



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 fax (207) 353-3004

Paul A. Adams, General Manager

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

### Commissioners' Meeting Minutes for February 27, 2007

Members Present: Stanley Doughty Jr. and William Bauer

Members Absent: James Gurney

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale

Audience Late Arrivals: Lea Ferg of AVCOG and Cheryl Haggerty from the Town Planning Board

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

#### **I. WARRANTS**

- A. Warrant 7 for February 14, 2007-Approved
- B. Warrant 8 for February 21, 2007-Approved

#### **II. OLD BUSINESS**

- A. Reading and approval of minutes:
  - 1. Minutes from February 13, 2007
    - a. Mr. Bauer made a motion to accept the minutes and Mr. Doughty Jr. 2<sup>nd</sup> the motion with a positive 2/0 unanimous vote.
- B. Town Gardens
  - 1. Mr. Adams stated that the Town Engineer has inquired about cost to add faucets at local gardens.
  - 2. Mr. Plourde listed prices that he had researched thus far:
    - a. Hydrant spigot is about \$150 each faucet.
    - b. Fittings estimate from EJP would be around \$300 in parts each faucet.
    - c. Tapping into the main which involves digging up the street, equipment costs, labor, and then repaving expenses.
      - i. The total for each location would be about \$2,000- \$3,000 which does not include meter expenses.
  - 3. Mr. Doughty Jr. stated that it may be more cost effective to invest in a water tank on a trailer to transport and then fill the tank from a Town metered silcock.
  - 4. Mr. Bauer made a motion for Mr. Adams to submit a detailed estimate of the cost for each faucet not to exceed \$2,500 and also to suggest to the Town Engineer the use of a portable water tank. Mr. Doughty Jr. 2<sup>nd</sup> the motion with a positive 2/0 unanimous vote.
  - 5. Mr. Doughty Jr. would like to look into doing another water loss survey so everything that can be metered should be metered which will enable LWD to account for as much water as possible.

- a. The Commissioners agree that Mr. Adams will send a letter to the Public Works dept. about tracking the water use in the street sweeper.
- C. Disconnect Notices
  1. Mr. Adams stated that the letter Mr. Bauer presented was the letter that LWD sends as a friendly note to the customer letting them know that they still have a balance on their account and that it could cause them to be sent to the disconnect list.
  2. Mr. Bauer informed Mr. Doughty Jr. of the outcome of the \$.025 disconnect issue presented to the Commissioners at the workshop with the Town Councilors, and that there had been another complaint about another disconnect notice for \$3.04.
    - a. Mr. Adams stated that there are no disconnect notices mailed for \$3.04 but that the customer had received a letter to let them know that if the remaining balance of \$3.04 wasn't paid with the next bill the account would go to disconnect. The disconnect notice amount would include the 30 day balance as well as the \$3.04 older balance.
    - b. Mr. Plourde stated that he thought there was a disconnect notice for \$.05 this last week and that instead of going to disconnect them he would pay the \$.05. Mr. Adams said that he did not think the notice was for a total of \$.05 but that he would check.
    - c. Mr. Adams stated that PUC Rules state that an account that has a past due balance less than \$50 it must be at least 90 days past due to issue a disconnect notice or if the balance is over \$50 it must be at least 30 days past due. Mr. Adams stated that we do not pursue the 30 day disconnect over \$50 at this time; our current practice is that all account balances that are more than 90 days past due will go to the disconnect procedures.
  3. Mr. Bauer requested that Mr. Adams put together the PUC Rules, some examples and explanations on how each example would be handled to present to the Town Council at their next meeting.
- D. Cemeteries
  1. Mr. Adams presented a draft letter to the Commissioners that would invite the Cemetery Committees to the next meeting to discuss the requirements for their water reconnection this spring.
    - a. The Commissioners agree that the letter is acceptable and should be mailed.
- E. LWD Clothing for the Staff
  1. Mr. Adams presented the clothing info from two different companies.
    - a. ProForma offered the best prices.
    - b. The logo would be Lisbon Water Dept.
    - c. The Commissioners would like to have some samples.
      - i. Mr. Plourde said he would like T-shirts, sweatshirts, and maybe a Carhartt jacket.
      - ii. The Commissioners agree with these items and request that Mr. Adams get samples.
        - a. Quantities would be about 5 t-shirts each, a couple sweatshirts, and a jacket each.
- F. Wellhead Protection
  - a. Mr. Ferg Lea of AVCOG inquired if Mr. Adams received his e-mail and Mr. Adams stated that he had. Mr. Adams stated that he would forward the info in the e-mail to the Town Comprehensive Plan Committee.
  - b. Mr. Adams inquired about his request for a hard copy of an overlay. Mr. Lea stated that he may have mistyped because what he needed was a hardcopy of the

current wellhead protection ordinance. Mr. Adams stated that he would get that to him.

- c. Mr. Lea presented overlay maps for 200 day travel time and the 2500 day travel time. The maps outline the property lines. Wright-Pierce has a newer version of the Moody site which Mr. Adams will try to get it forwarded to Mr. Lea.
- d. Mr. Adams stated that LWD has inventoried the properties whether there is a business or not and the type of business.
  - i. Mr. Lea suggests writing a program that is property owner cooperative so that if there is an incident of contamination that the property owner will not hesitate to notify the Water Department so that the mess can be cleaned quickly. He also stated that in most cases the DEP will aid in the clean-up and cost.
- e. Mr. Lea stated that his recommendation for the current ground water protection overlay zone for zone C would probably be ok at this point.
- f. Ms. Haggerty inquired if the new ordinance will impact the land use square footage allowance in the village area. Mr. Adams believes that this part of the ordinance may become less restrictive with regards to square footage if there is public water supply and public sewer as opposed to the restrictions governing properties with wells and private septic systems.
- g. Mr. Lea inquired about permitted uses for liquid fuels and how they are stored. He would not recommend allowing a distribution center of liquid fuels. Mr. Adams stated that the Town Code Enforcement Officer said that there is no limit at this time and it is LWD intention to have more control over this.
- h. Mr. Lea made other minor edits to grammar issues and made a few recommendations to the prohibition list, the square footage restrictions, and fuel storage allowances and protections which are regulated by the State and the authorities governing and or enforcing the ordinance.
- i. Mr. Lea stated that the 200 day recharge area is Zone A, the 2,500 day recharge area is Zone B, and Zone C is the rest of the Aquifer zone which needs to be determined. He stated that they will get GPS coordinates for the zones and the wells with the help of the Town Engineer's GPS unit or they will do it with their own.
- j. Mr. Lea would like a copy of the hydrology report and Mr. Adams stated that he will get that to him.
- k. For the 2,500 day zone, the issue if a property line falls within or touches more than one zone whether the entire property is restricted to the most restrictive zone, or if it will fall under the less restrictive zone, or apply the appropriate restrictions to each side of the zone line as it falls on the property.
- l. Mr. Lea requested that the Commissioners review the list of practices for management of existing threats.
- m. Mr. Lea agreed to the next meeting on March 27, 2007.

G. Mr. Bauer left at 9pm which concluded the official Commissioners' Meeting but discussions continued with Mr. Lea, Ms. Haggerty, Mr. Adams, and Mr. Doughty Jr.

### **III. SET NEXT MEETING**

A. Tuesday, March 13, 2007 at 6:30pm.

### **IV. ADJOURNMENT**

A. Mr. Doughty Jr. adjourned the meeting at 9:20pm.