such as Wright-Pierce, review the notification.
 3. Consumer Confidence Report
 - a. Mr. Adams presented a letter to include with the report for customers with small businesses in their homes. Mr. Gurney made a motion to send the Water Declaration Use letter with the CCR mailing and Mr. Doughty Jr 2nd with a 2/0 vote; Mr. Bauer was opposed in the vote.
 4. Asbestos Pipe Removal
 - a. Mr. Plourde spoke with Mr. Hutchins; and of the three bids LWD acquired, Mr. Hutchins recommended R.J. Enterprises.
 - b. Mr. Gurney made a motion to accept the bid from R.J. Enterprises for \$600 to remove and dispose all of the asbestos pipe for LWD; Mr. Bauer 2nd the motion.
 - i. Mr. Gurney inquired in discussion if R.J. Enterprises will come to the site and remove asbestos pipe or if LWD needs to transport the pipe to them. Mr. Plourde stated that it is against the law for anyone to transport asbestos without a permit and that R.J. Enterprises would come to the site and remove.
 - c. Mr. Doughty Jr. called for a vote on the motion and it was a 3/0 unanimous vote.

5. Maine Electronics Blue Building
 - a. Maine Electronics is still waiting on instruction on how to dispose of the filters that are housed in the building.
 - b. Mr. Gurney inquired about LWD's use of the building and Mr. Adams stated that it could be used for storage. It is approximately 30' X 60' with a possibility for a second floor for cold storage. The building has heating facilities on the first floor and is insulated. The doors are believed to be large enough to house some of the heavy equipment.
6. Outstanding Town of Lisbon Hydrant Rental Invoice
 - a. Mr. Adams spoke with Mr. Lunt, the town manager, and he stated that he would bring the invoice to the selectmen who would in turn present the issue to the Advisory Board and hopefully they will approve moving monies from another line item to pay the invoice. LWD can expect payment by the end of June or early July if the Advisory Board approves.

II. AUDIENCE PARTICIPATION

A. Elwyn Hutchins

1. Mr. Hutchins presented a quote from Central Maine Builders for a 24' X 24' garage. The \$8,800 quote is included in the minutes. Mr. Hutchins' contact person at Central Maine Builders was Cheryl.
 - a. LWD needs to make sure the doors quoted would be large enough to accommodate the dump truck, backhoe, and trailer with the trench box.
 - b. The quote does not include site work, windows, paint or stain, siding, electrical wiring, or telephone; it is only the base structure.
 - c. There is an additional charge to use metal roofing as opposed to the specified shingles of \$1,200. Mr. Hutchins does not recommend the metal roof with a \$1,200 up charge as the warrantee is only 30 years and the shingles are warranted for 25 years with no up charge.
 - d. Mr. Hutchins recommends building up the base grade by 6"-12" to ensure proper drainage.
 - e. The estimated schedule window may be as late as September unless the builders have a cancellation, however the actual build time is about 3 days.
 - i. The crew comes when site work is complete to construct slab, which takes roughly a day. When the slab is complete they order the building materials for the garage to be delivered to the site. Once the materials are delivered they schedule the construction date. The garage should be up and complete in about a day.
 - f. Mr. Gurney requested Mr. Adams to gather other quotes to compare the price.
2. Asbestos removal
 - a. Mr. Hutchins stated he had spoken with Mr. Plourde. Mr. Plourde presented his recommendation during Old Business.
3. Dave Hale stated that he had spoken with Bruce Hunter about the Getty Station in Lisbon and Mr. Hale recommended that he speak with Mr. Adams regarding the MTBE tests. Mr. Hale did tell Mr. Hunter that John Bean of the DEP would be on the Moody site Wednesday morning.
 - a. Mr. Hale stated that the arsenic samples couldn't be mailed, as they would contain acid so Mr. Bean will transport them to Augusta to be tested.

