



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 April 24, 2007

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

Staff Present: Paul Adams and Larry Plourde

Audience Late Arrival: Dave Hale

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

- I. AUDIENCE PARTICIPATION**
 - A. None
- II. WARRANTS**
 - A. Warrant 15 for April 11, 2007-Approved
 - B. Warrant 16 for April 18, 2007-Approved
- III. OLD BUSINESS**
 - A. Reading and approval of minutes:
 1. Minutes from April 11, 2007
 - a. Mr. Adams stated that on C, 1- Susan should be Suzanne and D, b- Better Business Schedule should be Best Management Practices.
 - b. Mr. Bauer made a motion to accept the minutes with noted changes and Mr. Gurney 2nd the motion with a positive 3/0 unanimous vote.
 - B. MSRS Cola Study Fee
 1. Mr. Adams presented the latest response from MSRS to answer questions asked by Mr. Gurney.
 2. Mr. Adams inquired if the Commissioners will approve the study fee and have the study done.
 - a. Mr. Bauer made a motion to discuss the approval of the Cola Study fee of \$750.
 - i. The study should show the cost as well as an idea what the benefit increase would be with the retroactive option for the members.
 - a. It was discussed that the retroactive option to COLA would primarily benefit Mr. Plourde, and some would be realized by Mr. Adams, Ms. Reynolds, Mr. Brunelle, and possibly former employees; Ms. Fournier, Mr. Frena, and Mr. Leet.
 - b. Mr. Gurney expressed some frustration in that he feels that primarily only one person would benefit from the retroactive option. He doesn't feel it is right to pass that cost onto the rate payer as the costs associated with this may exhaust the credit that the Water Dept. has with MSRS, which currently pays the Water Dept. share of the MSRS benefit expense. If the credit were

exhausted then the MSRS benefit expense would become a budgeted out-of-pocket expense for the rate payers.

- c. Mr. Doughty Jr. inquired as to how this issue was brought to light.
 1. Mr. Plourde stated that he discussed his benefits with Ms. Fecteau at a convention he attended. She told him that his MSRS benefit did not include the COLA provision and she explained what it was. Mr. Plourde then approached the Commissioners about adding the provision and utilizing the retroactive option. Mr. Plourde feels that he was excluded as the rest of the Town employees have the COLA option and he feels that he should have it as well as a Town Water Dept. employee.
 - a. Mr. Gurney stated that the COLA option was not a benefit at that time for the Water Dept. and that Mr. Plourde has utilized all the benefits that the Water Dept. offered.
 - d. Mr. Doughty Jr. and Mr. Bauer would like more information to make their decision.

- b. Mr. Bauer made a motion to approve proceeding with the MSRS Cola study for \$750 to be paid from IUUAL credit. Mr. Doughty Jr. 2nd the motion with a vote showing positive for Mr. Doughty Jr. and Mr. Bauer while Mr. Gurney abstained for a 2/0/1 vote.

3. Compensation Workshop

- a. Mr. Bauer made a motion to postpone the Compensation Workshop until the Cola Study results come back. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

C. Wellhead Protection

- a. Mr. Adams stated that he received the disc from Mr. Lea for the maps and that Mr. Lea said he would forward hard copies as well.
 - i. Mr. Bauer stated that Spiller's may be able to make those copies if needed, as the Water Dept. had used them in the past.

D. Summer Help

1. Mr. Adams presented the help wanted ad to be posted in the Sun Journal and the Times Record.
 - a. Mr. Bauer asked if Mr. Adams had information about the Town's schedule.
 - i. Mr. Adams stated that they have hired part-time help but he did not know if the Water Dept. would be able to utilize any of his time.
 - ii. Mr. Bauer asked Mr. Adams if he knew the Town's schedule for paving and or summer work; Mr. Adams stated that he did not.
 - b. Mr. Adams stated that he would like summer help to start the valve exercising program and other tasks that there has been no extra time to do.
 - c. Mr. Bauer made a motion to hire summer help at the rate of \$9/hr and Mr. Doughty Jr. 2nd the motion with a vote showing Mr. Doughty Jr. and Mr. Bauer affirmative and Mr. Gurney abstaining for a 2/0/1 vote.

