



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 October 24, 2006

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

Staff Present: Larry Plourde and Paul Adams

Audience Present: Dave Hale

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

I. AUDIENCE PARTICIPATION

1. Mr. Hale noted that he remembered that a couple of bonds would be paid off soon and to keep in mind for the available funds that the main on Upland Road should be replaced.
2. Mr. Hale stated that he spoke with Mr. Samson, the Town's code enforcement officer, and that he was told that there is a current wellhead protection ordinance.
 - a. Mr. Adams stated that that is just the opposite of what Mr. Samson told him. Mr. Samson had told Mr. Adams that the ordinance was not approved at the town meeting therefore it was invalid.
 - b. Mr. Bauer stated that there was an issue in the past with a hazardous situation concerning a garage and it had taken over a year to get the Town to take action to close the garage, as they did not understand the seriousness of protecting the Town's water supply.
 - c. The Commissioners request that Mr. Adams and Mr. Hale have a joint meeting with Mr. Samson to clarify the current ordinance.

II. OLD BUSINESS

- A. Reading and approval of minutes:
 1. Minutes from October 10th approved.
 - a. Mr. Gurney made a motion to accept the minutes and Mr. Bauer 2nd the motion with a 3/0 unanimous vote.
- B. Wellhead Protection
 1. Mr. Adams presented the wellhead protection proposal from Wright-Pierce.
 - a. Mr. Gurney asked Mr. Adams his opinion on the proposal and Mr. Adams stated that he thought it was ok but that he would like to see a more detailed itemized bill for each billing. He also stated that the agreement is an extension of the current Wright-Pierce contract not a new contract.
 - b. Mr. Doughty Jr. recommends organizing a meeting as soon as possible to include the Town Councilor's, planning board members, etc. to inform them of LWD's agenda with regards to Wellhead Protection.

- c. Mr. Bauer made a motion to send a copy of Wright-Pierce's wellhead protection proposal to the Town Manager to distribute to the Council Members. Mr. Gurney 2nd the motion with a 3/0 unanimous vote.
 - i. Mr. Bauer also requested a copy for himself to be picked up Thursday when he comes to sign the warrant.

C. Bauer Well Repair or Replacement

1. Mr. Adams presented a quote from Hegarty Plumbing & Heating, Inc.
 - a. To pull pump will be \$1,200-\$1,600 and to inspect will be an additional \$600-\$900.
 - b. They will lend LWD a submersible pump at no cost but to there would be a \$1,600 fee to install the pump.
2. Mr. Adams and Mr. Plourde both stated that Bauer was running again but they cannot let the pump shut off, as it will not restart itself automatically.
3. Mr. Plourde stated that a serviceman from Hegarty said it appears to be the same problem as they had seen in the past on another repair job done by Layne Christiansen in that the cup at the bottom of the shaft was not adequately greased.
 - a. Mr. Plourde's recommendation would be to have the pump pulled and grease the cup.
4. Mr. Bauer and Mr. Adams are both reluctant to spend \$1,600 to pull the pump and then have to spend another \$1,600 to pull pump a second time to replace it.
5. Mr. Adams expressed his concern about having the Bauer well inoperable. Recently, there had been issues with the VFD's on the new Moody well pumps. LWD had gone almost a whole day without water from Moody and the supply had gotten extremely low. Mr. Adams is not comfortable if the Bauer well was inoperable and the Moody pumps were to go down at the same time there would not be enough water supply.
 - a. Mr. Plourde explained to Mr. Adams and the Board that he had recently met with Matt, a representative of the manufacturer of the VFD's at Moody, and Matt checked the celeration. He said that the celeration was set too low at 5 seconds and adjusted it to 10 seconds. Mr. Plourde stated that there have been no problems since the adjustment.
6. Mr. Bauer made a motion to have Hegarty pull pump for \$1,600 and inspect it. No action was taken on the motion.
7. Commissioners agree to leave Bauer operable and Mr. Gurney made a motion to get quotes for a new submersible pump, installation costs, and a price for a new VFD for the new submersible. Mr. Bauer 2nd the motion with a 3/0 unanimous vote.

D. New Computer

1. Mr. Adams reported that the new computer was ordered through Dell and should be shipped on the October 20th.

E. Generator

1. Mr. Bauer spoke with electrical instructor at the school and he will come and check the set-up for the generator as he feels that a 2500-watt generator should be more than enough power. Mr. Plourde expressed that he had been told it is a frequency issue with the lights and not a power issue.

