



## LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

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

### Commissioners' Meeting Minutes for May 21, 2007

Members Present: Stanley Doughty Jr and James Gurney

Members Late Arrival: William Bauer

Staff Present: Paul Adams

Audience: Dave Hale

Meeting called to order by Mr. Doughty Jr., at 6:35pm.

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

A. None

#### **II. WARRANTS**

A. Warrant 19 for May 9, 2007-Approved

B. Warrant 20 for May 16, 2007-Approved

#### **III. OLD BUSINESS**

A. Reading and approval of minutes:

1. Minutes from May 8, 2007

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

B. Seasonal Help

1. Mr. Adams stated that the staff has chosen applicant Maurice Pelletier. He is a gentleman who was currently working at Big Moose Harley Davidson and some of the staff knew him and they thought he would work well with them for the summer.

a. Mr. Gurney made a motion to accept the recommendation of the staff and the general manager to hire Maurice Pelletier as the seasonal help. Mr. Doughty Jr. 2<sup>nd</sup> the motion to hire Mr. Pelletier at a rate of \$9/hr followed with an affirmative unanimous 2/0 vote.

2. New Lawnmower Tractor

a. Mr. Adams stated that LWD purchased a new Husqvarna lawnmower tractor at Lowe's at a cost of a little over \$2,000. The old tractor has been sitting out at the old corn shop and we have been accepting bids for it, so far \$800 is the highest bid.

b. Mr. Gurney asked about the pricing for a new John Deere.

i. Mr. Adams stated that he contacted Delecto Bros. and they said that there is no profit margin on John Deere lawnmowers or garden tractors and that everyone has to sell them for the same price, which was \$500-\$1,000 higher than the Husqvarna.

3. Farnsworth Street Service Request
  - a. Mr. Adams stated that Mr. Plourde made up an estimate for a 2" main and the difference between material costs for 2" PVC at \$1,787.23 and 1" copper at \$2,865.11 is roughly about \$1,000. Mr. Adams stated that with such a small difference between the two estimates, the staff would rather use copper.
  - b. Mr. Adams said that a 1" copper main would be adequate and that it would be considered an upgrade from 1" galvanized iron as the inside dimension of the iron pipe is less than copper.
  - c. Mr. Adams said that he had spoken with Carl Huston about doing the excavation work and asked him to do an estimate, but he did not know when he would get the quote in writing.
  - d. Mr. Gurney asked Mr. Adams to present the quote for the 1" main to Mr. Crafts and ask him to come to the next meeting so that the Commissioners can discuss it with him.
4. Mid-Town Plaza Easement
  - a. Mr. Gurney stated that the staff did a great job with the pavement repair at Mid-Town Plaza. Mr. Adams stated that he would pass on the compliment to the staff.
  - b. Mr. Adams stated that he had contacted one of the owners of the Mid-Town Plaza and expressed the desire of the Water Dept. to possibly abandon the easement on that property. Mr. Adams stated that the gentleman was not comfortable handling this issue on his own but he requested that Mr. Adams put together an estimate of costs to resolve the issue and then they would discuss it again.
  - c. Mr. Adams stated that they may be able to make that main his service line but because there is an easement in the deed he would need to consult an attorney to find out if this is possible.
  - d. The Commissioners will table the discussion until Mr. Bauer is present.
5. Meter Issue
  - a. Mr. Adams stated that he had spoken with Suzanne with the MRWA and she said that this is a contentious issue throughout the water industry. Some water districts read the rule one way while others read it differently. She said the PUC rule states that the Water Departments are supposed to assume the expense of meters and the installation costs. She said that current practice is that half the Water Departments charge the customer and half don't. She also said that she spoke with the PUC and it really depends on how the complaint is presented as to how it will be handled. The PUC did state that the Water Department does own the meter. They said that some departments stated that the water meter is considered as part of the installation of the new service line therefore the cost is passed on to the customer.
  - b. Mr. Adams and the Commissioners agree to continue the current standard practice of LWD.
6. Maine Electronics Blue Building
  - a. Mr. Adams stated that there will be a meeting at the Blue Building with EPA, Rockwell, Mr. Adams, the Town Engineer, and Wright-Pierce on May 30<sup>th</sup> at 10am to try to resolve the use of the building.
  - b. Mr. Adams had spoke with Bill Sanborn and he feels that Rockwell should let LWD have the building but that is just his opinion.
  - c. Mr. Hale asked if they will be able to remove the filters without destroying the building. Mr. Adams said that Mr. Sanborn stated that Maine Electronics built the building around the filters and that probably the cheapest way to remove the

filters would be to cut them up and take them out in pieces. This will hopefully be decided at the meeting.

