



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

Commissioners' Meeting Minutes for March 24, 2008

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

Staff Present: Paul Adams

Audience Present: None

Audience Late Arrival: Dave Hale

Meeting called to order by Mr. Doughty Jr., at 6:30pm.

I. AUDIENCE PARTICIPATION

A. 100th Anniversary of Lisbon Water Department

1. Mr. Hale asked the Commissioners' if they would like him to look into getting recognized for the 100th year anniversary of the Lisbon Water System. He believes that the Cast Iron Institute issues a certificate for this achievement. He said that they have an application to fill out requesting the recognition and that he would need proof of the dates
 - a. Mr. Bauer asked Mr. Hale to handle this issue to completion and Mr. Hale accepted.

II. WARRANTS

- A. Warrant 11 for March 12, 2008-Approved
- B. Warrant 12 for March 19, 2008-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from March 10, 2008
 - a. Mr. Bauer made a motion to accept the minutes as written. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

B. Water Meters

1. Mr. Adams stated that they are down to the last few remaining meter change outs. He said that there are about 79 to replace. These customers have not allowed LWD into the home to change them. He said that we mailed these customers a letter that stated that they had 30 days to contact us and make an appointment to avoid further action. He said that some people can't make the work hours for the meters and he would like to know if the Commissioners will approve overtime to schedule appointments on Saturday. He said that the LWD Terms & Conditions state that the customer must make the meter available when requested and given a reasonable amount of time to schedule an appt.
 - a. The Commissioners discussed the issue and decided that with the few that really can't meet the time restraints then they will offer the overtime to Mr. Brunelle.

2. Mr. Gurney asked about the remaining stock of meters and Mr. Adams assured him that there will be plenty of stock left once the list of meter change outs is complete.
- C. Wellhead Protection
1. Mr. Adams stated that he invited the Town Manager to a meeting to discuss the Wellhead Protection issue, but he has not had a reply.
 2. Mr. Adams stated that he has not had a response to his request for a meeting from the Town Council.
 3. Mr. Adams stated that Mr. Lea had contacted him and said that the Town's Economic Director had contacted him in regards to the Longchamp's project.
 4. Mr. Gurney asked if Mr. Lea had responded about other Town's effective dates for Wellhead Protection Ordinances. Mr. Adams stated that Mr. Lea did send him some information and he the results showed that the date we are requesting has precedence.
- D. Employee Badges
1. Mr. Adams presented the badges that Mr. Bauer created for all the LWD employees. The Commissioners agreed that they were approved.
 2. Mr. Bauer stated that the employee must surrender the badge upon termination of their employment at the Water Dept.
- E. New Truck
1. Mr. Adams stated that he had received four bids on trucks.
 - a. Bill Dodge's bid for a 2008 4x4 GMC Sierra 1500 extended cab with no trade-in was \$24,119.
 - b. Rowe Auburn's bid letter stated it was for a new truck as specified with a trade-in of \$2,700 was \$16,656.
 - c. Lee Auto Mall's bid for a 2008 4x4 GMC Sierra 1500 extended cab with trade-in of \$2,500 was \$19,562.93.
 - d. Quirk Ford's bid for a 2008 4x4 Ford F150 extended cab with a fleet discount of \$5,000 and a trade-in of \$6,813 was \$18,107.
 - e. The Commissioners discussed the issue and decided that they would like to find out the cost of a plow prep package and if it was possible on all the trucks.
 - f. Mr. Bauer made a motion to table the issue until they have more information about the height of the trucks, a plow prep package, and financing options. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
- F. Generator at Bauer Station
1. Mr. Adams stated that he had gotten some quotes for the power switch for the generator.
 - a. Carroll Curtis the electrician estimated the cost of an installed automatic switch for the generator would be around \$4,000 and the cost of an installed manual switch would be about \$1,500.
 - b. Mr. Adams stated that Mr. Curtis had quoted 6-8 hours of labor.
 - i. The Commissioners discussed the extreme cost of labor for Mr. Curtis.
 - c. New England Diesel quoted parts only for the automatic switch at around \$1,500.
 - i. Mr. Gurney made a motion to accept the bid of \$1,500 to purchase and install the manual switch at Bauer Station. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- G. On Call Duty
1. The Commissioners discussed the updated requirements from the State.
 2. Mr. Gurney stated that we need to have written standard operating procedures before the on call list can change.
 - a. Mr. Adams stated that the last time they went to the State requesting SRF monies the State had said that for future monies we would be required to have manuals

for Standard Operating Procedures. Mr. Doughty Jr. stated that we should have the manuals in place regardless of the on call issue and Mr. Bauer agreed. It was mentioned that no-one at LWD really felt qualified to create the Standard Operating Procedure Manuals.

