



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

Commissioners' Meeting Minutes for March 13, 2007

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

Staff Present: Paul Adams and Larry Plourde

Audience Present: Dave Hale; Terry Tardiff, a Representative from Holy Trinity Church

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

I. AUDIENCE PARTICIPATION

A. Cemetery Connections

1. Mr. Plourde presented an estimate with a design for recommended plumbing for the cemetery connections from the water tap at the street to the meter.
2. Mr. Plourde learned at a training class that the vacuum protectors that LWD had installed last season are not legal backflow preventers so something different must be done.
3. Mr. Tardiff stated that their faucets have the vacuum protectors and he inquired as to what LWD would like to have installed.
 - a. Mr. Adams stated that the Board has decided that all cemeteries will need to have a meter installed to monitor all water use to track usage and check for leaks.
 - b. Mr. Adams stated LWD would absorb the meter costs, excavation and all labor expenses but the cemeteries will each have to purchase the materials to have their side of the water connection meet requirements for the meter and backflow prevention.

- i. Mr. Plourde demonstrated the meter box requirements of 18"X18", the box has no bottom, an attached cover with lock, and it should be installed level with the ground. He said that they could easily construct one of concrete or pressure treated wood themselves at a much lesser cost than purchasing a pre-made meter box. Mr. Bauer stated that it should have a lock to prevent vandalism. The pipe should be Type K soft copper pipe, but Mr. Bauer and Mr. Doughty Jr. said that they could also use plastic CTS pipe. The cemeteries must purchase or provide the meter box, backflow preventor, pipe, and connectors for the meter (#'s 1,2,3,4 and 5 on the estimate).
 - ii. Future water use charges are tabled at this time.
 - c. Mr. Bauer made a motion for the cemeteries responsible for couplings, 3/4 pipe, 5/8 backflow, 5/8 check valve, and the meter box. Mr. Gurney 2nd the motion with a positive unanimous vote of 3/0.

- d. Mr. Doughty Jr. inquired about the cemetery committees that were not represented. Mr. Bauer stated that LWD will send a letter stating the requirements and that if there are issues that they must come to a Commissioners' Meeting to discuss it with the Commissioners.
- B. The Town Garden Faucets
 - 1. Mr. Gurney stated that all new services will have to pay for the materials involved with meeting inspection requirements including meters and backflow preventers.
 - 2. Mr. Gurney stated that the Town has water tank trucks which may be more cost effective as opposed to putting in new faucets.
 - 3. Mr. Doughty Jr. asked if there were a faucet here at the office that the Town could utilize and Mr. Plourde stated that there was not.
 - 4. Mr. Adams mailed the Town an estimate to install the faucets but he has not heard anything further.
 - 5. The issue is tabled until LWD has a response from the Town.

II. WARRANTS

- A. Warrant 9 for February 28, 2007-Approved
- B. Warrant 10 for March 7, 2007-Approved

III. OLD BUSINESS

- A. Mr. Bauer apologized for leaving the last Commissioners' Meeting early.
- B. Mr. Adams recommended that he will meet with Mr. Lea for future meetings and when they are further along or have issues for the Commissioners' he will schedule a workshop.
 - 1. The Commissioners' agree with this plan.
- C. Reading and approval of minutes:
 - 1. Minutes from February 27, 2007
 - a. Mr. Gurney made a motion to accept the minutes and Mr. Bauer 2nd the motion with a positive 3/0 unanimous vote.
- D. Disconnect Notices
 - 1. Mr. Adams stated that he researched the \$.05 disconnect issue from the last meeting and he found that the notice went out on 02/08/2007 for \$34.23. He presented the history for the account which showed the \$.05 has been owed for several billing cycles. The customer was only paying the current charges as opposed to total owed even on the disconnect notice.
 - a. Mr. Plourde paid the \$.05 to bring the account current. He stated that he did not understand why we would collect on a balance that is less than the cost of a \$.39 stamp.
 - b. Mr. Adams stated that if Mr. Plourde did not pay the \$.05 LWD would have mailed a partial payment letter which states the consequences of partial payments.
 - c. Mr. Adams stated that the PUC Rules state that any amount past due is eligible for disconnect.
 - 2. Mr. Gurney inquired as to how the Town handles overdue amounts. Mr. Adams stated that they charge interest on any amount that is 30 days past due. Then after a period of time they can pursue the lien process.
 - 3. Mr. Adams stated that he has spoken with some water districts that do utilize the lien process and there are some that have foreclosed on a property for water charges outstanding.
- E. WPCF Arsenic Letter
 - 1. Mr. Adams stated that he met with the sewer dept. about who was contributing to the elevated arsenic level.

- a. Mr. Adams stated that the Waste Treatment Facility only had one high reading and that the elevated test was around the same time that LWD cleaned the tanks at the filtration plant. Mr. Adams said the Town Engineer thought that that may be the cause. The Waste Treatment Facility e-mailed Mr. Adams and said that they had another high reading.
 - i. Mr. Gurney asked if we had cleaned the tanks and Mr. Adams stated that we had not.
 - ii. Mr. Adams mentioned that we have increased the pumping of the sludge from 3 minutes to 6 minutes but that the volume is still less than 300 gallons a day, which should not be elevating the WPCF levels to the point that they are testing at.
- b. Mr. Gurney asked if the WPCF has checked to see if the arsenic is man-made or natural.
 - i. Mr. Hale stated that he was not able to get to the meeting to present the information, but he did leave the information for Gerri Kamke. He said that he left a message for Mr. Kamke to contact him to find out if he was able to research it, but he has not heard anything.
- c. Mr. Adams stated that the Town Engineer is looking into hiring a consultant to research the issue. Mr. Adams said that the e-mail insinuated that it looked like LWD is most likely the source.
- d. Mr. Bauer asked Mr. Adams to call Wright-Pierce to come as a consultant as they handled the base line testing for Arsenic during the construction of the filtration plant and it was determined that the sludge would not be an issue for the WPCF to handle.

