



# LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Paul A. Adams, General Manager

William A. Bauer, Chairman, & Commissioners Stanley Doughty Jr. & Kenneth R. Wells

## Commissioners' Meeting Minutes for January 10, 2011

Members Present: Bill Bauer, Stanley Doughty Jr., and Ken Wells

Staff Present: Paul Adams

Audience: Tim Sawtell of Dirigo Engineering and Ryan Leighton the Town Engineer

Meeting called to order by Mr. Bauer at 6:30pm.

### **I. AUDIENCE PARTICIPATION**

#### **A. New Standpipe Options**

1. Tim Sawtell discussed the options for a new standpipe.
  - a. He said that the elevation would need to be over 370' preferably 385' to 390' to provide 20lbs of pressure to everyone on the system and have leeway for fluctuations in the supply.
  - b. He said, as an example, that on the tax maps for the Upland Rd/ Ridge Rd area Lot 21 is at around 330' so a 60' tall standpipe is not that unreasonable or unsightly.
  - c. He provided some pictures for above-ground precast concrete tanks that have recently been built. He also explained how they were building process and stated that the tank is virtually maintenance free for 100 years.
    - i. He recommended at least 1 acre of land for building and maintaining the tank.
  - d. He stated that there were other options such as:
    - i. Steel, which has to be painted every 15-20 years.
    - ii. Glass fused to steel, which is a thinner material and requires avid attention.
    - iii. In-ground concrete tank, which means that the starting elevation would need to be over 400' or more.
  - e. He stated that you would need a 12" water main to feed it which would require an easement unless you are able to purchase the road and the acre.
  - f. He also recommended that a small free standing precast box for the valve and batteries charged by sun panels to supply the tank level signal for the SCADA.
    - i. He said that there were some batteries on a system that are 15 years old, which is not normal but they are not costly to replace at a cost of \$100-\$200 depending which type you chose.
  - g. He recommended a dual chamber tank if we take the current standpipes out of operation. He said that a dual chamber allows you to have at least half the water available when you need to clean or to do maintenance in the other chamber.

- h. His cost estimate was around \$2/gal for 500,000 gallon tank, \$1.83/gal for 800,000 gallon tank, and a little over \$1/gal for 1,500,000 gallon tank.
    - 2. Mr. Bauer asked if Mr. Leighton had any questions about the tank information and he stated that the Town Manager had some questions.
      - a. He said that he wanted to know when the Water Dept. would be looking to borrow money for this project as the Town may be considering another bond in the near future and they could combine the debts for another combined bond.
        - i. The Commissioners did not have an answer for Mr. Leighton but if they were to proceed it may be as early as next spring for a completion in the fall.
      - b. He wanted to know about the proposed request from the new owner of 173 Lisbon Rd to purchase the property at the current Lisbon standpipe.
        - i. Mr. Bauer stated that the standpipe provides substantial revenue for the Water Dept. by way of cell tower rent, and that there are not many options to substitute that income.
      - c. He also asked what the situation would be for the Sullivan's request for water to replace their contaminated well.
        - i. Mr. Adams stated that he had spoken to Mr. Sawtell about the issue and Mr. Sawtell gave Mr. Adams some recommendations which he will forward to Mr. Leighton. Mr. Adams stated that he only just received them tonight and he has not had a chance to review the material.
        - ii. The Commissioners and Mr. Adams will review and discuss the information and contact Mr. Leighton about the results.
    - 3. Mr. Bauer asked Mr. Sawtell if there would be increased pump costs to get the water from Moody Well to the proposed site on Upland Rd.
      - a. Mr. Sawtell said that he does not have a definitive answer for that yet.
    - 4. The Commissioners' discussed the potential property owners and the options, but took no action at this time.
  - B. Construction on Route 196
    - 1. Mr. Bauer asked Mr. Leighton to keep the Water Dept. informed of when they may repair and repave portions of Route 196 so that we can coordinate some water main replacement.
      - a. Mr. Leighton said that the State shows construction on route 196 and/or Route 125. He will let us know more when he knows, but it should be within the next 2 years.

