



LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

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

Minutes for Commissioners' Meeting on August 1, 2006

Members Present: Stanley Doughty Jr. and James Gurney

Members Late Arrival: William Bauer

Staff Present: Paul Adams and Larry Plourde

Audience Present: Craig and Nora Douglas of Wright-Pierce, Steve Levy of Maine Rural Water Association, and Dave Hale

Meeting called to order by the chairman, at 7:00pm.

I. OLD BUSINESS

- A. Reading and approval of minutes:
 1. Minutes from July 18th approved.
 - a. Mr. Gurney made a motion to accept the minutes and Mr. Bauer. 2nd the motion with a 3/0 unanimous vote.
- B. Moody Well Project-See Audience Participation
- C. Tabled Items
 1. Dragon Property-No further developments
 - a. Mr. Gurney asked Mr. Adams if he could contact Dragon directly, or would he feel like he is encroaching on the town. Mr. Adams stated that if he did try to contact Dragon he would do it in a conference call with Dragon, himself and Mr. Feeney.
 2. Accounts Payable Program-No further developments
 3. Compensation for Alarm call-outs
 - a. Waiting to see if this becomes a significant issue
 4. Wright-Pierce's Wellhead Protection Proposal-Tabled until Rob Williamson with Wright-Pierce can be present.
 5. Maine Electronics Blue Building-Tabled until Maine Electronics finalizes their remediation this fall.
 6. New Garage Quotes
 - a. LWD cannot afford the new garage at this time so it will be removed from the agenda.
 7. Executive Session Requirements-Tabled until Mr. Levy has more information from Maine State Reviser's Board.

8. Computer for Touch-Read System- Tabled until Wright-Pierce provides more information on the SCADA computer.
- D. Other Old Business-None
1. Sales Tax for in-home businesses
 - a. Mr. Adams reported that the letter was mailed out with the Consumer Confidence Report requesting anyone with a business in their home to contact the Water Department regarding sales tax. He also presented the folder of replies to date.
 - b. Mr. Adams also stated that at the Maine State Sales Tax Symposium the director of Maine Revenue and Sales Tax told them that all persons that are exempt must have a Maine State Sales Tax Exempt Certificate.
 - i. Mr. Adams will mail a follow up letter to all businesses that responded as tax-exempt, stating that they will need to provide a copy of their tax-exempt certificate to remain tax-exempt.
 - c. Mr. Bauer stated that LWD would need to figure out how to calculate the amount of water is used in business and then calculate the tax. Mr. Adams stated that Water Declaration letter that LWD mailed out has the percentage filled in by the customer when it is returned and that LWD will use that percentage to calculate the tax.

II. AUDIENCE PARTICIPATION

- A. Executive Session
1. Mr. Steve Levy with Maine Rural Water Association presented and read the current statute governing the requirements to go into an Executive Session.
 - a. Mr. Levy stated that he was not an attorney nor is he an expert but that he can read well.
 - b. He stated that it is necessary to quote the statute and the specific reason for entering Executive Session, and the reason must meet the statute requirements referenced and in the minutes.
 - c. Mr. Gurney stated that the issue the LWD Commissioners are in disagreement over would be the intention of the colon at the end of 1 M.R.S.A., ch.13, §405,(6)(A).
 - i. Mr. Levy will contact the Maine Reviser's Office at The Maine State Legislative office and request their opinion on the intent of the colon.
- B. Moody Project Update
1. Mr. Douglas reported:
 - a. Mr. Douglas will meet with Mr. Adams and Mr. Plourde to go through punchlist items tomorrow.
 - b. Mr. Douglas stated that Mr. Adams had made him aware of the letter from the State that said LWD is out of compliance and that LWD must mail out notices to all ratepayers. He said that Mr. Williamson was contacting the State as Wright-Pierce had been given the impression that if the plant were brought on line prior to June 30th then LWD would be in compliance.
 - i. Mr. Adams stated that Mr. Williamson had heard from the State and that they are adamant about sending the notice, as our "Annual Running Average" did not meet the State requirement of less than 10ppb for arsenic.
 - ii. Mr. Douglas stated that they did not know that they were going to use the "Annual Running Average". The sample from the new facility would have to be at or near 0 to have met the State standard.

- iii. Mr. Adams presented a sample letter from the State with a draft letter from LWD to ratepayers, which will be included in the minutes. The letter addresses the non-compliance issue, how we have resolved it, and an invitation to the ratepayer to attend an open house to tour the new facility on September 23, 2006 from 8am to 12pm.
- c. Contingency Items
 - i. Loading dock- tabled until the next shipment of chemicals from Monson Co.
 - a. Mr. Adams stated that LWD contacted Monson to get specific measurements for the height of the trailers (48”) used in delivery and the measurement only differs the height of the loading dock (49”) by 1”. There is some question as to the difference in the trucks when making a delivery, as the last delivery truck was short 13”.
 - ii. Fence around the wells
 - a. Original price quote from Wright-Pierce that was approved by the Commissioners was \$2500 and the “actual cost” quote came to \$9,137.
 - 1. Mr. Douglas stated that the first quote was “per well” and only a guestimate by Wright-Pierce. The new quote includes adding a second gate to each 12’ x 12’ enclosure for easier access for repairs or maintenance, crushed stone around the wells, and weed barrier underneath crushed stone.
 - 2. The commissioners feel the price is high and would rather pursue the fence with an outside source unless there are penalties or fees involved with returning the materials if ordered.
 - b. Mr. Gurney made a motion try to stop the Moody well fencing unless there is an incurred cost; if there is an incurred cost then proceed with fencing in the wells. Mr. Bauer 2nd the motion with a 3/0 unanimous vote.
 - iii. Computer for Touch Read system and reports from the SCADA.
 - a. Mr. Douglas stated that by purchasing just the Dell computer you do not get the programmer services or the software. Mr. Adams stated that they were considering purchasing the software, but he wanted a referral of a company that is already utilizing software. Mr. Douglas stated that Mr. Williamson had given Mr. Adams samples of the software. Mr. Adams said that the samples were generic samples and that he had asked Mr. Douglas for a referral to see the product in use.
 - b. Mr. Bauer inquired about program cost. Mr. Adams stated that it was one of \$20,000 contingency items.
 - 1. Mr. Douglas stated that the \$20,000 was just a Wright-Pierce guestimate, but that it included the computer, software, a programmer to customize the reports.
 - 2. Mr. Bauer would like a more accurate cost quote.

