



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 July 22, 2008

Members Present: Stanley Doughty Jr. and James Gurney

Members Late Arrival: Bill Bauer

Staff Present: Paul Adams

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 28 for July 9, 2008-Approved

B. Warrant 29 for July 16, 2008-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from July 7, 2008

a. Mr. Gurney made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.

B. Rate Case

1. Mr. Doughty Jr. stated that he would like to do a small increase as opposed to waiting and implementing a large increase. He stated that Mr. Bauer does not want to do a rate increase at this time. Mr. Gurney stated that he would like to do a small increase as well. There are parts of the system that are in need of replacement and the funds are not available without an increase. The Commissioners discussed the issue.

2. The Commissioners decide to forward the financial information to MRWA to get an idea of what the rate increase would be.

C. Work Schedule

1. Mr. Adams inquired about the holiday hours for the 4 day work week. He said that there was some discussion at the last meeting and he would like to resolve the issue.

2. Mr. Doughty Jr. reiterated that at the last meeting they decided that the July 4th weekend was done and that it was water under the bridge. They had expressed some concern that not all parties understood that the holiday hours would be according to their work schedule so they decided to end the 4-day work week prior to the next holiday.

3. The Commissioners did not take any further action as they will stand by their previous decision to stop the 4-day work week prior to the Labor Day weekend. They will revisit the issue next spring for the following summer work schedule.

D. Tabled Items

1. Wellhead Protection-Tabled
 - a. The issue is tabled until further notice from the Town.
2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from Councilor Norma Wells on the Town's decision.
3. On Call Duty-Tabled
4. SOP Manuals- Tabled
5. Rate Increase-Tabled
6. New LWD Garage-Tabled until the next meeting to meet with the contractor
 - a. Mr. Gurney asked that Mr. Adams inquire about the other quotes and how long they are valid.

E. Other Old Business

1. E-Mail from the Economic Development Director for the Town.
 - a. Mr. Adams presented a copy of the e-mail that he received from the Economic Development Director in regards to LWD Wellhead Protection Ordinance. He also handed out the e-mail from Ferg Lea in response to the Economic Development Director's e-mail. The Commissioners reviewed and discussed the information.
 - b. Mr. Adams presented another request from the Economic Development Director who seems to be acting on behalf of a customer. She requested that Mr. Adams copy a letter written by her to Lisbon Water Dept. letterhead and then for Mr. Adams to sign it. The Commissioners will consider the request if the customer contacts the Water Department personally as they are not comfortable fulfilling the request otherwise.
 - c. The e-mails included in the minutes as attachments.
2. Mileage Issue
 - a. Mr. Adams wanted to discuss the issue of LWD paying mileage expenses. Mr. Gurney reiterated that all Water Dept business will be conducted with a Water Dept. vehicle unless one is not available.
 - i. Mr. Adams would like them to be more specific about what vehicles he should use. He presented a chart that showed a comparison of last years mileage expenses and what has been spent so far in 2008. The comparison showed that 2008 is 58% less than last year at this point. He also felt that there would not be significant savings using LWD vehicles.
 - ii. Mr. Gurney stated that he feels that there would be savings as LWD gets a reduced gas rate and Public Works services the vehicles for general maintenance at a reduced cost.
 - iii. Mr. Adams stated that the property is not secure as just recently the scrap metal was stolen from behind the Ann Street garage. Mr. Gurney agreed that there was risk involved, but everyone in Town has the same risk and he wants to significantly reduce the mileage expenses. They discussed the issue further and decided that they want the LWD vehicles utilized for Water Dept. business to reduce expenses.