## II. WARRANTS

- A. Warrant 50 for December 15, 2010- Approved
- B. Warrant 51 for December 22, 2010- Approved
- C. Warrant 52 for December 29, 2010- Approved
- D. Warrant 01 for January 05, 2010- Approved

## III. OLD BUSINESS

- A. Reading and approval of minutes:
  - 1. Minutes from December 13, 2010
    - a. Mr. Doughty Jr. made a motion to accept the minutes as written for December 13, 2010. Mr. Wells 2<sup>nd</sup> the motion followed by a positive 3/0 vote.
    - b. Mr. Bauer stated that the Water Commissioners' Meeting scheduled for December 27, 2010 was cancelled due to inclement weather.
- B. 2010 Water Bond
  - 1. Mr. Adams presented the latest financial figures for the 2010 Water Bond and the status of the Upland Road Project. He stated that the Town took \$230,000 from the Water Bond account which reduced the amount that the Water Dept. was responsible

for. He stated that, after the Town's withdrawal and all the Upland Road Project expenses were paid to date, there was a remaining balance of \$283,964.06.

2. Mr. Adams stated that they still needed to install two service lines on Upland Rd in the spring after the State does their excavation and that they will need to raise some of the hydrants after the final paving is complete.
3. Mr. Bauer asked about the difference between the total cost and the cost paid. Mr. Adams stated that the Town paid some of the engineering costs, which reduced the amount that the Water Dept. had paid.
4. Mr. Adams stated that because the Town took back some of the bond money, we should also see a refund from the Town for the bond processing fee that was based on \$1.2 million.
5. Mr. Wells asked if the original discussion about the bond stated that the \$1.2 million was supposed to be the cost of both the Upland Rd main and the Route 9 main installations.
  - a. Mr. Bauer agreed that the \$1.2 million was for both prior to the Town agreeing to pay the Route 9 expenses. Mr. Adams stated that since that initial discussion the Town Engineer had stated that they would only need \$500,000 of \$1.7 million so the remaining money was to go to the Water Dept. as we were looking at installing a new standpipe.
  - b. Mr. Wells said that in the Water Commissioners' minutes 09/28/09 the Town requested that the Water Dept. approve the \$1.7 million dollar water bond and that \$700,000 was designated to Route 9. He stated that if the Town was getting \$700,000, then that would not leave \$1.2 million for the Water Dept. He said that he would like some clarity on this issue from the Town.
  - c. Mr. Bauer and Mr. Adams both felt that the Town's initiative for a combined bond was so that if they needed more money they could take it. Mr. Adams stated that he had recently received an e-mail from the Town's Finance Director stating that she would not transfer the current remaining balance to the Water Dept. account, as the Town may need even more than the \$230,000 that they just took.
  - d. The Commissioners discussed the issue, and agreed that the Town should transfer the remaining money to the Water Dept. if the Upland Rd project is complete.
  - e. Mr. Wells stated that he would like to discuss the issue at the meeting with the Town Council and the Commissioners agreed.

#### C. Raises for 2011

1. Mr. Bauer stated that they had a workshop and discussed wage increases for the employees for 2011.
  - a. Mr. Adams asked if all the raises were going to be the same including the part-time position.
    - i. The Commissioners agreed that the part-time position will get the same raise.
    - ii. Mr. Wells stated that he would like to consider a different method of figuring raises as opposed to everyone getting the same amount. He suggested considering them in the different departments. The Commissioners agreed to do this next year. Mr. Adams stated that he felt that same as Mr. Wells on this issue.
  - b. Mr. Wells made a motion to implement a \$.50/hr raise for all the Water Dept. employees. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

#### D. Budget Review

1. Mr. Adams presented the final numbers for the proposed 2011 budget and the final numbers for 2010 budget.

2. The Commissioners noted that the remaining funds in 2010 look better now that we have the rate increase.
3. Mr. Wells asked Mr. Adams to give him a break out of some of the budget items so he knows what costs are included in which budget items. Mr. Adams will put a list together for the Commissioners to use.
  - a. The Commissioners reviewed and discussed the figures.
4. Mr. Wells made a motion to accept the proposed 2011 budget as presented. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

