



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

Minutes for Commissioners' Meeting on May 23, 2006

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

Staff Present: Larry Plourde and Paul Adams

Audience Present: David Hale and Wright-Pierce representatives Craig Douglas and his daughter Nora.

Meeting called to order by Stanley Doughty Jr. at 7:00pm

I. OLD BUSINESS

- A. Reading and approval of minutes:
 - 1. Minutes from May 2nd meeting approved
 - a. Motion to accept the minutes made by Mr. Gurney and 2nd by Mr. Bauer with a unanimous 3/0 vote.
 - b. Mr. Bauer requested that minutes for future meetings be e-mailed to the commissioners prior to the meeting to make the meetings more efficient. Mr. Adams confirmed that they would all receive a copy via e-mail prior to the next meeting and if possible by the end of the business day on the previous Friday along with copies of any literature that will be discussed at the meeting.
- B. Moody Well Project-See Audience Participation
- C. Tabled Items
 - 1. Dragon Property- no further developments
 - 2. Accounts Payable Program-no further developments
 - 3. Compensation for Alarm call-outs
 - a. Waiting to see if this becomes a significant issue
- D. Other Old Business
 - 1. Back-up Power –See Operations Supervisor's Report
 - 2. Backhoe services
 - a. Mr. Bauer spoke with Glen Dube and Mr. Dube said he had several pieces of equipment and that he would be willing to contract to LWD for services.
 - 3. Mr. Adams presented the letter Wright-Pierce sent to Apex as a warning that the delays in the schedule are not acceptable. A copy to be included in the minutes.
 - 4. FCC license is approved.
 - 5. Mr. Adams presents a comparison sheet for the tank-flushing bids.
 - a. Mr. Bauer made a motion to accept Liquid Engineering's proposal with a stipulation for Mr. Adams to negotiate to start with inspecting the Lisbon Falls

- a. Apex had sent out new bid requests but the cost looks to be more expensive than the number carried in the original construction bid.
 1. Mr. Douglas said they could try to submit a change order for approval of cost difference.
 - b. Mr. Bauer stated that he had spoken with a representative of M.W. Sewall to find out why their bid was so high and the representative stated that the quote included the purchase of the propane tank at \$2600. Apex construction had requested this in the specifications to the bid.
 1. Mr. Adams stated that it may be a good idea to own the tanks if LWD would be changing propane providers annually. This would save on the tank drop and pick-up fees.
 2. The commissioners agreed without a vote that they do not want to own the propane tanks due to maintenance and liability issues involved.
 3. Mr. Bauer also stated that he was told that if LWD rents the tank then the propane company would specify the protection barrier requirements surrounding the tank.
 4. Mr. Douglas stated that the common practice was renting the tanks.
 - e. Horseshoe Driveway
 - i. Mr. Douglas stated that there is a change in the process to return the driveway at the new plant to a horseshoe driveway instead of a straight off the road driveway. The horseshoe driveway is easier to enter and exit for large trucks. He also stated that this issue did not have to be decided today, as he would formally present the issue at a later meeting when specifications and costs are available.
 - f. SCADA
 - i. Mr. Gurney inquires about the SCADA.
 - a. Mr. Douglas stated that Rob with SCADA support will have the system set up on a temporary laptop and training is proposed for this Thursday. Mr. Douglas stated that he was not comfortable that the training was being done on a temporary computer and not on the permanent system but that is the best they could do for now.
 - b. Mr. Plourde stated that they had contacted him to set up training and they agreed to change the date to this Wednesday at 1pm.
 - g. The new tanks are being pressure tested.
 - h. Deadline date
 - i. Mr. Douglas stated that W/P would appeal to the state and show due diligence on the part of LWD and the contractor and then request the state to move the deadline ahead to a projected date.
 - i. Change Orders
 - i. Mr. Gurney inquired as to how many change orders there have been and Mr. Douglas stated that there have only been two outside of the propane and the horseshoe driveway.
 - a. Concrete pad for the generator
 - b. Turn around fee
2. Wellhead Protection Ordinance Proposal

- a. Mr. Douglas presented the updated proposal to Mr. Adams who will in turn submit it later in his General Manager's Report.