- b. Mr. Bauer suggested inquiring with Maine Rural Water Assoc. about options for written SOP manuals.

H. Invoices from the Town of Lisbon

1. Worker's Comp Invoice

- a. Mr. Adams stated that he had checked with the Financial Advisor for the Town, Cathy Ricker, about the Worker's Comp rate that we had been charged. Mr. Hale had been correct in his observation as Maine Municipal Association confirmed to Ms. Ricker that there should have been two different rates for the field staff and the office staff. MMA is researching the charges and will get back to Ms. Ricker about the overcharges.

2. Northern Data Systems Support Invoices

- a. Mr. Adams stated that he followed the Town Manager's recommendation to set up a meeting. Mr. Adams said that he sent an e-mail to Mr. Leighton, the Town Engineer, and had gotten some potential meeting dates but Mr. Evrard did not see a need for a meeting. Mr. Evrard sent an e-mail stating that all charges on the first invoice were for annual support fees and the second invoice for \$1,852.50 was a one time upgrade fee. In light of the answer from Mr. Evrard, Mr. Adams requested a copy of the NDS contract with the Town. Mr. Leighton forwarded a copy to Mr. Adams and the invoice charges matched what was stated in the contract.
- b. Mr. Bauer made a motion to pay the invoices when funds are available. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

I. Tabled Items

1. Wellhead Protection- Tabled until the meeting with the Town Council.
2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision
3. On Call Duty- Tabled
4. New Truck- Tabled until LWD receives bid proposals.

J. Other Old Business

1. Monthly Disconnect Notice Totals

- a. Mr. Adams has procured a total at Mr. Gurney's previous request to know how many and how much revenue was outstanding on the monthly disconnect notices. The total for March of 2008 was \$6,236.75. The amount of revenue outstanding on the disconnect date that had to be collected today was \$863.49.
- b. Mr. Gurney asked how much time was spent collecting on these accounts and Mr. Adams stated that it was about 3 hours.

2. Centennial Confirmation of LWD Water System

- a. Mr. Hale stated that he had found that the system would be 100 years old in 1909 so he will pursue it with that date.

IV. NEW BUSINESS

A. General Manager's Report

1. Annual Usage Total Issue

- a. Mr. Adams stated that when we had tried to total the water usage for 2007 the amount of water metered versus the amount of water pumped showed a significant difference. It was showing that we had billed for more water than we had pumped. He said that he made some calls about this issue and was referred to

Summit Engineering and Kirk Dunn came to analyze the plant. Mr. Dunn found that the meter valves in the system were not wired into the SCADA. He said that the engineering firm that was in charge of this created a calculation which has proven to be incorrect. Mr. Adams said that once he had the results for the issue he had sent an e-mail to Mr. Williamson with Wright-Pierce and Mr. Williamson was not aware that this method was used and recommended that we call Ellis Engineering, the company that installed the flow meters. Mr. Adams called Ellis Engineering and they said that that was common practice. He said the larger totalizer will result in a greater variance in the formula estimate for usage.

- b. Mr. Doughty Jr. asked how we were going to handle the Public Utilities Commission with this issue. Mr. Adams stated that it will not be too bad if we fix the issue so that it does not happen again.
 - i. Summit Engineering submitted a quote of \$1,330.00.
 - ii. Ellis Engineering will submit a quote but they stated that the original work was put in place as specified by Wright-Pierce.
 - a. Mr. Adams stated that he sent an inquiry about the specifications to Mr. Williamson who will research the issue.
 - c. Mr. Bauer stated that once the issue is resolved, we should send the bill along with documentation from Summit Engineering, Ellis Engineering, and all present conversations to Wright-Pierce, so that we can recoup the cost from Wright-Pierce.
 - d. Mr. Adams stated that Mr. Dunn had said the discrepancy was around a 10% loss.
 - e. The Commissioners agreed to table the issue pending Mr. Williamson's findings and the estimate from Ellis Engineering.

B. Other New Business

1. Fluoride levels
 - a. Mr. Hale stated that there has been some talk about fluoride and he submitted an article that LWD could use for reference to answer questions about it.
2. Reconnection Fee
 - a. Mr. Hale asked what the cost would be have his water shut-off for repairs and then reconnected and Mr. Adams told him that it would be \$45 fee during business hours.
 - b. Mr. Hale also inquired, to promote installation of backflow prevention devices, if we would consider reducing the reconnection fee. Mr. Adams stated that we do not usually shut-off the water at the street as most homeowner's have a valve in the house that is utilized.

C. Next Meeting Date

1. Next Meeting date is for Monday, April 14, 2008 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 7:37pm.

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.