



LISBON WATER DEPARTMENT

639 Lisbon Road

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Paul A. Adams, General Manager

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

Commissioners' Meeting Minutes for July 25, 2011

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

Staff Present: Shellie Reynolds

Audience: None

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 28 for July 13, 2011- Approved

B. Warrant 29 for July 20, 2011- Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from July 11, 2011

a. Mr. Doughty Jr. made a motion to accept the minutes for July 11, 2011. Mr. Wells 2nd the motion followed by a positive 3/0 vote.

B. Wellhead Protection Ordinance

1. Mrs. Reynolds presented the Planning Board Agenda.

a. Mr. Wells confirmed that the Wellhead Protection Ordinance is on the Planning Board agenda for the first Public Hearing. He was uncertain how they could have a public hearing unless the ordinance is finished.

b. Mrs. Reynolds clarified that Mr. Wells did not have the latest version and Mrs. Reynolds will forward the 07.13.2011 Final Draft to all the Commissioners for review.

c. Mr. Wells asked if we knew where the new Economic Development Director stood with the latest version of the proposed ordinance. No one knew for sure so Mr. Wells will look into this.

d. Mr. Bauer and Mr. Wells will be attending the Planning Board meeting on 07/28/2011.

C. Route 196 Main Replacement

1. Mrs. Reynolds presented copies of an e-mail from the Town Engineer to Mr. Adams regarding how much sewer main replacement and where the Sewer Dept. would be doing the work on Route 196 prior to the road resurfacing next spring.

a. Mr. Leighton stated that they would be doing about 500ft near the new Napa store in Lisbon.

- b. Mr. Bauer stated that the City of Lewiston will be the project manager for the road construction.
 - 2. The Commissioners discussed the options for the Water Dept., and decided to have Mr. Adams get per/ft pricing from at least 3 contractors for 8” and 12” main replacement.
 - 3. The Commissioners tabled the issue to the next meeting pending more information.
- D. Filtration Plant Issue
 - 1. Mrs. Reynolds presented a copy of a quote for filter media for two vessels from PurFlow.
 - a. Mr. Wells asked if the contract was for the lifetime of the plant.
 - i. Mr. Bauer stated that he feels that the media is supposed to filter for a lifetime as long as the media is in place.
 - b. Mr. Wells felt that if we loose it during the backwash stage then it may be our responsibility to maintain the top layer of media unless there is another issue.
 - 2. Mr. Bauer stated that there had been discussions with Mr. Adams and Wright-Pierce and they felt that the quote of over \$16,000 was not a fair price. Mr. Bauer said that they would make a decision pending more information from other plants.
 - 3. The Commissioners discussed the options and tabled the issue pending Mr. Adams return from vacation.
- E. Audit Results
 - 1. Mr. Wells stated that he reviewed the annual financial PUC report and the audit letter and that he had a few issues.
 - a. He said that his contact number, employer, and job position was incorrect, which did not make him comfortable with the accuracy of the rest of the information.
 - i. Mrs. Reynolds took the correct information for Mr. Wells and will make sure the data is updated.
 - b. He said he had his daughter, a municipal auditor, review the information and she had issues with the audit and the letter.
 - i. She said that both the audit report and the letter were not up to the new standards of 2009.
 - c. He also stated that he and Mrs. Reynolds had discussed continuously using the same auditing firm. He thought she felt there were only certain companies that could do water utility audits. He stated that he researched the requirements and found no such language, but that the audit must meet PUC requirements.
 - i. Mrs. Reynolds clarified that it was not certain auditing companies, but finding an auditor familiar with doing a water utility audit to assure it was done correctly.
 - d. Mr. Wells stated that he had no issues with the auditing firm we are currently using, but he feels that the financials should be audited by a different firm every once in a while to avoid complacency.
 - 2. Mr. Wells addressed the auditor’s comment in the manager’s letter concerning tracking the inventory.
 - a. Mrs. Reynolds stated that the current practice is on manually written sheets, and that the auditor recommended that we get the data into some sort of computer generated spreadsheet.
 - b. Mr. Wells made some recommendations for Mr. Adams to consider.
 - 3. Mr. Wells referred to the other comment from the auditor concerning internal controls and that there is not really any way to change what is in place with the limited number of staff.

4. The Commissioners discussed the issues and tabled the issue pending Mr. Adams return.
- F. Tabled Items
1. Water District Proposal
 - a. Tabled to a future meeting (TBD) with Mr. Levy.
 2. New Standpipe Proposal
 - a. Tabled until Mr. Adams and Mr. Bauer meet with Mr. Upham.
 3. Online Credit Card/Billing with Invoice Cloud
 - a. Tabled pending a meeting with Sam Evrard.
- G. Other Old Business
1. Budget Review
 - a. Mr. Wells stated that the budget review had been tabled to this meeting. He, Mr. Bauer, and Mr. Doughty Jr. had reviewed the information and had no issues.

IV. NEW BUSINESS

- A. General Manager's Report
1. None
- B. Customer Communication Log
1. The Commissioners reviewed and discussed the customer complaint log, but took no action.
- C. Other New Business
1. Reconnection of Service After Regular Business Hours
 - a. Mr. Bauer stated that he received a call from a potential new owner about getting her water reconnected after her closing. She stated that she was closing on her property late Friday afternoon and didn't want to pay the \$170 after hours fee to have it reconnected before Monday morning.
 - i. Mrs. Reynolds stated that the issue has to do with the Terms & Conditions that state specific charges for "normal business hours" and "after normal business" hours. She stated that because there is no abatement clause, the charges can not be prorated unless the Terms & Conditions are changed. She also stated that the process of the final reading procedure could be changed as another option.
 - b. The Commissioners discussed the options and tabled the issue until Mr. Adams returns.
 2. Thomas Point Beach Clambake
 - a. Mrs. Reynolds asked the Commissioners if the Water Dept. was going to participate in the MWUA annual clambake at Thomas Point Beach on August 11th.
 - b. The Commissioners discussed the issue and agreed that they would participate this year the same as last year. Mr. Bauer stated that he and his wife will attend as well.
 3. Commissioners Meeting Date for the Columbus Day week.
 - a. Mr. Bauer stated that Jody Durisko, the Town Manager's Administrative Assistant, had inquired if the Commissioners were going to meet on Columbus Day in October or if there would be another meeting date.
 - b. The Commissioners' discussed the issue and decided to hold the meeting on Tuesday October 12th instead of Monday, October 11th.
 - c. Mrs. Reynolds will forward this information to Ms. Durisko.
- D. Next Meeting Date
1. The next Commissioners' Meeting date is for Monday, August 8, 2011 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. 2nd the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 7:35pm.