



# LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Paul A. Adams, General Manager

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

## Commissioners' Meeting Minutes for December 12, 2011

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

Staff Present: Paul Adams

Audience: Fern Larochelle

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

### I. AUDIENCE PARTICIPATION

#### A. Backflow Device 25 Frost Hill Ave

1. Mr. Larochelle briefed the Commissioners that Mr. Adams had visited his location at 25 Frost Hill Ave. He stated that Mr. Adams was requiring an RPZ device for the location because of an outside faucet. He said that he spoke with Commissioner Wells about the issue as he had done some research about the backflows. Mr. Larochelle stated that he does not agree with Mr. Adams decision requiring an RPZ. He stated that he has done a lot of research with other water companies as well as speaking with someone from the State and he would like to know what his other options are.
  - a. Mr. Wells stated that he would like to see the written plan updated as soon as possible.
  - b. Mr. Larochelle stated that he thought that he was supposed to receive something in writing stating the hazard and the resolutions.
  - c. The Commissioners discussed the issue and Mr. Bauer said that there were four options:
    - i. Postpone any action at this time
    - ii. Require Mr. Larochelle to install the RPZ device
    - iii. Remove the hose bib connection
    - iv. Disconnect water service
      - a. Mr. Larochelle chose to remove the hose bib and he will contact the Water Dept. to re-inspect the location.

### II. WARRANTS

- A. Warrant 48 for November 30, 2011- Approved
- B. Warrant 49 for December 07, 2011- Approved

### III. OLD BUSINESS

#### A. Reading and approval of minutes:

1. Minutes from November 28, 2011
  - a. Mr. Doughty Jr made a motion to accept the minutes for November 28, 2011. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 2/0/1 vote with Mr. Bauer abstaining.

- b. Mrs. Reynolds wanted to note that a correction was made to the November 28<sup>th</sup> minutes as there were two #46 warrants and the numbers should have been Warrants 45, 46, and 47.
- B. New Water Dept. Terms & Conditions
  - 1. Mr. Adams presented copies of the latest draft of the new Chapter 660 Terms & Conditions. He said that the most recent changes were highlighted in yellow.
    - a. The Commissioners discussed and accepted the changes. Mr. Bauer signed the new draft of the Terms & Conditions.
  - 2. Mr. Adams presented a waiver for the PUC to allow requiring a seasonal rental property to have the water account in the owners name only.
    - a. The Commissioners discussed the issue and agreed to submit the waiver. Mr. Bauer signed the waiver to be mailed to the PUC.
  - 3. Mr. Adams asked the Commissioners if they want to continue to allow payments to be made with a credit card at the Town Office and if so for them to approve the addition to the T & C's.
    - a. The Commissioners stated that they would keep the service at the Town and that they accept the language for the new T & C's for the percentage rate for the fee.
- C. Cemetery Water Usage
  - 1. Mr. Adams gave an update on the cemetery water usage for last season. He said that one of the cemetery's usage showed over 50,000cf of water.
    - a. The Commissioners discussed the issue and decided to limit the amount of free water for a season. They asked Mr. Adams to draft a letter to the Town as well as the cemeteries.
- D. Filter Plant Issue
  - 1. Mr. Adams stated he has scheduled a meeting for tomorrow with Wright-Pierce and Hungerford & Terry at the plant to determine the filter media issue.
    - a. Mr. Bauer said that he will be there.
- E. Tabled Items
  - 1. Water District Proposal
    - a. Tabled to the next meeting to determine if they will pursue this issue.
  - 2. Online Credit Card/Billing with Invoice Cloud
    - a. Tabled pending a meeting with Sam Evrard.
  - 3. New Standpipe
    - a. Tabled pending the site evaluation after the Engineer visited the sites.
  - 4. Pay Increases
    - a. Tabled until after the Commissioners' workshop 12/17/11 at 8am at the Water Dept. office.
- F. Other Old Business
  - 1. None
- G. New Business
  - 1. General Manager's Report
    - a. Water Pressure at 40 Free St.
      - i. Mr. Bauer said that the customer at 40 Free St. called him and said that they had extremely low water pressure at this location. Mr. Bauer said that he forwarded the complaint to the office and a work order was done to go to the location. He said that the staff also found low pressure and proceeded to do a procedure to free up possible debris in the service line from the curb stop. He said that the procedure did not work, so the staff then dug up the street to check the connection at the curb stop and tap and found no restriction in flow or pressure. Further investigation revealed that

the customer's service line had been crushed right where the line enters the house. The customer remembered that they had work done to install floor drains and that it must have happened at that time.

- ii. The Commissioners discussed whether any of the expenses for digging up the service. Mr. Adams stated that they did replace the curb stop as it was not working. The Commissioners tabled the issue to the next meeting.

b. Water Payments Collected at the Town Office

- i. Mr. Adams stated that the Town has decided to change from daily transfers to once weekly transfers. He said that it has been standard practice for the staff to post the payments once we have received confirmation of the bank transfers and that they match the days receipt totals. He stated the Town's relationship with the bank has changed and that they are now being charged for the each transfer. He said that he is not in favor of changing from daily transfers.

- ii. The Commissioners discussed the issue but could not find a resolution to prevent the change at this time. They just reiterated that the staff be diligent in checking with the Town for payments for disconnects prior to shutting off water service. They said that they will support Mr. Adams request to the Town to continue daily deposits versus weekly deposits.

c. Annual Town Report 2011

- i. Mr. Adams just wanted to remind Mr. Bauer that he would need to provide input for the 2011 Annual Town Report.

H. Customer Communication Log

1. The Commissioners saw that there was only one complaint. They discussed the issue, but took no action.

I. Other New Business

1. None

J. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, January 09, 2012 at 6:30pm at the Lisbon Water Dept.

**IV. EXECUTIVE SESSION**

A. M.R.S.A. 13 § 405 (6) A Personnel

1. Mr. Bauer made a motion to enter Executive Session citing M.R.S.A. 13 § 405 (6) A Personnel. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a unanimous 3/0 vote at 8:00pm.
2. Mr. Bauer made a motion to exit Executive Session. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a unanimous 3/0 vote at 8:05pm with no action taken.

**V. 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 8:06pm.