III. WARRANTS

- A. Warrant 21 (May 24, 2006)- Approved
- B. Warrant 22 (May 31, 2006)- Approved

IV. NEW BUSINESS

- A. Barker Brook Bridge Replacement
 1. Mr. Doughty Jr. inquired if LWD had water mains around this bridge.
 - a. Mr. Gurney stated that we have an 8" main.
 - b. Mr. Plourde stated that we have an 8" main inside a 24" casing and it runs under the stream and along the bridge.
- B. General Manager's Report
 1. CCR report is complete and a copy will be mailed out by July 1st to each customer as required.
 2. Large boulder at the new plant location
 - a. Mr. Adams inquired as to what the commissioners would like to have done with the rock, as it is too large to handle in the normal disposal of dirt.
 - i. The commissioners agreed to keep the rock on the property but to move it so that it is not in anyone's way.
 3. Town of Lisbon unpaid hydrant rental balance
 - a. Mr. Adams stated that due to the rate increase the Town did not have adequate funds designated to pay full invoice amount so the selectmen have chosen not to pay the invoice at this time and will try to pay after July 1st.
 - b. Mr. Bauer requested that Mr. Adams check with the PUC to find out if what LWD options are for lost interest and outstanding debt.
 - c. The commissioners agreed to wait until after July 1st, the new fiscal year for the town budget.
- C. Operations Supervisor's Report
 1. Mr. Plourde reported on:
 - a. Generator hook-up
 - i. Mr. Plourde spoke with Gordon Curtis and he said he was not sure the current generator would be adequate for the SCADA, boiler and lights. He did state that to test for the current generator he would need to install a transfer switch, a circuit box, and purchase about 50' of cord. He quoted a price of \$450 that would include labor and that all the supplies would be permanent unless he needed to provide a separate connector for a new generator.
 - a. Mr. Plourde will get the recommended power supply needed from Mr. Douglas with Wright-Pierce and then check with Mr. Curtis to find out if our current generator is adequate.
 - b. Mr. Gurney made a motion to accept Mr. Curtis' quote and approve the installation of generator hook-up with Mr. Bauer 2nd and a unanimous 3/0 vote.
 - b. Mr. Gurney made a motion to accept Mr. Curtis' quote and approve the installation of generator hook-up with Mr. Bauer 2nd and a unanimous 3/0 vote.
 2. Asbestos pipe disposal
 - a. Mr. Plourde contacted the DEP and a representative spoke with Mr. Plourde and stated that LWD needs to contact a licensed abatement company to come handle and dispose of pipe pieces.
 - b. Mr. Bauer recommended contacting Elwyn Hutchins, as asbestos abatement is one of his professions.

