



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

Commissioners' Meeting Minutes for February 11, 2008

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

Staff Present: Paul Adams

Audience Late Arrival: Steve Eldridge, Lisbon Town Manager, and David Hale

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 5 for January 30, 2008-Approved

B. Warrant 6 for February 6, 2008-Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from January 28, 2008

a. Mr. Bauer made a motion to accept the minutes as written. Mr. Gurney Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

b. Mr. Bauer recognized the note concerning the content of the written minutes posted at the bottom of the minutes and requested that the note be on all future minutes as well.

c. Mr. Gurney asked if the employees read the minutes and if they listen to the tape. Mr. Adams acknowledged that they do both. He said that Mr. Plourde listens to the tape and the other staff members just read the minutes printed.

B. Burke Complaint

1. Mr. Bauer stated that because the Town Manager was not present yet at the meeting that he and Mr. Adams will try to meet with him later in the week.

2. Mr. Gurney expressed his concern about the length of time that has passed since the original complaint. He suggested that LWD issue a letter of apology to them.

a. Mr. Bauer suggested that LWD clear the charges for the outstanding invoice as well.

3. The Town Manager, Mr. Eldridge, is now present so the Commissioners brief Mr. Eldridge about the resolution.

4. Mr. Bauer made a motion to send a letter of apology to the Burkes along with a good faith gesture waiving the invoice charges. The motion was followed by a positive unanimous 3/0 vote.

5. Mr. Eldridge requested to have a copy of the correspondence.

C. Employee Badges

1. Mr. Bauer stated that he has not done anything with this yet. Mr. Gurney asked if they would have them for the next meeting and Mr. Bauer said that he would not have them ready before the first meeting in March.
- D. New Truck
1. Mr. Doughty Jr. mentioned that Mr. Gurney had broached the subject of a new truck instead of paying mileage.
 2. The Commissioners discuss different options and asked Mr. Adams to get quotes for a new truck and a new van, and then discuss the options with the staff to see which option they prefer.
- E. Comp Time
1. Mr. Adams stated that the staff has changed their minds and do not want to utilize comp. time as compensation to the increased on call duty demands.
 2. Mr. Bauer briefed Mr. Eldridge with the issue.
 3. Mr. Bauer mentioned that they are hoping that our third member of the staff will get his license when he takes the test. Mr. Doughty Jr. mentioned that the next test is in March and Mr. Adams stated that our employee did not submit for the test. Mr. Doughty Jr. stated that he could still sign-up as the deadline was February 24th. Mr. Adams said that Mr. Plourde had documentation that showed the submission date for March was February 2nd not the 24th. Mr. Gurney asked if he had another opportunity before July and Mr. Adams stated that there is another test in June.
 - a. Mr. Bauer mentioned to Mr. Eldridge that they had made it part of the hiring stipulation that the new water labor employee must get his license within 18 months of the hire date.
- F. Hydrant Snow Removal
1. Mr. Bauer and the Commissioners praised the Water Department staff for an excellent job in keeping all the hydrants clear of snow this year.
- G. Charges from the Town
1. Mr. Bauer stated that he had spoken with Mr. Leighton, the Town Engineer, and Mr. Leighton had said that most of the charges were one-time charges. Mr. Eldridge looked at the charges and he felt that they were annual licensing fees and that the general maintenance fees were not included in this invoice. Mr. Eldridge will check with Mr. Leighton and Mr. Adams will check with Sam Evrard at NDS.
- H. Rate Increase Case
1. Mr. Adams stated that Ms. Reynolds was close to turning over the financials to Malcolm Horton. He said that she has a target date of March 1st or sooner.
 2. Mr. Bauer explained to Mr. Eldridge that Mr. Horton was the auditor for the Water Dept. and that we were on a calendar year as opposed to a fiscal year.
 3. Mr. Eldridge asked when LWD implements rate increases. Mr. Gurney explained that it is a long process that begins with an evaluation of the assets vs. the expenditures. After the audit, we have to present the case to the Public Utilities Commission, which may include public hearings for the rate payers to voice their opinions. Mr. Bauer stated that we utilize MRWA to help with this process.
- I. Wellhead Protection
1. Mr. Doughty Jr. stated that the Town Planning Board Meeting is on February 28, 2008.
 2. Mr. Gurney stated that there were a lot of issues and Mr. Adams stated that currently there were three issues. He stated that it appears that the Planning Board will approve or disapprove any building in any of the protected zones.

3. Mr. Adams presented the changes from Mr. Gendron's attorney. Mr. Bauer stated that he, Mr. Adams, Mr. Gendron's attorney Mr. Goddeau, Mr. Gendron, and a representative from AVCOG met and discussed a change to the draft. Mr. Bauer, Mr. Adams, and Mr. Gendron were comfortable with the agreements reached for additional changes to the draft.
4. The Commissioners discuss the changes. Mr. Adams will get the drafts to the Planning Board before the next meeting so that they are prepared for the 28th.
5. Mr. Doughty Jr. asked if there was verbiage to cover the emergency connection to the Lewiston Water Dept. Mr. Adams stated that there was nothing in the Wellhead Protection but we do have it in other areas.
 - a. Mr. Doughty Jr. stated that with the new business that is being built up there that they will cross Route 196 and that would place the Lewiston main on the same side of the street as the LWD line.
 - b. Mr. Gurney asked if it would be in our best interest to purchase a hydrant and after they cross the street to tie into a fire hydrant. The Commissioners discuss the best options.