3. Mr. Adams stated that regardless of the SCADA LWD needs a new computer to handle the Touch Read software.
 4. Mr. Gurney asked how long the contingency money is available and Mr. Douglas stated that Mr. Adams had spoken with Denise with the Maine Drinking Water Program. Mr. Adams stated that she said as long as we have valid outstanding items the money is available for up to one year.
 5. Mr. Bauer wants to table the issue until W/P has more information on cost. Mr. Bauer asked Mr. Douglas if there were more reports, due to the new facility, that LWD would need to provide to the Maine Drinking Water Program and Mr. Douglas stated “not to my knowledge.”
- c. Mr. Adams stated that the old SCADA system would provide a spreadsheet every 10 minutes of all the data points and that the current system does not provide spreadsheets on all data points, but that it does provide spreadsheet on alarms. Mr. Adams had requested from Ellis Engineering that LWD be able to at least get the same spreadsheet that we had with the old SCADA system, but has not had any response to solve the issue. Mr. Douglas asked Mr. Adams for a specific list of what he would like the spreadsheet to show and Mr. Adams stated that he wanted it to show all the data points at a certain interval so that they can continue to do reports and see trending.
 - d. Mr. Gurney asked Mr. Douglas why the request has not been fulfilled. Mr. Douglas replied that typical SCADA systems just store data and that another data acquisition system sorts and prints the data.
 - e. Mr. Douglas asked Mr. Adams what Ellis Engineering had to say about the request and Mr. Adams stated that they said they didn’t know and that he has not heard from them since. Mr. Plourde stated that they were on site while Mr. Adams was on vacation, but he did not know what they were doing.
 - f. Mr. Gurney asked if the issue is going to be resolved and Mr. Douglas reiterated that he wanted a specific list. Mr. Adams told Mr. Douglas that he wants to see all the data points on the spreadsheet and Mr. Bauer would like to see a specific time interval like every hour.
 - g. Mr. Bauer and Mr. Gurney feel that the \$20,000 computer contingency item is not needed, but they will table until they get more cost information from Wright-Pierce.

C. David Hale reported:

1. Mr. Hale reported that he had seen a copy of the Water Department’s section of the Town’s comprehensive plan and that it is not accurate in several areas.
 - a. Mr. Adams stated that he had given Dan Feeney a written input for the Water Department, but someone must have edited the input into the Town’s Plan.
 - b. Mr. Gurney wants to resubmit a copy of the information that Mr. Adams had given to Mr. Feeney to Mr. Malone, the gentleman preparing the plan, unless this

will not be the proper protocol. Mr. Adams stated that he would have a conference call including Mr. Feeney, Mr. Malone, and himself.

- c. Mr. Doughty Jr. suggested that they give the information to Mr. Hale and have him follow up with Mr. Malone or whoever is in charge on the Comprehensive Planning Board.

III. WARRANTS

- A. Warrant 31 (August 2, 2006)- Approved
- B. Warrant 32 (August 9, 2006)- Approved
- C. Mr. Adams will prepare Warrant #33 for the commissioners to sign on August 14, 2006 as the Commissioners do not formally meet again for three weeks.

IV. NEW BUSINESS

- A. General Manager's Report
 1. Mr. Adams reported that Maine Municipal Health was here today to do an inspection for insurance purposes on the new facility and the new office building. He stated that the inspection went well; there were a few minor issues such as our training programs not having enough detail in the instructions. They will mail us a report and suggestions.
- B. Operation Supervisor's Report
 1. Mr. Plourde Reported:
 - a. Generator hook-up
 - i. Mr. Plourde stated that the hookup is complete but the system has not been tested yet.
- C. Other New Business
 1. Mr. Gurney reported that the Town Council would hold their meetings on the 1st and 3rd Tuesdays of every month, which will conflict with the current LWD Commissioners' meeting schedule.
 - a. Mr. Gurney made a motion to move the LWD Commissioners' meetings to the 2nd and 4th Tuesdays of the month and Mr. Bauer 2nd the motion with a unanimous 3/0 vote.
 2. Use of Water Department Equipment for Personal Gain
 - a. Mr. Gurney made a motion for Mr. Adams to generate an invoice for fuel costs associated with the use of the equipment and then submit it to the Commissioners for approval and Mr. Doughty Jr. 2nd the motion with a 3/0 unanimous vote.
 - i. Mr. Bauer stated that he would like to see total fuel cost and then the commissioners would decide how much the employee would be responsible for.
 - b. Mr. Bauer also inquired why Public Works was taking dirt to people's houses and Mr. Adams stated that the town has a list that people can request to put their name on for free fill.

V. SET NEXT MEETING

- A. Tuesday, August 22, 2006 at 7pm.

VI. EXECUTIVE SESSION

- A. Mr. Gurney made a motion to enter Executive Session citing MRSA, Title 1, Chap. 13, § 405 for discussion of use of department equipment for personal gain and Mr. Bauer 2nd with a 3/0 unanimous vote.

VII. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd with a unanimous 3/0 vote with the meeting adjourned at 9:10pm.