- c. Mr. Plourde presented three quotes from three local abatement companies referred to him by the DEP representative.
 - i. First one is for \$600
 - ii. Second one is for \$640
 - iii. Third one is for \$982
 - iv. Mr. Plourde will confer with Mr. Hutchins on his opinion.
 - d. Mr. Gurney inquired that if the abatement company does not comply with state law in disposing of pipe pieces is LWD still liable.
3. New garage
- a. Mr. Gurney inquired about past discussion on a new garage. He would rather have a new garage at a decent cost than to put LWD money into remodeling the corn shop to accommodate the needs. He would also prefer the storage facility be closer to the office building.
 - i. Mr. Hutchinson has a 24' x 24' garage plan that he had built and the cost was \$6,900.
 - ii. The commissioners agreed to table discussion until Mr. Hutchinson can be present at the meeting to answer questions.
4. LWD Water Use Declaration letter and form
- a. Mr. Bauer presented a copy of the LWD Water Use Declaration letter and form to the commissioners that he had received in the mail.
 - i. LWD mailed out a letter to some of Lisbon's customers with an in-home business. The letter requests that if the customer has a business in their home to declare the amount of water used for business. It also stated that the LWD auditor had made us aware that we should be charging and collecting and paying tax on the business portion of the water use.
 - b. Mr. Bauer expressed his extreme dislike at not having any prior knowledge that LWD was implementing this procedure and that he felt that for the amount of time and expense involved with this law it is not a law that LWD should take active part in as it does not generate any revenue for the water department. He also stated that many other water departments and districts do not follow this law for the same reason.
 - i. Mr. Adams stated that he made a managerial decision to pursue this.
 - a. Mr. Bauer stated that he wanted to be notified of all future procedural changes.
 - c. Mr. Bauer also expressed the issue of taxing some customers but not all customers with in-home businesses.
 - i. Mr. Adams stated that LWD servicemen made note of obvious businesses when they were doing meter readings in each zone.
 - a. Mr. Plourde stated that he had no knowledge of this being done.
 - ii. Mr. Bauer made mention of exempt businesses and Mr. Adams agreed that there are exemptions and that we are working closely with the State Revenue Dept. to ensure we are executing this law properly. Mr. Adams also made note that the form has an option for tax exemption and that the customer need only to circle this option, sign and return to us.
 - iii. Mr. Gurney inquired as to how we gained knowledge of this law.
 - a. Mr. Adams stated that he had inquired about small in-home business from the auditor and he advised Mr. Adams that we should be collecting and paying tax on their business water use.

- iv. Mr. Bauer stated that he done some research for how to calculate the business water use and the three options were:
 - a. Use half the bill usage
 - b. The business owner declares how much water use.
 - 1. This is the option LWD is utilizing.
 - c. New business customers compare the difference between old bill usage and the new bill usage.
- d. Mr. Bauer is waiting for more tax information on this from Elaine Davidson with the State Revenue Dept.
- e. Mr. Gurney stated that now that LWD has started the process with some businesses we must follow through.
- f. Mr. Bauer made a motion to not implement charging and collecting the tax from small in-home businesses until further information confirms that this is what the commissioners want to do. Mr. Doughty 2nd the motion with discussion following.
 - i. Mr. Bauer inquired if more letters were being mailed and Mr. Adams stated that as the information became available LWD would mail the letter and form.
 - ii. Mr. Bauer expressed that just because Malcolm stated we should do it that LWD has to do it; it should be relative to generating revenue not creating more expense. Mr. Adams stated that he felt he could not ignore this law after his inquiry to the auditor.
 - iii. Mr. Gurney recommends adding a line to new customer applications for them to declare an in-home business.
 - iv. Mr. Doughty Jr. asked for a vote on the motion and the commissioners agreed for Mr. Bauer to retract the motion until further information is gathered.
 - v. Mr. Adams stated that there is a Maine State Sales Tax Symposium on June 27th in Waterville. Mr. Adams stated that LWD has put on warrant for 2 persons to attend and that Mr. Bauer and Mrs. Reynolds will attend.
 - a. Mr. Gurney recommended that all three would attend and to change warrant to reflect.
 - vi. Mr. Gurney made a motion to mailing a sales tax letter to all LWD customers to declare a small business and the water use and to mail it out with the CCR report and Mr. Doughty Jr. 2nd the motion with no discussion for a 2 approve and Mr. Bauer abstained.

V. SET NEXT MEETING

- A. Tuesday, June 6, 2006 at 7pm. (666-ooohhhhh)

VI. EXECUTIVE SESSION

- A. Mr. Gurney made a motion to enter Executive Session to discuss payroll compensation and Mr. Bauer 2nd with a unanimous 3/0vote.
- B. Commissioners Conclude Executive Session
 - 1. Mr. Gurney made a motion to discuss payroll compensation in a workshop once research is complete with the decision to be made no later than July 1st. Mr. Bauer 2nd the motion with no discussion and a 3/0 unanimous vote.

VII. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd with a unanimous 3/0 vote with the meeting adjourned at 9:25pm.