



## 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 January 9, 2007

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

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale and Mr. and Mrs. Ricker

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

#### I. AUDIENCE PARTICIPATION

- A. Mr. and Mrs. Ricker petition the Board to reduce the amount of water backcharges billed out on their last water bill for the vegetable stand irrigation.
1. Mr. Adams states that LWD did receive a written request from Mr. and Mrs. Ricker for the issue.
  2. Mr. Ricker requested a better explanation of why the amount was so much more than previous bills.
    - a. Mr. Adams explained that the meter that was installed in the irrigation line was a meter that should have been read in 1000cf instead of 100cf. When the meter was installed it was not noted on the account to add an additional zero to the hand held meter reading. The meter reading device reads four numbers only and it is up to the water department personnel to know whether to add two zeros per 100cf or three zeros for 1000cf. The discrepancy was not realized until the meter was pulled from operation as requested by the customer. Once the error was found the cost difference was billed only for the past 12 months as allowed by Public Utilities Commission.
  3. Mr. Ricker admitted that he did use all the water but that he should not have the entire burden as it was not his fault the readings were billed incorrectly. He stated that if he had known the irrigation was so expensive he would not have continued in the same amount of water use, if at all.
    - a. Mr. Bauer made a motion to reduce the backcharges by 50% to \$243.96 and Mr. Gurney 2<sup>nd</sup> the motion followed by a vote of Mr. Bauer and Mr. Doughty Jr. in favor and Mr. Gurney abstained.

#### II. OLD BUSINESS

- A. Reading and approval of minutes:
1. Minutes from December 12<sup>th</sup> approved.
    - a. Mr. Gurney made a motion to accept the minutes and Mr. Bauer 2<sup>nd</sup> the motion with a positive 3/0 unanimous vote.

- B. Northern Data Billing Interface
  - 1. Mr. Adams reported that Zone 7 was billed out using the Touch Read Equipment and the NDS billing interface and that it was successful with no problems.
- C. New Touch Read Equipment
  - 1. Mr. Adams requested that LWD purchase a second set of Touch Read Equipment now that we know the system works successfully with NDS.
    - a. Mr. Bauer and Mr. Gurney wanted to know if LWD had funds to purchase and if the bond money can be used for this purchase.
    - b. Mr. Adams stated that the bond money was paid out to LWD to pay off the Notes Payable with the Town that was arranged to make the 1<sup>st</sup> bond payment in October 2005. He stated that the funds set aside in the budget to pay the notes payable is now available to use for other LWD expenses. He also stated that because LWD is using AVCOG for the wellhead protection ordinance that some of the money set aside for this can be used for the new equipment.
    - c. Mr. Bauer made a motion to purchase new Touch Read Equipment at a cost not to exceed \$8,000; if the cost exceeds this amount then to bring before the Board again. Mr. Gurney 2<sup>nd</sup> the motion followed by a unanimous affirmative vote of 3/0.
- D. Wellhead Protection Meeting
  - a. Mr. Adams stated that Mr. Lea contacted him about his absence from last evening's scheduled meeting.
    - i. He said that he was under the weather from a medical procedure but the main reason was that when he transitioned his date book from 2006 to 2007 our meeting did not follow through. He apologized and suggested that they reschedule for either January 22<sup>nd</sup> or January 30<sup>th</sup>.
    - ii. The Commissioners agree to try January 22<sup>nd</sup> as the first choice and January 30<sup>th</sup> for the 2<sup>nd</sup> choice.
  - b. Mr. Lea requested that Mr. Adams resend the digital overlay of the Town as he did not receive the first one.
  - c. Mr. Adams stated that he was aware that the Town of Gray was implementing a new wellhead protection ordinance and that he would try to get a copy for LWD reference.
- E. Personnel Policy Changes
  - 1. Mr. Adams presented new amendments for vacation, sick leave, and benefit eligibility for the Board to review, which are included with the hard copy of the minutes.
    - a. Vacation- Add words to include restriction of vacation use to one week unearned vacation time, edit to be accumulating earned time, and edit weeks' accumulation.
    - b. Sick leave- Remove the need to provide written permission for a sick day and add words to include that 7 years of service must be met for retirement eligibility.
    - c. Benefit Eligibility- Add words to include prorating according to the time earned.
    - d. Mr. Bauer made a motion to accept the personnel policy amendments to vacation, sick leave, and benefit eligibility as amended this evening. Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative 3/0 unanimous vote.
- F. Meters
  - 1. Mr. Adams stated that LWD was able to purchase the 100 meters at the same price as before but that he was told the price has increased for all future orders.
  - 2. Mr. Plourde stated that there is now 130 meters in inventory and that LWD had changed out 265 meters last year. There are less than 500 meters left to change.

G. Tabled Items

1. LWD Clothing-Tabled for quotes
2. Maine Electronics Blue Building-Tabled
3. Dragon Property-Tabled until after Workshop
  - a. January 23<sup>rd</sup> at 8pm the Town is having a workshop including some agenda items for the water such as the Dragon Property, Wellhead Protection, and Mr. Adams requested that the Commissioners add Meter Compensation.
  - b. Mr. Bauer will bring slide presentation for the new facility.
4. Executive Session Clarification-Tabled-Waiting on Mr. Levy
5. Generator at the New Facility-Tabled-Waiting to see if this is an issue
6. Generator for Office-Tabled
  - a. Mr. Adams spoke with Ellis Engineering and he said that he has found a new UPS and that he would like to try it.

H. Other Old Business

1. None

**III. WARRANTS**

- A. Nothing Mentioned

**IV. NEW BUSINESS**

- A. General Manager's Report

1. Computers

- a. Mr. Gurney stated that an employee brought in a flat screen to use at her workstation. He recommended reimbursing the employee for the cost or for LWD to purchase a flat screen for that workstation not to exceed \$200.
- b. The Commissioners agree with Mr. Gurney's recommendation.

2. Bauer Well Pump

- a. Mr. Plourde stated that the Bauer well pump was replaced today with a 4 bowl pump. There was an issue with the pump gauge reading 170gpm. Mr. Hegarty, with Hegarty Plumbing & Heating, said it was because the gauge was set incorrectly to read only 3 bowls instead of 4 but that he fixed the issue at no cost to LWD, as he should have known to do this when the pump was changed. Mr. Plourde stated that the gauge is now reading accurately at 210gpm.

- B. Operation Supervisor's Report-None

- C. Other New Business

1. None

**V. SET NEXT MEETING**

- A. Tuesday, January 23, 2007 at 6:30pm.

**VI. EXECUTIVE SESSION**

- A. None

**VII. ADJOURNMENT**

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2<sup>nd</sup> the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:33pm.