J. Tabled Items

1. Wellhead Protection-Tabled until the next meeting with the Planning Board.
2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision.
 - a. Mr. Bauer briefed Mr. Eldridge about this issue and Mr. Eldridge said that he will speak to Mrs. Wells also.
3. On Call Duty-Tabled
4. New Truck-Tabled

K. Other Old Business

1. Backwash Basin Cleaning
 - a. Mr. Adams stated that the cleaning of the backwash basins went very good this time with Clean Harbors.
 - b. Mr. Gurney briefed Mr. Eldridge about the arsenic issue and not being able to dispose the sludge in the sewer. LWD now has to pay to have this disposed semi-annually at a cost of \$7,000 each occurrence, which was not financially anticipated when calculating the last rate increase.

IV. NEW BUSINESS

A. General Manager's Report

1. Donation Request
 - a. Mr. Adams presented a letter to the Commissioners requesting a donation.
 - b. Mr. Gurney stated that he did not feel that it would be prudent to use the rate payers' monies for donations.
 - c. Mr. Bauer made a motion to decline to make the donation on the basis that LWD is a public non-profit organization. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
2. Budget Update
 - a. Mr. Adams presented the monthly 2008 budget report.
 - b. Mr. Adams gave Mr. Eldridge a copy of the LWD Charter as well.
 - c. The Commissioners discussed the report.
 - d. Mr. Gurney asked Mr. Adams if the normal overdue percentage of customers was 10% and Mr. Adams confirmed that it usually is. Mr. Adams stated that we have no penalty for overdue balances, so there is no incentive for them to pay on time. Mr. Adams stated that he has a goal to start charging interest in 2009.

- e. Mr. Gurney asked Mr. Adams if he could present something to show the amount of money for overdue accounts. Mr. Adams stated that he will bring the Age Trial Balance report, which will show the overdue amounts
 - i. Mr. Bauer said unfortunately, the disconnection list frequently has the same accounts on it.
 - 3. Backflow Prevention Class
 - a. Mr. Gurney asked if the Auburn class was still scheduled and Mr. Adams confirmed that it is.
- B. Other New Business
 - 1. Consolidating the Water Department with the Town.
 - a. Mr. Eldridge stated that the Town Auditor mentioned that the Town should look into overseeing the Water Department for liability purposes. Mr. Bauer stated that Mr. Eldridge was correct that the Town has the ultimate liability but that the Water Dept. has an independent auditor as well as a different financial year-end. He mentioned that there had been an issue in the past that involved the Town but it was resolved.
 - b. Mr. Hale said that for the original charter the selectman did not anticipate the funds being intermingled. In 1955 the monies issue came to a head with the Town and an attorney wrote up an amendment to set up the water portion like a water district but still had ties to the Town.
 - c. Mr. Eldridge asked if they had considered forming a utility for the water and sewer. Mr. Bauer said that they have had discussions about it in the past but nothing had been pursued.
 - 2. Water Infrastructure
 - a. Mr. Eldridge inquired if LWD had a strategic plan on how water infrastructures are placed and if there were GPS coordinates for them. Mr. Adams said that we do not.
 - b. Mr. Bauer explained that it is a goal in the future perhaps to utilize the temporary USM intern to do this.
 - c. They discussed the Town's future goals in this area.
 - d. Mr. Adams stated that it is an issue of Homeland Security to have such detailed maps of the water infrastructure, which would need to be addressed with AVCOG.
 - e. Mr. Adams stated that there has been a Rule put in place with the PUC under Chapter 140 that requires LWD to have this detailed map completed and submitted to the PUC by 2012. In 2007 a preliminary map was submitted as to the area that the water infrastructure covers.
 - f. Mr. Adams stated that LWD has a master plan of replacements, extensions, and water mains, which was submitted to the Town Manager a few years ago. Mr. Eldridge will try to find this master plan.
 - 3. Sandra White Complaint
 - a. Mr. Eldridge presented a copy of the complaint from Sandra White.
 - i. She was upset that she received a partial payment letter that she felt the letter was ridiculous to shut her off for the few remaining cents as an old balance. Mr. Eldridge asked if we had received a copy of this complaint and Mr. Adams stated that we had not. It was noted that the date of the letter was form October 2007.
 - ii. Mr. Adams was not happy that the letter was several months old. He also said that the letter sent to the customer was a courtesy note to help her

avoid the shut-off process. He said that LWD must maintain a way to collect outstanding balances, which is the reason for the letters and disconnect notices.

4. Back Flow Procedure

- a. Mr. Bauer stated that he had received a letter in the mail concerning his lack of a backflow valve. He said that he had come to the office and spoke with Ms. Reynolds concerning the procedure once he has the device installed. He specifically asked if LWD needed to come back to the location to re-inspect and she said that they do need to re-inspect. He asked why we had to do this if a licensed plumber installs this. Mr. Adams stated that LWD does this as proof that the device is installed correctly. Mr. Bauer doesn't agree with utilizing the LWD staff to return again to re-inspect until it is necessary, such as if the water was shut-off. Mr. Adams said that if Mr. Bauer calls LWD to tell them that the backflow is installed then we are going to want to re-inspect. Mr. Bauer asked if he needed to call to let us know that it was installed and the other Commissioners said he did not as we would see it was installed if or when we were called in the future.

C. Next Meeting Date

1. Next Meeting date is for Monday, February 25, 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 3/0 unanimous vote. The meeting adjourned at 8:15pm.

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the tapes are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.