B. Wright-Pierce Report

1. Moody Project Update; Mr. Douglas reported:

a. Deadlines

- i. Base piping on paint was done.
- ii. PureFlow is on site and they have filled the filters with the media.
- iii. Instrumentation is ongoing.
- iv. The pre-pre start-up testing on the valves has begun.
- v. The plant disinfection will happen in two stages with the first step completed today. The second step will be to test the filters until the water quality passes specifications.

b. Change Orders

- i. Ann street valve tie-in to the SCADA system for \$1,847.
 - a. Mr. Gurney made a motion to approve the change order from Apex Construction for the Ann street valve and Mr. Bauer 2nd the motion with a 3/0 unanimous vote.
- ii. Alternative Horseshoe Shape Road for Driveway for an estimated \$25,000.
 - a. Mr. Gurney requested that Mr. Adams or Mr. Plourde inquire with Monson chemical company to find out if the chlorine can be shipped on a 40' truck or smaller to the new facility. If it is possible, Mr. Gurney does not feel the need to expand the driveway at the new facility.
 - b. Mr. Plourde stated that it would be easier for LWD to maintain in the winter with the revised driveway.
 - c. Mr. Gurney inquired of Mr. Douglas if they foresee any other high priced items that will need to come out of the contingency fund and Mr. Douglas assured the commissioners that the facility is nearing completion and that he can pretty much guarantee that there should not be any other high price modifications.
 - d. Mr. Douglas presented a list with cost breakdowns of recommendations for the remaining \$180,000 left in the contingency fund, which included the change order for the driveway and the Wellhead Protection Proposal. The end balance after the recommendations would be about \$49,000.
 1. Mr. Bauer inquired if the unused funds can be applied to the principal balance.
 - a. Mr. Douglas said they could and Mr. Adams stated that the Maine Drinking Water Program frowned on this type of use of project monies.
 2. Mr. Bauer inquired if the \$49,000 could be utilized to defray the first year start-up costs for the new facility and Mr. Douglas did not know.
 3. Mr. Doughty Jr. recommended making copies of contingency fund recommendations for the commissioners, Paul and Larry to review and put in order of priority.
 - e. Mr. Bauer made a motion with reservations, to accept the Apex Construction change order to improve the recommended specifications as submitted with the change order and Mr. Gurney 2nd with a 3/0 unanimous vote.

III. WARRANTS

- A. Warrant 23 (June 7, 2006)- Approved
- B. Warrant 24 (June 14, 2006)- Approved

IV. NEW BUSINESS

- A. General Manager's Report-None
- B. Operations Supervisor's Report
 - 1. Mr. Plourde stated that the O &M manual for the new plant suggests that the pH level can change and that LWD should be aware and that we should test samples often. Mr. Adams stated that the pH levels will be monitored and if the levels change more aggressive steps will be taken at that time.
- C. Mr. Bauer presented the African Water Page on Arsenic that was sent to him at his location. The report explained some of the facts surrounding arsenic.
- D. Mr. Bauer inquired about the proper steps for entering Executive Session in the Commissioners' meetings.
 - 1. Mr. Bauer presented and quoted from the Maine State Statutes, which he researched online. They included in the minutes.
 - a. As per his understanding of the documents, he feels that LWD commissioners are not following all the requirements necessary to enter an executive session, and that he would like to see this issue on the agenda to discuss at the next meeting, after the other meeting participants have had time to do their own research on the subject.
 - b. Mr. Gurney does not agree with Mr. Bauer's interpretation of the documents at this time and will await further discussion in the next meeting.
 - c. Mr. Bauer cited on the Janus website, Chapter 13-Public Records, Heading PL1975, subchapter Freedom Access.

V. SET NEXT MEETING

- A. Tuesday, June 20, 2006 at 7pm.

VI. EXECUTIVE SESSION

- A. None

VII. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd with a unanimous 3/0 vote with the meeting adjourned at 8:45pm.