F. Ann Street Well Pump

- 1. Mr. Adams stated that the new pump went in today and that they are disinfecting the well overnight. Mr. Plourde said they will flush the well in the morning, take a sample and take it to be tested; if the test comes back ok then the well will be back online.

G. Generator Hook-up Alarm

- 1. Mr. Adams stated that this week they did a test to see if an alarm would go off if the power was disconnected at the Ann Street office and the alarm was successful. The SCADA tripped the alarm for Seacoast Security. This test also showed us that everything, such as the Ross Valve, continues to function; only the SCADA system is disabled. Mr. Plourde said that it was very good to know that the Ross Valve stays where it was last set and that it can be operated manually if necessary.
- 2. Mr. Gurney asked if there was still a need for a generator and Mr. Adams said that it was up to the Commissioners; that if the power was out too long that we would probably want a generator.
 - a. Mr. Bauer stated that he did not think that it is necessary to purchase a generator when the power doesn't go off that often. He said that with a power outage the Ross Valve will work, but you would not be able to monitor it with the SCADA system. He said that the only issue may be that the standpipes may overflow. Mr. Plourde said that it should not overflow as the Ross Valve will control the flow to the standpipe. Mr. Adams and Mr. Plourde stated that both Moody and Bauer wells will function with their own generator back-ups.
 - b. The Commissioners decided that they will put the money to another use as this does not appear to be necessary at this time.

H. Tabled Items

- 1. LWD Clothing for the Staff- Staff needs to choose items.

2. Maine Electronics Building-
 - a. Mr. Adams stated that there was talk at the Town Dept. Head meeting about storage options. He mentioned to the group that LWD may have some space available at the Maine Electronics Building near the Moody Plant and Mr. Feeney said he would look into it.
 3. Dragon Property-
 - a. Mr. Adams stated that Mr. Feeney had a message from Dave Grinnell who said that the survey is almost done.
 4. Executive Session- Waiting to hear from Mr. Levy.
 5. Wellhead Protection –Waiting to hear from Wright-Pierce for file of overlay.
- I. Other Old Business- None

IV. **NEW BUSINESS**

- A. Maine State Retirement
 1. Mr. Adams presented an e-mail from Maine State Retirement about the COLA provision. He said that Mr. Plourde had spoken to someone at a tradeshow and they discussed the Cost of Living Adjustment provision.
 2. The Maine State Retirement Rep sent an e-mail response and said that we are not currently enrolled in the COLA option and she outlined the options available to the Water Dept.
 3. Mr. Hale asked what the Town was doing. Mr. Plourde said that this was one of the reasons he was bringing this to the Board is that all the other departments for the Town are enrolled with the COLA provision.
 4. Mr. Gurney asked what the costs associated with this are and Mr. Adams stated that just to do the investigation it would cost \$750 and this will tell us who it affects and what the costs will be for the different options available.
 - a. Mr. Adams said the two options are to pick a start date and go forward with paying the 2.8% or the retroactive plan to reimburse MSR to all employees back to their inception dates including retirees.
 5. The issue is tabled until the next meeting so that the Commissioners can review the material.
- B. Backflow Tester Certification
 1. Mr. Adams stated that Mr. Plourde had gone to some training for backflow inspector and he found out that he was no longer certified as the certification requires continuing education hours to maintain the certification.
 - a. The certification course is \$630.
 - b. Mr. Adams asked where Mr. Plourde is close to retiring should we send Mr. Plourde or should we send another associate who will be here longer. Mr. Plourde assured the Board that he will not retire for quite a long time.
 - c. Mr. Bauer made a motion to send Mr. Plourde to Backflow Certification course at the cost of \$630. Mr. Doughty Jr. 2nd the motion with a positive 3/0 unanimous vote.
 - i. Mr. Gurney asked if Mr. Brunelle could attend the class as well and Mr. Adams said he could as you do not have to have a water operator's license to test backflows.
- C. Utility Truck
 1. Mr. Bauer said that he had seen a LWD truck at Public Works and wanted to know if there was an issue.
 - a. Mr. Adams said they were getting a truck inspected and that Mr. Plourde had an issue with his truck. Mr. Plourde stated that they had an issue with the fuel pump.

The maintenance person thought that the fuel pump went bad because the anti-smog filter needed to be replaced so they had that replaced.

- D. Mr. Hale being able to ride in a LWD truck
 - 1. Mr. Doughty Jr. stated that he feels that since Mr. Hale is a member of the Lisbon Fire Dept. and that he does so much work for LWD that he has permission to be able to ride in a LWD truck to attend meetings, conferences, and other water dept. business.

V. SET NEXT MEETING

- A. Tuesday, March 27, 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 8:25pm.