E. PurFlow

1. Mr. Adams stated that Mike Sullivan from PurFlow contacted him and stated that he and Archie will be here tomorrow to help resolve the plant issues.
2. Mr. Wells stated that he said that Mr. Plourde had given him one of the controllers out of the flow valves and he said that the transformer in it was blown and that it was the same for all the controllers for all four valves.
  - a. Mr. Bauer asked if a lightning strike could have caused this damage and Mr. Wells stated that it was quite possible as the entire valve controllers were on one circuit, but it would be hard to prove.
    - i. Mr. Wells recommended putting in some surge protection or put them each on their own circuit to avoid this again in the future.
  - b. Mr. Bauer stated that they may be able to recoup some of the loss through our liability insurance.
3. Mr. Bauer stated that he would like to be there when PurFlow was at the plant and that if warranted that the Water Dept. would pay for lunch for all present. The Commissioners agreed with Mr. Bauer's proposal for lunch.
4. The Commissioners discussed the issue, but took no action.

F. Wellhead Protection

1. Mr. Bauer stated that he spoke with the Code Enforcement Officer at the Town Office and he said that there is a meeting with the Planning Board to discuss and approve or not approve ETTI's request to move a significant amount of gravel at 173 Lisbon St. Mr. Bauer stated that he would be attending that meeting.
2. Mr. Adams stated that Scott Kelly, with ETTI, contacted him to see if Mr. Adams knew if there were restrictions for fertilizer and Mr. Adams told him that as of now there are no restrictions in place.
  - a. Mr. Doughty Jr. stated that if Mr. Adams sees or talks to Mr. Kelly again to ask him to use great caution so that he does not contaminate the public water source.
3. The Commissioners expressed their frustration that the Wellhead Protection Ordinance is still not approved and in place. They stated that it has been over 4 years since it was presented to the Town for approval.

G. Other Old Business

1. Ross Valve
  - a. Mr. Bauer asked if we had consulted with Tim Sawtell about the Ross Valve downstairs and Mr. Adams stated that we have not discussed the issue with him.
  - b. Mr. Adams stated that we are currently managing the valve manually with the gate valve. He said that this is not the best option, but it is how it is being dealt with at this time.
2. Lisbon Water Dept. Website
  - a. Mr. Wells stated that the Water Dept. website is not up to date on the meetings and wondered how this information was related to the Town.
    - i. Mr. Adams stated that the Town no longer has an IT person to maintain our website, but the meetings are posted in the paper. He stated that the Town Manager's Assistant coordinates that information with us.

- ii. Mr. Wells also recognized that the meetings are posted on the Town sign as well.

#### **IV. NEW BUSINESS**

##### **A. General Manager's Report**

###### **1. 2010 Town Report Water Dept. Contribution**

- a. Mr. Adams wanted to remind Mr. Bauer that the Town Manager wanted the Water Dept.'s input for the 2010 Town Report as soon as possible.

##### **B. Customer Communications**

###### **1. Customer Complaint Log**

- a. Mr. Adams stated that there was one comment card.

- i. Mr. Doughty Jr. read the card and it stated that the parking is bad at the Water Dept. office and that the curb should be removed to make access easier.

- ii. Mr. Adams stated that MDOT put in the curb.

- a. Mr. Wells stated that it prevents people from backing out into Route 196, so it can not be removed.

- b. Mr. Bauer read the complaint in the log from 8 Bartholomew St, Lisbon. She said that she is having a constant problem with sand and silt in her water and filling her screens. She also stated that she always has water in her front yard. The office staff recommended checking with the neighbors to see if they are experiencing the same problem with dirty water and if they aren't then she should check her own service line for a leak. The customer said that they will call us back after checking with her neighbors.

- c. Mr. Bauer read another note in the complaint log from the location of 1 Upland Rd. The customer had given one of the water operators a water filter that was filled with debris and said that he had to change these filters every four days for the last year.

- 2. The Commissioners discussed the complaints and requested the staff visit 8 Bartholomew to check for a leak. No other action was taken.

##### **C. Other New Business**

- 1. None

##### **D. Next Meeting Date**

- 1. The next Commissioners' Meeting date is for Monday, January 24, 2010 at 6:30pm at the Lisbon Water Dept.

#### **V. EXECUTIVE SESSION**

- A. None

#### **VI. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn and Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 8:31pm.