IV. NEW BUSINESS

A. General Manager's Report

1. Budget Review

- a. Mr. Adams presented copies of the updated budget. The Commissioners discussed the budget.
 - 2. Commissioners' Request for LWD Assistance
 - a. Mr. Adams addressed the Board about a request from Mr. Gurney to have LWD look into a private hydrant issue. Mr. Adams stated that if anyone else had made the request they would have been charged for the staff time. The Commissioners discussed the issue and dismissed this issue as a courtesy gesture to the school but future requests will be charged.
 - 3. Change Pay Increases and Insurance Increases to Calendar Year
 - a. Mr. Adams stated that Mrs. Reynolds asked him to ask the Commissioners to consider changing pay increases and Insurance premium adjustments from a Fiscal year to a Calendar year, as all other financials for the Water Department are based on a Calendar year as regulated by the Public Utilities Commission.
 - b. The Commissioners discussed the issue and asked that Mrs. Reynolds do the financial impact for issuing raises in January 2009 and Mr. Adams to present it at the next meeting.
- B. Other New Business
 - 1. Class I Licenses
 - a. Mr. Bauer had spoken with the Auburn Water District and found that all employees of the Water District must have and maintain a Class I license including the office staff.
 - 2. Maine Electronics Trial Barrier
 - a. Mr. Adams stated that Maine Electronics has submitted plans for approval to the Town Planning Board. There is a Planning Board meeting 07/24/08 for acceptance of the trial barrier. Richard Fortin, an engineer working on behalf of Maine Electronics left the information for Mr. Adams to review. Mr. Adams asked the Commissioners if they would like to review it and get back to him if there are any issues. He stated that he was not planning on attending the Planning Board meeting. Mr. Bauer asked Mr. Hale if he would attend the meeting and get back to the Commissioners if there are any issues.
 - 3. Thomas Point Beach Picnic
 - a. Mr. Doughty Jr. asked if anyone was attending the annual Maine Water Utilities Assoc. Picnic at Thomas Point Beach. Mr. Adams said that no-one has mentioned it yet. He said that he thinks that Mr. Plourde received his 2 free tickets from E.J. Prescott, one for him and one for his wife. He said that Mr. Lawton won't attend. Mr. Doughty Jr. said that the Water Dept. will pay for all employees' tickets if they want to attend.
- C. Next Meeting Date
 - 1. Next Commissioners' Meeting date is for Monday, August 11, 2008 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 7:45pm.

3 ATTACHMENTS TO FOLLOW

1.

-----Original Message-----

From: Rosie Bradley [mailto:rbradley@lisbonme.org]

Sent: Friday, July 18, 2008 10:32 AM

To: 'Paul'

Subject: usda water letter

Paul,
Attached please find a draft letter needed for the Sausage Kitchen USDA certification. Please make any necessary changes, put on your letterhead, sign and return it to me with the necessary report requested. I will put it with the rest of the packet and get it to the owners.

Thank you for your attention to this matter.

Rosie

July 18, 2008

Mr. Haroon Milan, Director
FSIS
230 Washington Ave Ext.
Albany, NY 12203*5369

Dear Mr. Milan,

I certify that Maurice Bonneau's Sausage Kitchen, Inc., located at 36 Main Street, Lisbon Falls, Maine, is supplied water from the Town of Lisbon Municipal Water Co., which is approved by the Maine State Public Health Service. This water is potable, and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards".

Attached please find a current water potability certification and laboratory sample report from the Maine State Public Health Service Laboratory, Augusta, Maine. If you have any questions regarding this issue, please feel free to contact me.

Regards,

Paul Adams
General Manager

2.

-----Original Message-----

From: Rosie Bradley [mailto:rbradley@lisbonme.org]
Sent: Wednesday, June 25, 2008 6:25 PM
To: 'Paul'; flea@avcog.org; 'Gerald Samson (Jerry Samson)'
Cc: seldridge@lisbonme.org; 'Norma Wells'
Subject: Memo RE: Groundwater Protection Ordinance

Hi All,

Attached please find a memo with question/concerns and suggestions on the GWP ordinance. If you have any questions or need clarification let me know.

Cheers,
Rosie Bradley
Director Economic & Community Development
Town of Lisbon
300 Lisbon Street, Lisbon, ME 04250
rbradley@lisbonme.org
207-353-3000, ext. 122
207-576-2960 (cell)
207-353-3007 (fax)

TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext 122

(207) 353-3007, fax

MEMORANDUM

TO: Paul Adams, Jerry Samson, Ferg Lea
CC: Steve Eldridge, Norma Wells
FROM: Rosie Bradley
DATE: June 25, 2008
RE: Groundwater Protection Ordinance

Everyone,

First let me start by saying I understand how important an abundant, available water supply is to a municipality and for economic development. However, there needs to be a balance without being too restrictive and tying our hands for future development possibilities.

I have reviewed the ordinance several times. It is not a user friendly document or easy to read. I have compiled a list of questions, concerns and suggestions which is attached.

I believe the chart that Jerry created can be an excellent tool but it needs to be corrected as some of the information that I was going by from that chart was not right. Adding the CU explanations and expanding them along with the maximum gallons will also be useful.

