



## 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 June 11, 2007

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

Staff Present: Paul Adams

Audience Present: None

Audience Late Arrival: Dave Hale and Dale Crafts

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

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. WARRANTS**

A. Warrant 21 for May 23, 2007-Approved

B. Warrant 22 for May 30, 2007-Approved

C. Warrant 23 for June 6, 2007- Approved

#### **III. OLD BUSINESS**

A. Reading and approval of minutes:

1. Minutes from May 21, 2007

a. Mr. Gurney made a motion to accept the minutes as written and Mr. Bauer 2<sup>nd</sup> the motion with an affirmative unanimous 3/0 vote.

B. Compensation for Licenses

1. Mr. Adams stated that he had mentioned at the last meeting that he had attained his Class III licenses and that he would like the Commissioners to confirm compensation increase.

a. Mr. Bauer made a motion to compensate Mr. Adams \$.25/hr per license for a total of \$.50/hr for attaining his Class III Treatment and his Class III Distribution licenses. Mr. Gurney 2<sup>nd</sup> the motion with an affirmative unanimous 3/0 vote.

b. It was noted that because Mr. Adams is Salary, this would be based on a 40/hr work week.

C. Farnsworth Street Service Request

1. Mr. Adams stated that LWD had given Mr. Crafts a copy of the estimate for the Farnsworth Street service request.

2. Mr. Crafts inquired what the standard procedure is for this type of thing with the PUC.

a. Mr. Bauer stated that it is the custom of LWD to come to an agreement with the customer. The PUC states that if the line must be increased due to an increase in demand, then the customer is responsible for the costs.

3. Mr. Bauer stated that the Board debated whether or not they should use plastic pipe. Mr. Adams stated that the Water Dept. has never used plastic for any of the mains in town.

- a. Mr. Crafts asked if we quoted for the new PEX plastic pipe that expands instead of rupturing. Mr. Bauer said that it was regular schedule 40 PVC plastic pipe as the PEX would be much more expensive.
      - b. Mr. Bauer explained that the down side of plastic is that you can not find the plastic pipe with current metal detectors.
    4. Mr. Gurney inquired about responsibility for labor and excavation costs.
      - a. Mr. Crafts stated that he would have the backhoe for the foundation work and that maybe they could work something out.
        - i. Mr. Bauer stated they are in favor of this as long as all OSHA safety rules are followed and calling for dig safe.
        - ii. Mr. Doughty Jr. stated that we work with the Town for road entry permits and requirements for replacing the material and pavement.
    5. Mr. Crafts will pay for materials for PVC quote with a tracer wire and excavation for replacing the water main for Farnsworth Street.
    6. Mr. Gurney stated that LWD will provide labor and the backhoe to fill in hole after installation.
- D. Backflow Device Testing Certification
1. Mr. Adams stated that there is another 4 day class available and that he wants to confirm that the Board still wants to send Mr. Plourde for this certification, as he could retire soon. Mr. Adams stated that he spoke with Mr. Brunelle and he said that he was willing to obtain certification if that was what they wanted.
  2. The Commissioners discuss the need for the certification and it was decided that LWD should pursue the certification.
    - a. The business with the backflow needs to request a permit; LWD completes the permit with the licensed tester and submits it to the State. Mr. Adams states that the Rules are vague and that it is a matter of interpretation.
  3. Mr. Adams stated that the next class is in Bangor next week. The expense to send someone to Bangor for the test is around \$2,000.
  4. Mr. Gurney made a motion to table the certification program for the backflow and cross connection until the first meeting in August. Mr. Bauer 2<sup>nd</sup> the motion with an affirmative unanimous 3/0 vote.
  5. Mr. Doughty Jr. stated that he would be willing to do the backflow testing if needed until the issue is resolved or he will ask someone from Topsham-Brunswick Water District.
- E. Computer for Operations Office
1. Mr. Adams stated that he had spoken with Dell and they said that we could get another computer comparable to the previous computer we purchased for \$500. They did recommend that we add a few improvements to the system for an additional \$100 plus shipping and handling.
  2. Mr. Bauer made a motion to purchase a Dell desktop computer for \$500 plus shipping. Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative unanimous 3/0 vote.
- F. Mid-Town Plaza Easement
1. Mr. Adams stated that he researched the deed and there is no actual water easement in the deed. Mr. Adams stated that he did find a separate agreement with Mr. Huston to install the water main and that LWD would pay for it. He stated that he did pull the deed from the registry and there is an easement for the sewer line and storm drainage, but there is no easement for the water line. Mr. Adams stated that because of the agreement with Mr. Huston and that we paid for the line that LWD owns the water line.
    - a. Mr. Bauer stated that since there is no easement and we own the line that we can abandon the water line. Mr. Adams stated that he believes that we can just tell

them that the line is now their service line but he is not sure without an attorney's confirmation. He will approach the owner and discuss the options.