F. Tabled Items

1. Maine Electronics Blue Building-Tabled
2. Dragon Property-No further developments
3. Accounts Payable Program-Tabled
4. Compensation for Alarm call-outs
 - a. Waiting to see if this becomes a significant issue

5. Touch Read Equipment-Tabled
 - a. Waiting on E.J. Prescott
6. Executive Session Clarification-Tabled
7. Generator at the New Facility

G. Other Old Business-None

III. WARRANTS

- A. Nothing Mentioned

IV. NEW BUSINESS

- A. General Manager's Report

1. Full-time Water Operator Position.

- a. Mr. Adams reported that he and Mr. Plourde had spent the last two weeks interviewing the applicant's for the water operator's position and they both recommend Christopher Brunelle with a 6 month probation and starting pay of \$11/hr.
- b. Mr. Gurney inquired about the applicants that held licenses and Mr. Adams and Mr. Plourde stated that they wanted more money that LWD could pay and one operator lived beyond the 30-minute response radius.
- c. Mr. Plourde feels that Mr. Brunelle will be with LWD a long time as he stated that he would make this his career position.
- d. Mr. Gurney made a motion to accept the recommendation of Chris Brunelle for the full-time water operator's position and Mr. Bauer 2nd the motion.
 - i. Discussion: The Commissioner's agree that there will be a 6-month probation period and then implement a raise if applicable.
 - ii. The Commissioner's vote a 3/0 unanimous vote on the recommendation motion.

2. Permanent Part-Time Position

- a. Mr. Adams stated that with the events concerning Ms. Moran that he recommends Shellie Reynolds as the permanent full-time employee for the office and that he will post for the permanent part-time position as a matter of following the hiring process to make the position permanent. Ms. Milliken can apply for the position if she wishes.
- b. Mr. Gurney made a motion to make Shellie Reynolds the permanent full-time employee and to post for a permanent part-time person. Mr. Bauer 2nd the motion with a unanimous 3/0 vote.

3. Cemetery Charges

- a. Mr. Adams stated that the Board had a past discussion about cemetery water use and when LWD would implement charges. It was left that the issue would be revisited to begin turn-on charges in 2007 and perhaps water use charges in 2008. Mr. Adams requested direction on this issue.
- b. The Commissioners agree to install meters in 2007 and track usage.
 - i. Mr. Doughty Jr. stated that Topsham has a small plastic box that encases the meter to track usage and that they charge turn-on, turn-off and water usage charges.
 - a. Mr. Doughty Jr. suggests charging a Turn-on fee and cost of meter.
 - ii. Mr. Bauer suggests charging a flat rate of \$100 to include turn-on, turn-off and installation.
 - iii. Mr. Gurney suggests just charge for cost of meter only at this time.

- iv. The Commissioners agree to absorb the cost of the meter and installation but to charge a turn-on fee only. However, the caretaker's will be responsible to bring plumbing to code to accommodate the meter.
- c. The Commissioners agree to table the discussion until Mr. Adams can present a draft letter to churches and caretakers.

4. Charter Agreement

- a. Mr. Adams read a letter received from the Town Manager stating that LWD must submit annually a five year capital program explaining any items over \$10,000 to the Council and the Planning Board by the first week in January.
 - i. The Commissioners direct Mr. Adams to draft the 5-year program and tabled the discussion until the draft is complete.

5. Back Pay for Connie Moran

- a. Mr. Adams stated that in dealing with Maine Municipal concerning Ms. Moran's income protection benefit that Ms. Reynolds brought to his attention that in order for Ms. Moran to have received benefits she had to be considered an employee of the department but on medical leave. Ms. Reynolds is inquiring that if Ms. Moran is still an employee should she receive back pay for vacation time and insurance reimbursements.
- b. The LWD policy was reviewed and the Commissioners agreed that Ms. Moran's full time employment service of 6 weeks did not qualify her for the back pay for vacation. It was confirmed that Ms. Moran did not meet the Family Medical Leave Act requirements.
- c. The issue for the insurance reimbursement was tabled to review past discussion in the minutes.

B. Operation Supervisor's Report-None

C. Other New Business

1. Photos of the New Facility

- a. Mr. Bauer's son Eric came to the open house and took photos of the new facility.
 - i. Mr. Bauer has compiled a CD of the photos and requests reimbursement of \$50 for the services. No motion was made, as the Commissioners will view the slide show following the meeting.

2. Mr. Gurney requested an itemized list of the services provided by Horton, McFarland & Veysey, as the invoiced amount was considerably high.

V. SET NEXT MEETING

- A. Tuesday, November 14, 2006 at 7pm.

VI. EXECUTIVE SESSION

- A. None

VII. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer. 2nd the motion with a 3/0 unanimous vote. No time was mentioned.