7. Mid-Town Plaza Easement –Continued as Mr. Bauer is present.
  - a. Mr. Doughty Jr. stated that he and Mr. Gurney were in agreement to dig up the line, cut, and cap it and then turn the remaining line into the private service line to the owners. LWD will do the work at no cost to the owners.
  - b. Mr. Adams will make sure that the paperwork will be done to finish the issue.
  - c. Mr. Gurney made a motion to pay for modifications to the Mid-Town shopping center line ending our ownership of the line through an easement that goes through the Mid-Town Plaza. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

8. Cemetery Meters

- a. Mr. Bauer stated that the Town Council voted to pay for the expenses associated with the installation of meters and the necessary equipment in each of the cemeteries that currently have water.
  - i. Mr. Bauer stated that to help defer some of the cost the High School Shop class will build the boxes for less than \$100 total.
    - a. The dimensions would be 16' W X 18" L made out of 2" X 12" pressure treated lumber. There would be no bottom and there would be semi-circle cuts at the bottom for the pipes to pass through. The boxes will have covers; but there is no use in having a lock as the box is not secured to anything.
  - ii. Mr. Gurney requested that Mr. Plourde make a design and then submit it to the shop teacher to make a model. Mr. Adams will follow through with this.

C. Tabled Items

- a. Wellhead Protection-Tabled
- b. Maine Electronics Building-Tabled
- c. Dragon Property- Tabled
  - i. Mr. Adams stated that there will be a meeting with Mr. Grinnell at the Town Office on May 23<sup>rd</sup> at 3pm.
- d. Executive Session- Waiting on Mr. Levy with MRWA.

D. Other Old Business-None

**IV. NEW BUSINESS**

A. General Manager's Report

1. Class 1 Water Operator's Tests

- a. Mr. Gurney inquired about the test results for the Class 1 Operator's tests.
  - i. Mr. Adams stated that our newest employee did not pass either test that he took and that he will be retesting in June. The employee said he has confidence that he will pass them in June.
  - ii. Mr. Adams inquired about the six month evaluation and that the Commissioners had mentioned a raise at the six month mark.
    - a. Both Mr. Bauer and Mr. Doughty Jr. said that he would get a raise that the raise was not contingent upon passing the Class 1 tests.
  - iii. Mr. Gurney stated that an employee expressed his frustration of being on duty every other week and they had hoped that the new employee would be in the rotation by now. Mr. Gurney said that the supervisor stated that at the last meeting that the new employee was not ready to take solo rotation yet.

- a. Mr. Adams asked if the Commissioners will compensate the back-up person who will be on standby when the new employee is on duty or do they have another option.
- b. Mr. Bauer stated that he spoke with Mr. Houle last Monday evening and he was told that Mr. Houle is no longer employed with the Town; he will be working for Wal-Mart for four days a week. Mr. Bauer suggested we consider Mr. Houle for taking on weekend duty through the summer or until the new employee is ready at a rate of \$25/hr for 2 hours each weekend day. Mr. Gurney supported the idea.
- c. Mr. Adams stated that Mr. Houle is only a Class 1 operator and that if there were any issues he would have to call a more qualified operator, which would entail more compensation for the back-up person.
- d. The Commissioners asked Mr. Adams to talk to Mr. Houle about weekend duty.
- iv. Mr. Bauer made a motion to give Mr. Brunelle a \$.50/hr raise for his six month review, effectively immediately. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

2. Budget Review

- a. Mr. Adams presented copies of the current budget.
  - i. The reports show actual costs, projected amounts, and suggested % adjustments. A copy of the report will be included in the minutes.

3. New Computer for Operation's Office

- a. Mr. Adams stated that the computer in Operation's office is not working any longer.
- b. The Commissioners request that Mr. Adams get some quotes and bring to next meeting.

4. Wright-Pierce Expenses

- a. Mr. Adams relayed an e-mail that he received from Rob Williamson. Mr. Williamson stated "that all expenses with regard to time expended on the sludge issue and the Rockwell issue will be invoiced to the Treatment Plant Project. You haven't taken exception to this so I am assuming that this is OK." The Commissioners are not happy with this communication. They have not been notified of the charges and they feel that some of the expenses should be absorbed by Wright-Pierce as the issue of the sludge is a direct result of their design of the Treatment Plant. Mr. Adams will follow-up on this correspondence.

5. Keys to the New Treatment Plant

- a. Mr. Bauer requested that there be a spare key kept here at the office for access to the new facility.
- b. Mr. Adams stated that you would also need an access code and card to go with the key to be able to turn off the security alarms. He recommended contacting one of the staff when access was needed.

B. Other New Business

**V. NEXT MEETING DATES**

- A. Next Meeting date is for Monday, June 11, 2007 at 6:30pm.

**VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:05pm.