



# 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 November 07, 2011

Members Present: Bill Bauer, Stanley Doughty Jr., and Ken Wells  
Staff Present: Paul Adams  
Audience: Dan Bulick and Town Councilor, Fern Larochelle  
Meeting called to order by Mr. Bauer at 6:30pm.

### **I. AUDIENCE PARTICIPATION**

#### **A. Water Main Break on Frost Hill Ave**

1. The Commissioners stated that there was significant damage to the road on Frost Hill Ave due to a large water main break earlier in the month. Mr. Bauer had been contacted by Mr. Bulick about the road repair and his concern that it had not been fixed as it was in the middle of his driveway. Mr. Wells and Mr. Doughty Jr. both said that they went to the site to see the damage. The Commissioners asked Mr. Adams to outline the normal procedure and if Public Works is involved in how the repairs are done.
2. Mr. Adams stated that we usually fix the break as quickly as possible and then fill in the hole. He said that the normal procedure would be to let the gravel settle and compact and then they would schedule the time to fix the pavement based on other areas that need pavement, the size of the repair and weather. He said that lately we have been doing the repairs ourselves. He said that Public Works hasn't been involved in the past.
3. The Commissioners discussed the issue with Mr. Bulick and Mr. Larochelle and decided to have Mr. Leighton, the Public Works Director send Mr. Adams specifications to fix the Frost Hill site and then to put the specs out to get bids from contractors and that Mr. Bulick was welcome to submit a bid and have a decision by the end of the week.

### **II. WARRANTS**

- A. Warrant 43 for October 26, 2011- Approved
- B. Warrant 44 for November 02, 2011- Approved

### **III. OLD BUSINESS**

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

1. Minutes from October 24, 2011
  - a. Mr. Doughty Jr made a motion to accept the minutes for October 24, 2011. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

- B. New Water Dept. Terms & Conditions
1. Mr. Adams presented new drafts that have additional changes for the Commissioners to review.
  2. The Commissioners discussed the changes and asked Mr. Adams to find out if there can be any more proposed changes such as unification when referencing after hours time and charges, and Mr. Doughty Jr. would like to eliminate the snow removal clause. He also asked the difference between the \$52/hr rate and the \$86/hr rate for supervision. They said that if the wording can't be changed, then they are fine with it the way it is as they have the option to enforce the conditions.
  3. Mr. Wells made a motion to accept the new Terms & Conditions for compliance with Chapter 660 as written if the changes can't be done. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- C. Wellhead Protection and Premiere Development
1. Mr. Bauer stated that he and Mr. Adams met with Mr. Kelly, the owner of Premiere Development last Monday.
    - a. Request for Access
      - i. Mr. Bauer said that Mr. Kelly asked for permission to access and use the driveway of the Lisbon standpipe property to utilize the back side of his property.
      - ii. Mr. Adams stated that Mr. Kelly has changed the route and will only need access through the gate to use his own right of way for access to the back of his property.
      - iii. The Commissioners' discussed the issue and gave permission for Mr. Kelly to have a key to the gate to have access to his right of way.
    - b. Zone 1 Boundary
      - i. Mr. Adams stated that they discussed the Zone 1 wellhead protection boundary and Mr. Kelly would look into getting the information and protect it.
    - c. Complaint Against Premiere Development
      - i. Mr. Bauer addressed an e-mail that the Town Manager had sent to Mr. Adams referencing a complaint with the DEP against Premiere Development. Mr. Bauer told Mr. Kelly that the complaint did not originate from the Lisbon Water Dept.
- D. Filter Plant Issue
1. Mr. Adams stated that he sent an informational e-mail for a new supplier for the filter media.
    - a. Mr. Wells asked if our chlorine pumps would be able to handle the increase in chlorine.
      - i. Mr. Adams stated that he wasn't sure as he wanted to just find out if the Commissioners want to consult with this other company or stay with PurFlow.
      - ii. The Commissioners discussed the issue and agreed to have the new company come and give a consultation about our plant requirements and then get a proposal to transition to their product if we choose.
- E. Route 196 Main Replacement
1. Mr. Adams stated that the work is progressing and that everything for this section should be done and paved by the end of the week.