b. The Commissioners will do what is legal and Mr. Adams will proceed.

G. Maine Electronics Blue Building

1. Mr. Adams stated that he had met with an EPA representative and as a result he has received a letter of request for more information for 6 items. They said that Maine Electronics must maintain the building and the filters and that they cannot abandon the building for LWD to own and use.

H. Dragon Property

1. Mr. Adams stated that he met with Mr. Grinnell and he said that they are waiting for us to make the next move. Mr. Adams agreed that LWD would pay to have an appraisal done. He spoke with Mr. Goslin who does the appraisals for the Town and he sent a proposal price not to exceed \$6,000. Mr. Adams stated that because the property is considered commercial property and that he needs to configure amounts for all the different uses of the land it may take quite a bit of time.
2. Mr. Gurney asked if they are still considering donating the property and Mr. Adams stated that it is Dragon's intent to not donate the property.
3. Mr. Bauer mentioned taking the property by eminent domain and even then you are supposed to pay fair market value, which would require an appraisal. He stated that LWD doesn't have the authority to enact eminent domain, so it would have to be done through the Town.
4. Mr. Adams doesn't feel the Town will purchase the Dragon property and will pass it on to the Water Dept.
5. Mr. Gurney feels that the Town may pursue this for us.
6. Mr. Adams stated that he feels they will want whatever the amount of the appraisal comes in at. However, Mr. Adams recommends that once we get the appraisal we negotiate with Dragon that if they donate just the 10-15 acres for the pond to LWD to own and protect then they have the appraisal to do what they wish with the remaining land.
7. Mr. Gurney asked if we have the \$6,000 to pay for the appraisal. Mr. Adams stated that we do have the funds left in the bond money from the wellhead protection money.
8. Mr. Bauer stated that he feels the Town will not purchase the property; therefore we are spending \$6,000 for nothing, as LWD can not buy, own, or sell property.
9. Mr. Adams stated that the Town Manager did not attend the meeting at the Town Office with Mr. Grinnell.
10. Mr. Bauer made motion to have the appraisal done for \$6,000. There was no further action on the motion.
11. Mr. Bauer would like to add this issue to the Town Selectmen agenda since the Town Manager will not address the issue. Mr. Adams will try to get the issue on the agenda.

I. Tabled Items

1. Wellhead Protection-Tabled
2. Executive Session- Waiting on Mr. Levy with MRWA.

J. Other Old Business

1. Rotation Schedule Coverage
  - a. Mr. Gurney inquired if Mr. Adams had spoken with Mr. Houle about weekend duty rotation.
  - b. Mr. Adams stated the Mr. Houle has not left Public Works and that he is working both Wal-Mart and for the Town.

