



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Paul A. Adams, General Manager

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

### Minutes for Commissioners' Meeting on August 22, 2006

Members Present: Stanley Doughty Jr. and James Gurney

Members Late Arrival: William Bauer

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale

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

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

##### A. Town Comprehensive Report

- a. Mr. Hale stated that LWD copy of the input was wrong and that he would like to see it corrected and updated.
- b. Mr. Adams asked Mr. Hale when he thought the plan would be complete and Mr. Hale said that they are in the final stages of editing.
- c. Mr. Gurney asked if LWD would see a copy of the edit and Mr. Adams stated that they would not unless LWD submitted new copy.
- d. The Commissioners directed Mr. Adams to draft a new remittance to submit to the town that would include the new Moody facility, wellhead protection, and prospective new well sites.

##### B. Moody Project Update-none

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

##### A. Reading and approval of minutes:

###### 1. Minutes from August 1<sup>st</sup> approved.

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

###### 2. Executive Session Requirements-Tabled until Mr. Levy has more information from Maine State Reviser's Board.

###### 3. Computer for Touch-Read System

##### B. Sales Tax for in-home businesses

- a. Mr. Adams reported that a follow-up letter was mailed out outlining the State requirements on how LWD would calculate the tax.
- b. He also reported that a letter was mailed to the tax-exempt businesses stating that they were required to show proof of a tax-exempt certificate as required by the State.

##### C. Maine Drinking Water Program- Notice to Ratepayers

- a. Mr. Adams reported that the notice and a letter were mailed Monday and today there was a steady stream of calls inquiring if the water was safe and why they

hadn't been notified sooner of the non-compliance. Most people were satisfied once speaking with Mr. Adams however, some consumers wished to speak to a higher authority on the issue and Mr. Adams referred them to MDWP.

D. Moody Road Filter Plant

1. Contingency Items

a. Fence

i. Mr. Adams presented 3 quotes

a. Same company Apex quoted

1. Price was about the same-around \$9,000

b. Hartley & Son Fence

1. \$5,500 for fence around both wells as per specifications

2. \$1,615 for bar gates- \$500 for small driveway and \$1,100± for the large driveway.

c. Pine Tree Fence

1. \$4,750

ii. Mr. Adams stated that he eliminated the crushed stone and the work associated with it from the quote specifications, as LWD could do this process for much less than quoted.

iii. Mr. Gurney made a motion to accept the bid from Hartley & Son Fence for installing protective fences around both well at the Moody Road facility plus the install of the bargates at both entrances at the same site. Mr. Doughty 2<sup>nd</sup> the motion for the total bid of \$7,315 with a 2/0 unanimous vote.

b. Computer

i. Mr. Adams reported that he spoke with Ellis Engineering and they gave a new price for the SCADA reporting software at \$1,000 to \$1,500 as opposed to \$300. Mr. Adams stated that he did not feel that LWD would use this software enough to warrant paying the cost. They also stated that usually a separate computer is not used for the reports but that the software is installed on the SCADA computer itself.

ii. Mr. Doughty inquired if a new computer was still needed for Touch Read and Mr. Adams confirmed that we would.

a. Mr. Gurney made a motion to purchase a new computer for the Touch Read with a cost not to exceed \$400. Mr. Bauer 2<sup>nd</sup> the motion with a 3/0 unanimous vote.

c. Remaining Contingency Funds

i. Mr. Adams spoke with the Maine Drinking Water Program about the excess contingency funds and they said that LWD could apply the monies to the bond payment due in October.

d. Safety Equipment

i. Confined Space training and equipment

a. Mr. Adams met with the training representative from Wright-Pierce and he stated that he would recommend that we utilize a contract with a confined space rescue company. Mr. Adams stated that there was one in Lewiston and that he has set up a meeting with a rep. from the company. The rescue company would provide supervision, equipment, and rescue if needed while LWD did the necessary work in the confined space.