2. Mr. Bauer wanted to clarify that we were not putting a new 6" main to the Open Door Bible church. He did say that they were going to cross Route 196 with a new 6" stub for Gartley St and, that the church could tie into it in the future if they needed to.
  3. The Commissioners discussed the issue.
- F. 2002 Truck
1. Mr. Adams stated that we got the truck back from Emerson Chevrolet after trouble shooting the ticking noise in the new motor, but it is still not completely gone. They said it is in the lifters. Emerson Chevrolet said to drive it for about 10 days and see if the noise goes away. If it doesn't then they want us to bring it back to them.
- G. New Standpipe Proposal
1. Mr. Adams presented the proposals to evaluate potential standpipe sites.
  2. The Commissioners reviewed the proposals and Dirigo is still lower.
  3. Mr. Adams said that we will get adequate information from Dirigo to make a decision about a standpipe location.
  4. Mr. Wells made a motion to accept Dirigo Engineering's proposal for \$3,000 for the evaluation work for a new standpipe site. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- H. Tabled Items
1. Water District Proposal
    - a. Tabled to a future meeting (TBD) with Mr. Levy.
  2. Online Credit Card/Billing with Invoice Cloud
    - a. Tabled pending a meeting with Sam Evrard.
  3. Filter Plant Issue
    - a. Tabled pending filter media information.
  4. New Standpipe
    - a. Tabled pending the site evaluation.
  5. Pay Increases
    - a. Tabled until after the Commissioners' workshop
- I. Other Old Business
1. Air in the Line on Frost Hill
    - a. Mr. Wells stated that after the main break was repaired, it took him more than an hour after they stopped flushing to relieve air from the water line at his house. He asked if there was anything else that could have been done to relieve the trapped air on the top of the hill.
      - i. Mr. Doughty Jr. said that only other option would be to put in an air relief valve at the very top of the hill.
  2. Pressure Issue for Customer on Free St.
    - a. Mr. Bauer stated that he brought an issue of low pressure at a location on Free St to Mrs. Reynolds in the office and wanted to know if there was an outcome.
    - b. Mr. Adams state that they were not sure why the static pressure was low and they were going to try to clear the corporation to see if that helps.
- J. General Manager's Report
1. Budget Review
    - a. Mr. Adams presented copies of the current budget for 2011.
    - b. The Commissioners reviewed and discussed the information.
  2. Mill St. Water Main Break
    - a. Mr. Bauer stated that he received an e-mail about traffic issues with the Mill St. water main break.

- b. Mr. Bauer stated that Mr. Adams addressed the traffic issue immediately and he felt that he responded correctly.
    - c. The Commissioners discussed the issue and recommended that we get more signs if necessary.
  - 3. Lisbon Water Dept Holiday Gathering
    - a. Mr. Adams asked if, where, and when the Commissioners would like to have the holiday dinner.
    - b. The Commissioners discussed the options and decided on either December 11<sup>th</sup> or December 18<sup>th</sup> at Graziano's in Lisbon.
- K. Customer Communication Log
  - 1. The Commissioners saw that there were no new customer complaints in the log.
  - 2. Mr. Adams stated that one person complained about receiving a letter for high usage and one person complained about receiving a low usage letter. They asked why we were monitoring their water and that we were being nosy.
  - 3. The Commissioners discussed the complaints and decided to continue sending the letters as they are more helpful than harmful.
- L. Other New Business
  - 1. None
- M. Next Meeting Date
  - 1. The next Commissioners' Meeting date is for Monday, November 28, 2011 at 6:30pm at the Lisbon Water Dept.

#### **IV. EXECUTIVE SESSION**

- A. None

#### **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 8:15pm.