E. Economic Director

1. Mr. Adams stated that he had met with the Town Manager about the hiring committee for the new Economic Director. Mr. Adams stated that he asked the Town Manager, requested by Mr. Bauer, if Mr. Bauer could be on the hiring committee for the new Economic Director. The Town Manager said that he does the hiring and that there will be no hiring committee, but that he would keep in mind the Water Department's request.

2. Mr. Gurney expressed his frustration with the lack of action on the part of the Town for the Maine Electronics Building and the Dragon Property. The Town has said many times that Mr. Feeney, the former Economic Director, would resolve the issue, but the issues are still pending.
 - a. He would like Mr. Adams to get information with the required agencies about where each issue stands and what LWD options are.
 - b. Mr. Bauer feels that these issues are more than Mr. Adams should handle and that the LWD should get counsel, either an attorney or Wright-Pierce, to act on our behalf.
 - c. Mr. Adams will research both the Maine Electronics Building and the Dragon Property as much as he can and then report back to the Commissioners with his results. The Commissioners will then decide if further aid is necessary to resolve the issues.
- F. LWD Clothing
1. Mr. Gurney read the minutes from the last meeting and he agrees with Mr. Bauer to purchase the clothing as it is needed.
 - a. The clothing discussion resulted in:
 - i. T-shirts for the field staff
 - a. 5 for each person plus 5 extra to have on hand for a total of 20 shirts.
 - ii. Ball-caps for everyone
 - a. 10 caps total
 - iii. Polo-shirts for Office staff
 - a. 2 for each of the ladies and 3 for Mr. Adams for a total of 7 shirts.
 2. Mr. Bauer made a motion to purchase 20 t-shirts, 10 ball-caps, and 7 polo-shirts for the LWD employees. Mr. Gurney 2nd the motion with a positive 3/0 unanimous vote.
- G. WPCF Arsenic Issue
1. Mr. Adams presented a letter from the DEP outlining the last meeting that they attended with the Town and the Water Dept concerning the arsenic level at the sewerage treatment plant.
 2. The next meeting for continuing discussion for the arsenic level will be May 1, 2007 at 10am.
 - a. They will evaluate the monthly tests, plans of action, and options for disposal if it is not able to be dumped in sewer.
 - i. Mr. Plourde stated that he has checked with R.L. Webber & Sons out of Cundy's Harbor, a transport to haul and dump the sludge. They said that they were looking at the treatment plant in Rockland to dump the waste and they quoted \$100/1000gal and \$100/1000gal transport costs as long as the level is 75ppb. We would need to ship about 8,000 gallons every quarter. Mr. Plourde told them that our level would probably be higher than 75ppb.
 - a. Mr. Plourde used a sludge judge to get a sample from the sludge at the bottom of the tank last week there was about 12" to 14" accumulated in since December but there has been nothing pumped into the sewer for about a month. He is concerned because the differential pressure used to be under 1 and now it is up to 1.75. He feels that now that we are not pumping the sludge out daily we are recycling iron and manganese back through the pump. He would like to talk to Wright-Pierce about this. He also feels that we need to have the tank pumped as soon as possible.

1. Mr. Adams stated that they will figure out more at the next meeting on May 1st.
- b. Mr. Bauer asked if it would be around \$1,600 per quarter and Mr. Plourde said it may be more than that as they may need to have confined space personnel present for the cleaning. Mr. Adams stated that there is no way to know the cost at this point until we find out exactly what needs to be removed and get quotes.
- c. Mr. Gurney asked if we would be able to dump a reduced amount into the sewer. Mr. Adams stated that that is what will be decided at the meeting on May 1st as the treatment plant needed to get their levels back to normal at 10ppm before we would know anything. Mr. Adams wants to discuss the different test methods with Wright-Pierce as the preliminary history tests were tested in solution form and the treatment facility is currently testing in solid form which is a more concentrated form.
 1. Mr. Gurney asked how the State requires the treatment plant to test the levels. Mr. Adams stated that the State requires the testing to be done for the treatment facility in the sludge form. Mr. Gurney stated that Wright-Pierce should have known this at the time they were testing for our research. He asked if Mr. Douglas will be at the next meeting and Mr. Adams stated that he would be at the May 1st meeting.