ii. Dolly for handling the barrels of chlorine

a. The small 30 gal barrels are around 360lbs

- b. The large 55 gal barrels are around 600lbs
      - c. The commissioners agree to purchase a dolly.
    - e. Gate for the Loading Dock
      - i. This is tabled until the next delivery and proves the gate is needed.
  - 2. Propane for Lisbon Water
    - a. Mr. Adams stated that M.W. Sewall charge LWD \$1.79/gal as opposed to the discussed \$1.49/gal.
    - b. Mr. Bauer will inquire at M.W. Sewall
  - 3. Sales Tax on In-Home Businesses
    - a. Mr. Adams reported that he drafted a letter for clarification for the businesses that returned a Water Declaration Form and the letter will be mailed next week.
- E. 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-Tabled until Rob Williamson with Wright-Pierce can be present.
  - 5. Maine Electronics Blue Building-Tabled until Maine Electronics finalizes their remediation this fall.
  - 6. Touch Read Equipment
    - a. No equipment to lease
    - b. Model 3000 is retired and E.J. Prescott no longer services this model. LWD has the 4000 model, which poses a concern with the future use of this model.
    - c. The new equipment \$1,063.20 for the autogun, \$6,628 for handheld, and \$927 for the base for a total of \$7,884.
      - i. The commissioners table the decision to purchase more equipment until we are using the existing and the software is installed and utilized.
  - 7. Generator
    - a. Mr. Plourde stated that we are still waiting to test the system.
    - b. Mr. Gurney stated that he would like a plan date on when the system will be tested. Mr. Plourde and Mr. Adams stated that they would test it tomorrow.
    - c. Mr. Doughty inquired if it has been inspected for code and Mr. Bauer stated that it did not need to be, as a certified electrician installed it.
  - 8. 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 yet; that he was probably waiting on the State Revisory Board.
- F. Other Old Business
  - 1. Personal Use of LWD Equipment
    - a. Mr. Adams presented an invoice reflecting total costs as if the work was billed out to a customer. Mr. Adams then calculated the mileage distance difference from his property and where Public Works had delivered the rest of the dirt, which proved to be about 30% farther. Mr. Adams prorated the total invoice, which included equipment charges, fuel, and labor; to 30% instead of the original decision of just paying the extra fuel cost as he did not think it was fair to pay just fuel costs.
    - b. Mr. Gurney made a motion to accept the invoice amount presented by Mr. Adams for the delivery of soil. Mr. Bauer 2<sup>nd</sup> the vote with a 3/0 unanimous vote.

- c. Mr. Gurney inquired if the LWD policy had been updated and Mr. Adams stated that LWD policy states that there will be no personal use of LWD equipment and Mr. Gurney was satisfied with this.

### **III. WARRANTS**

- A. Warrant 33 (August 16, 2006)- Signed and Approved on August 14, 2006.
- B. Warrant 34 (August 23, 2006)- Approved
- C. Warrant 35 (August 30, 2006)- Approved
  1. Commissioners agree to come to the office to sign warrants on the dates they are completed.

### **IV. NEW BUSINESS**

- A. General Manager's Report
  1. Mr. Adams reported that LWD received a letter from the Maine Drinking Water Program that states that LWD will need to do 7 water samples a month instead of six as our number of ratepayers has increased enough to warrant another sample.
  2. Mr. Adams reported that he had gone to the Winter Park area and spoke with some of the residents about the water quality since the new facility came online.
    - a. Some consumers stated that they were utilizing an in-home water filtration system so that they had not noticed a difference.
    - b. Some consumers had not noticed an improvement that they still had stinky water. Mr. Adams recommended flushing in the homes such as the hot water tank, etc.
- B. Operation Supervisor's Report
  1. Mr. Plourde Reported:
    - a. Sanitary Survey with MDWP
      - i. Mr. Plourde stated that he met with Denise from the Maine Drinking Water Program to conduct a sanitary survey.
        - a. He received a letter with the results and she had made a few recommendations
          1. Implement a valve excising program
          2. Implement some preventative maintenance programs, which she stated would require more personnel to handle the increased workload.
      - b. Mr. Gurney asked if LWD was tracking paving by Public Works was. Mr. Plourde stated that Public Works was not consistent as they wait for Pike Industries to do the work at their convenience when they are in the area.
- C. Other New Business
  - a. Mr. Gurney inquired about the e-mail regarding additional part-time help.
    - i. Mr. Adams stated that the intended person chose not to take the position.
    - ii. We are waiting until Ms. Moran's situation is resolved at the end of October.

### **V. SET NEXT MEETING**

- A. Tuesday, September 12, 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 8:08pm.