



LISBON WATER DEPARTMENT

639 Lisbon Road

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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 3, 2006

Members Present: James Gurney, Stanley Doughty Jr., William Bauer, Paul Adams, and Larry Plourde.

Also Present: David Hale and Craig Douglas

Meeting called to order by Stanley Doughty Jr. at 7:02pm

I. OLD BUSINESS

- A. Reading and approval of minutes:
 1. Minutes from December 20th meeting approved with amendments to I, D, b, i and placing periods at end of sentences to signify end of topic.
 2. Motion to accept made by Mr. Bauer and 2nd by Mr. Doughty Jr. with a unanimous vote of 3/0.
- B. Moody Well Project
 1. See **AUDIENCE PARTICIPATION**
- C. Dragon Pit Issue
 1. Mr. Adams will be drafting a letter of intent for the Board of Selectmen.
 2. The special meeting with the Board of Selectmen tentative for January 10, 2006
 - a. Commissioners want to see an agenda prior to committing.
 - i. Mr. Adams will call commissioners to let them know about agenda items as soon as he receives it.
- D. Letter from Bureau of Labor Standards
 1. Mr. Adams states that LWD received the official letter stating that our safety penalties have been waived. A copy is included in the minutes.
- E. Meters
 1. Mr. Adams states that 100 meters were ordered at a \$.55 price increase per meter.
- F. Tabled Items
 1. Collecting charges for call-outs-still tabled.
 - a. Mr. Gurney and Mr. Bauer want to know what other water departments' use for standard procedure before they make a decision.
 2. Mr. Adams mileage expenses vs. Mr. Adams using a LWD truck-tabled.
- G. Mr. Lionel Tupper high usage bill
 1. Mr. Adams called Mr. Tupper and told him that the commissioners did not issue the break in water charges and Mr. Tupper said "OK, Thank you."
- H. Online Payments
 1. Mr. Bauer expresses that he would like to see this capability maybe within a year or two.

II. AUDIENCE PARTICIPATION

- A. Mr. Hale spoke with a spokesperson from DEP and he suggested that LWD test the Gray family yard that is down stream from Maine Electronics
 1. Mr. Hale feels that the DEP will support us and that they may pursue the testing as a measure to safeguard the drinking water. Mr. Hale states there is no urgency in this matter but that we should pursue the testing when warmer weather permits.
 2. Mr. Bauer inquires about the barge that is in the river and Mr. Plourde states that the barge is now out of the water and on a trailer in the yard at Maine Electronics.
- B. Wright-Pierce Report-Craig Douglas
 1. New filtration plant
 - a. Mr. Douglas expresses his concern about where the costs will be paid associated with the survey of the Dragon Property issue.
 - i. Mr. Bauer makes a motion to put survey cost designation in the letter of intent to the Board of Selectmen. Mr. Bauer retracts his motion based on the other commissioners belief that the issue was covered at the previous meeting in Dan Feeney's offer to pay for the survey.
 - b. CMP upgrade
 - i. Mr. Douglas is requesting that the LWD pay CMP directly as soon as possible so that CMP will start their contract. Mr. Douglas will request a refund from the Drinking Water Program for LWD to be reimbursed and the amount added to the construction loan cost.
 - ii. Mr. Bauer makes a motion to pay CMP on the current warrant for the \$14,000± upgrade and Mr. Gurney 2nd with a 3/0 unanimous vote.
 - c. SCADA
 - i. Mr. Douglas states that the remote sites should be started up in February. He had just received the shop drawings for review and they should be ready at the end of February or early March with the work to begin at the new site at the start up of the new facility in June.
 - d. Foundation and Masonry
 - i. These areas are still a little behind but the foundation should be complete by February 8th or 9th and the concrete block has been started. Mr. Douglas feels confident with the progress and the quality of the work.
 - e. Mr. Adams inquires about the fuel tank on the site and whether the builder received approval through Wright-Pierce. Mr. Douglas confirms that the builder did receive approval as they have a secondary containment tank for any spillage or leakage.
 2. Mr. Bauer inquires as to chemical concerns with the landscaping company Pine Knoll, LLC and possible contamination. Mr. Douglas confirms that there are issues.
 - a. Mr. Gurney inquires whether Mr. Douglas could give LWD a checklist identifying potential contaminants and Mr. Douglas has agreed to do this. This list would be utilized for all businesses with concerns.

III. WARRANTS

- A. Warrant 53(01) (January 4, 2006)- Approved
- B. Warrant 02 (January 11, 2006)- Approved

IV. NEW BUSINESS

A. General Manager's Report

- 1. Mr. Adams inquires at the request of Connie and Shellie if LWD would consider purchasing and using QuickBooks Pro for Accounts Payable.
 - a. Mr. Bauer suggests that we check with NDS to make sure QuickBooks will not interfere with NDS. Maybe logoff NDS when using QuickBooks.
 - b. Mr. Gurney makes a motion to purchase and utilize QuickBooks Pro with a limit of \$180 per license user and Mr. Bauer 2nd the motion with a 3/0 unanimous vote.
- 2. Mr. Adams states that there have been a lot of issues at the town office with the upgrade and here as well with Flat Rates and Fire Protection showing usage amounts.

B. Operations Supervisor's Report

- 1. Mr. Plourde reports that he has done the new price increases for the flat rate customer and the customers that are showing a significant increase are requesting a meter.
 - a. Mr. Plourde wants to know if LWD can sell them just the meter and the customer can have their own plumber install it.
 - i. The commissioners agree that this method can be utilized but that an inspection checklist should be devised and given to the customer prior to installation. They also agreed that the customer be made aware that, should they not keep constant care of the meter and it results in damage, the customer is solely responsible for the repair and/or replacement of the meter.
- 2. Mr. Plourde expresses his concerns about the size of the new Trailer and Trench box
 - a. The commissioners all agree that it will take some time to get used to the size of the trailer and trench box but for safety regulations the trench box must be used when appropriate sloping can not be attained.
 - b. The commissioners also state that because there is no recourse to monetary redemption LWD will have to keep the 16' trailer and perhaps in two years look at trading the trailer for something smaller. Mr. Doughty Jr. suggests getting a second truck set up to aid in moving or hauling the trailer when the dump truck needs to be used elsewhere.

C. Rockwell Building

- 1. Mr. Gurney requests we find out more info from DEP for requirements for filtration system and then Rockwell to utilize the building for storage.
 - a. The building is large enough to store the trailer and trench box.
- 2. It is understood that at this time the system is not large enough to handle the full capacity of water flow, however should an emergency arise it would provide some drinking water.
- 3. Mr. Bauer states that should an emergency arise LWD would have aid from Lewiston within 3 days.

V. SET NEXT MEETING

- A. Tuesday, January 17, 2006 at 7pm

VI. EXECUTIVE SESSION

A. None

VII. ADJOURNMENT

A. Mr. Bauer makes a motion to adjourn and Mr. Gurney 2nd with a unanimous 3/0 vote and the meeting is adjourned at 8:35pm.