- c. Mr. Doughty Jr. stated that he had mentioned the opportunity to some of the staff at the Topsham/Brunswick Water District and there were a few people interested. He did say that they did pull some people off rotation as the individuals did not have the appropriate license to operate the system. The law requires you to have the same level license as the water system.
  - d. Mr. Adams stated that our new hire will not be able to make any adjustments without consulting with someone who has the appropriate license and in our case they need to have a Class II license.
  - e. Mr. Doughty Jr. stated that there is a \$500 per day penalty if caught.
  - f. Mr. Bauer stated that we need to find someone who will do rotation. The issue is tabled at this time.
2. Hiring Committee for the Economic Director
    - a. Mr. Adams stated that in the minutes of the last Selectmen's Meeting, the Town Manager announced the list of people on the hiring committee for the Economic Director. Mr. Bauer was not on the list, as he had requested; but Mr. Feeney, the previous Economic Director, was on the list.
3. Maine State Retirement COLA Provision
    - a. Mr. Gurney stated that they had received the study results from the COLA provision from MSRS.
      - i. He said that the results showed that the expense for the retroactive option is \$123,798.
      - ii. Mr. Gurney made a motion to decline the adoption of the Retroactive COLA Option with MSRS at the cost of \$123,798. Mr. Bauer 2<sup>nd</sup> the motion followed by an affirmative unanimous 3/0 vote.
4. Compensation Options from Workshop
    - a. Mr. Gurney stated that the Board has come up with two options for Mr. Adams to present to the staff concerning wage increases and for them to decide which option they would like.
      - i. Option #1: Wage increase with the COLA option and a 1% increase in employee share for health insurance.
      - ii. Option #2: Wage increase without the COLA option and a 1% increase in employee share for health insurance.
      - iii. The Commissioners would like a majority vote by the next meeting.
    - b. Mr. Adams presented a LWD comparison report with results of Salary Surveys from MRWA for 2004 and 2006. He explained that the report shows that everyone, except Mr. Plourde, is at the bottom of both of the salary surveys.
    - c. He noted that page 2 of his report shows actual salaries of our employees, the salary survey results, and the difference in pay rates. He stated that he used the average of the low and the median amounts of the 2006 salary survey wages. He feels this is the least amount that the raises should be.
      - i. Mr. Bauer stated that the median is not a good point of reference as it includes wages from very large districts that have assistants to assistants.
      - ii. Mr. Adams stated that he agrees with that, but those assistants only have one job to perform, whereas at LWD our staff is multi-talented in several jobs and he feels that our staff is more valuable.
    - d. He said that page 3 is a breakout of three different types of raises in a five year plan.
    - e. Mr. Bauer stated that he feels the surveys are not a fair assessment as they include large companies such as Portland and Lewiston. Mr. Adams stated that the

salaries for those large companies are on the high end of the salary survey and not included in the salaries that he used to compare. He used the salaries from the lowest to the medium pay salaries, which is half of the 16 companies that responded to the survey.

- f. Mr. Gurney asked if longevity pay is included, as he is interested as a ratepayer what the cost is for total salaries not including the other benefits that the Water Dept. pays. Mr. Adams stated that neither the wage surveys nor LWD numbers included other compensation figures. There are too many variables between all the different benefits among all the Water Departments and Districts to include in the salary and wage numbers.
- g. Mr. Bauer inquired from Mr. Doughty Jr. the percentage of insurance that the employee pays at the Topsham/Brunswick Water District. Mr. Doughty Jr. stated that the employee pays 10% of the premium. Mr. Bauer stated that LWD employees currently pay 7% but will increase to 8% for July of 2007.
- h. The Commissioners felt that the survey was not all inclusive with benefits and the expenses that LWD pays for the employees. Therefore, they did not feel that there was enough information to make a fair comparison of the salaries in the survey and LWD salaries. Mr. Adams requested that they take the information, review it, and perhaps discuss it at the next meeting.

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

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

##### **1. Revenue Report**

- a. Mr. Adams stated that under "Utility Box" line item LWD has received a high bid of \$350 for the damaged truck utility box and that he would probably accept that offer.
- b. He stated that we received a high bid of \$1,000 for the old lawnmower and he sold to the bid winner for \$1,000.
- c. He stated that we received a check for \$3,881.00 from Maine Electronics for reimbursement of the VOC testing expenses.

##### **B. Other New Business**

- 1. Mr. Bauer inquired about the use of the meter box he had brought in for use in the cemeteries. Mr. Adams stated that Mr. Plourde had already ordered materials for the meter boxes so we used those materials.
  - a. Mr. Adams stated that they had completed meter service installation for two cemeteries.
  - b. Mr. Bauer asked if there had been any leaks and Mr. Adams stated that he has not been told of any.
- 2. Mr. Bauer asked how the new hire is working out and Mr. Adams confirmed that the seasonal help was doing a great job and working hard.
  - a. Mr. Bauer asked who he was working with and Mr. Adams stated that when he is doing yard maintenance he works alone, but that he has been helping Mr. Lawton and Mr. Brunelle with some service repairs as well.

#### **V. NEXT MEETING DATES**

- A. Next Meeting date is for Monday, June 25, 2007 at 6:30pm.

#### **VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:25pm.