H. ETTI Meter Issue

1. Mr. Plourde stated that he spoke with Mr. Kelly and he said that if that is the way it is for the owner to purchase the meter then so be it, but he requested that he get the same meter back if he needs it again.

I. Tabled Items

1. Maine Electronics Building-Tabled
2. Dragon Property- Tabled
3. Executive Session- Waiting on Mr. Levy with MRWA.
4. Meter Installation Expense Issue-waiting on Suzanne from MRWA.

J. Other Old Business-None

IV. NEW BUSINESS

A. General Manager's Report

1. New Meters

- a. Mr. Adams stated that he forgot to address at the last meeting that our meter inventory had depleted to around 30 meters and that we needed to order more meters.
 - i. Mr. Bauer stated that he thought we had discussed it not long ago and voted to purchase 100 more meters. Mr. Adams stated that the last meters purchased had been used.
 - ii. Mr. Adams stated that he gave Mr. Plourde approval to order 100 meters last week and the Commissioners approved the order. They were told that the cost would still be at \$68.90 each.

B. Other New Business

1. Customer Complaint

- a. Mr. Bauer stated that Mrs. Lavallee called himself as well as the other two Commissioners and she was not happy. She said that she was not happy that her

envelope for a disconnect notice had been stamped with a red stamp that said "PAST DUE".

- b. Mr. Adams stated that LWD would not use the "PAST DUE" stamp any longer, but would use another stamp such as "URGENT".
- c. Mr. Gurney asked Mr. Adams to call Mrs. Lavallee tomorrow and tell her the decisions that the Board approved including the use of this new stamp.

2. Interest Charges and Late Fees

- a. Mr. Hale stated that he spoke with someone at the PUC about interest charges or implementing a "flat late payment fee" for past due balances. They said that the Rules do not address a flat rate charge specifically, but it doesn't say that you can't. Mr. Hale said that the gentleman he spoke to said that they would only need a letter stating our intentions.
- b. Mr. Adams expressed that he feels that if LWD were to pursue charges he feels that we should pursue interest charges as opposed to a flat fee. The flat rate fee would not increase as the balance ages so that there would be no incentive for the customer to pay once the flat fee is charged. He said that we would need to send the details for the interest rate to the PUC and send the rate payers notification.
- c. The Commissioners would like Mr. Adams to research it more and Mr. Adams said that he was waiting for things to settle out in the office procedures before we add another issue to track with billing.

3. Cemeteries

- a. Mr. Adams stated that Mr. Tardiff, the representative for Holy Trinity Cemeteries, came in on Wednesday last week and said that Holy Trinity decided that they will not be using water in the three cemeteries that they are responsible for. Father Chouinard said that they could not afford the expense so they will not have water.

4. Mr. Crafts' Property on Farnsworth Street

- a. Mr. Craft requested the cost to get water to his property at the end of Farnsworth Street.
 - i. Mr. Adams stated that Mr. Plourde submitted a job estimate to Mr. Crafts which involves replace the whole water line on the street.
 - a. Mr. Plourde stated that the current service is a 3/4" line from the street and both he and Mr. Adams do not believe this line is adequate to service additional water services.
 - b. Mr. Gurney asked whose responsibility it is to ensure that we can deliver water. Mr. Adams stated that there is a Rule that allows the Water Department to require the new owner to pay for the expense of providing new water main due to increase in service demand.
 - i. Mr. Gurney asked that Mr. Adams to research the Rule and bring back findings to the Board and then to pass on the information to Mr. Crafts.
 - ii. Mr. Plourde said that Mr. Crafts is also waiting for proof that he must assume all costs.
 - iii. Mr. Plourde said that he thinks that material expenses only are around \$2,000.

V. NEXT MEETING DATES

- A. Tuesday, May 8, 2007 at 6:30pm.

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:20pm.