I'm not sure what the next step will be. I'm hoping to get some answers and/or clarification on my questions. I'm guessing Paul & Ferg will then rework the document and Jerry will fix the chart tool and then resubmit it to the Council.

Thank you for allowing me to have input in this process. I know it was frustrating for some because I came in at the end and much work had already been done. I was surprised to learn that no issues were raised previously with this ordinance regarding economic development. I believe by working together we can find that balance that will meet all our needs while allowing Lisbon to grow and prosper.

Cheers,
Rosie

Groundwater Protection Ordinance Question/Concerns

After reviewing the proposed ordinance, I have the following questions, comments or concerns.

Pg. 2 #3 – Are the boundaries not specific? What would be the reason for this and what would be the approximate associated costs?

Pg. 4 70-566 #1 - Why is there a difference between the underlying zone and the overlay zone? Shouldn't they both be protecting in the same way? If there is a difference and it does not state which one rules – which one is chosen?

Why does a beauty salon need a conditional use?

Why are parks a conditional use?

Why are medical, dentist and vet offices conditional use?

Having no pipelines for natural gas could become an issue especially in the park – Is there anyway to have a CU with some specifics attached to it?

Pg. 3 states storage of road salt is a conditional use but on page 5 chart it says N

In the email it indicated to revise and allow electroplating but they are still both N

Why is there a difference on residential homes?

Pg. 8-16 – Indicate what is the underlying district and spell it out

Pgs. 9-13 – Review formatting – very difficult to read, inconsistent use of bullets, periods, semi-colons, capital letters and spaces

Pg. 13 – What is District C? And is District A and B supposed to be 1 & 2 or are they something different?

Pg. 13 g – There is no item #73 in the table?

Pg. 16 -6f – Leachfields are acceptable? Wouldn't that be harmful or allow entrance to the water supply?

Pg. 17 d – It states in the table that junkyards are not permitted?

Pg. 18 f – It says in other districts – What is that indicating?

Pg 19 – Letters Q & R are on page 18 as O & L

The chart prepared by Jerry needs to be corrected and updated. This is a good tool to use with the full ordinance for more specifics. Also on this chart CU3 – stated Limit size (limits should be based on municipal needs.) – Exactly what are those needs and how is the size determined. This should be more specific. – I would also add the following amounts to the chart for easier reference:

Motor fuel – 1,000 gallons

Petroleum fuel – 15, 000 gallons

Chemical Bulk Storage – 10,000 gallons

Pesticides and herbicides bulk storage – 5,000 aggregate

I am not sure if these amounts will be adequate depending on the type of business that may locate there – Could there be an option of increasing those if specific BMP's are met and with Planning Board oversight and approval?

Non-conforming questions:

I would think that you would use every opportunity or chance to get them to be conforming.

If transfer of ownership why would you let the new owner continue to be nonconforming?

#5 – Why would you do this – it makes no sense?

Spelling errors:

Pg. 2 - #3 should add the word “be” monitored at end and remove second period.

Pg. 3 - #7 add word “following” between and guidelines

Remove the empty line on the chart

Pg. 9 #1 – Ordinance is spelled wrong

Pg. 12 paragraph 3 – ground water should be one word

Pg. 18 K – Capitalize Loading

Pg. 18 L – should be sloped

Pg. 21 3b – DEP should be capitalized

3.

-----Original Message-----

From: Ferg Lea [mailto:flea@avcog.org]
Sent: Tuesday, July 08, 2008 2:20 PM
To: Rosie Bradley; Paul; Gerald Samson (Jerry Samson)
Cc: seldridge@lisbonme.org; Norma Wells
Subject: RE: Memo RE: Groundwater Protection Ordinance

Rosie,

I have been on vacation. Didn't have an auto response on because Susan Martin, our Admin Assistant, was responding to certain e-mails. I will get back to you, Gerry, and Paul with info, probably next week.

The format was developed to fit into the existing ordinance rather than preparing a separate ordinance. The format of the existing ordinance is not very user friendly. When we worked on the Comp Plan, it was the intention of the PB and CP committees to redo the ordinance soon, but I do not believe anything has started on that.

Ferg

From: Rosie Bradley [mailto:rbradley@lisbonme.org]
Sent: Wednesday, June 25, 2008 6:25 PM
To: 'Paul'; Ferg Lea; 'Gerald Samson (Jerry Samson)'
Cc: seldridge@lisbonme.org; 'Norma Wells'
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Rosie Bradley
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*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.