



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 November 28, 2011

Members Present: Stanley Doughty Jr. and Ken Wells

Members Absent: Bill Bauer

Staff Present: Paul Adams

Audience: None

Meeting called to order by Mr. Wells at 6:26pm.

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 45 for November 09, 2011- Approved

B. Warrant 46 for November 16, 2011- Approved

C. Warrant 46 for November 23, 2011- Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from November 07, 2011

a. Mr. Doughty Jr made a motion to accept the minutes for November 07, 2011. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote.

B. New Water Dept. Terms & Conditions

1. Mr. Adams stated that he wanted to let the Commissioners know that there were more changes that needed to be made per the PUC. He said that we submitted a waiver so that we can make the changes to submit a clean copy.

C. Budget Review

1. Mr. Adams stated that he just wanted to update the Commissioners about payroll taxes. He said that there had been a change in expense code disbursements so he has now aligned the funds in the correct categories.

D. Filter Plant Issue

1. Mr. Adams stated that he heard from Wright-Pierce that Hungerford & Terry with Green Sand will come to the plant to assess the plant and then make a plan to convert from PurFlow to Green Sand. He said that he asked that Wright-Pierce be present when that happens.

i. Mr. Wells asked Mr. Adams if Hungerford & Terry are sending a salesman or an engineer and Mr. Adams said that he did not know as he hadn't spoke with them. He said that he only spoke with Wright-Pierce.

- ii. The Commissioners discussed the issue and took no action.
- E. Route 196 Main Replacement
 - 1. Mr. Adams stated that we have completed from Crest Ave to Village St. He said that public works is satisfied with the finished product for the winter.
 - 2. He said that EJP put in the tap and sleeve for the Moody connection and then Longchamps will pave that hole.
 - 3. He stated that Longchamps said that they were finished for the winter and will start back up in April.
- F. 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 after the Engineer visited the sites.
 - 5. Pay Increases
 - a. Tabled until after the Commissioners' workshop
- G. Other Old Business
 - 1. Back Flow Issue for 25 Frost Hill Ave.
 - a. Mr. Wells asked Mr. Adams to outline his process for the backflows with businesses.
 - i. Mr. Adams stated that he would visit the site if we don't already have a cross-connection permit to meet with the owner. He said that he would evaluate the site, discuss his findings, and let the owner know the device that would need to be installed. He said that he sends a follow-up letter that lets them know the results of the evaluation, the device needed and that they have 60 days to resolve the issue.
 - b. Mr. Wells asked where the process stands with Mr. Larochelle's property.
 - i. Mr. Adams stated that we had left it that Mr. Larochelle would contact Mr. Adams to schedule a site evaluation visit. He said that Mr. Larochelle has not contacted him for an appointment.
 - c. Mr. Wells presented a form that he found while researching the backflow process and asked Mr. Adams if he had a form or what he used for documentation.
 - i. Mr. Adams stated that he does not use that particular form because he is not a certified Backflow Surveyor. He said that he sends the owner a letter with the information. Mr. Adams stated that if there is no compliance then he can ultimately disconnect for lack of compliance.
 - d. Mr. Wells asked if the customer didn't agree with Mr. Adams, could they go to the Dept. of Human Services for this program. Mr. Adams stated that they could, but he didn't think that they would do anything because the whole program has been funneled from the State level down to the Municipal level to manage and control.
 - e. The Commissioners discussed the issue with Mr. Larochelle's property and asked Mr. Adams to contact Mr. Larochelle to schedule an appointment.
- H. New Business
 - 1. General Manager's Report
 - a. Cemetery Status

- i. Mr. Adams stated that we have shut-off the cemeteries and read the meters.
- ii. He said that the reading for the Hillside cemetery was over 50,000cf because they had a leak. He said that one of our operators noticed the leak in August and shut off the water.
- iii. Mr. Adams stated that he feels that they will not maintain the plumbing if they don't have to pay for the water, and this is a prime example.
- iv. Mr. Doughty Jr. stated that the Water Dept had taken a lot of criticism for requiring the meters and backflows, but this reading proves that it was a sound decision. He also wasn't sure if there shouldn't be some way to recoup the expense associated with the 50,000cf of water wasted.
- v. The Commissioners discussed the issue and decided to table the issue to the next meeting to discuss it with the Chairman.

I. Customer Communication Log

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

J. Other New Business

1. None

K. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, December 12, 2011 at 6:30pm at the Lisbon Water Dept.
 - a. Mr. Wells stated that our meeting still isn't showing up in the local paper.
 - b. The Commissioners discussed eliminating the last meeting in December because of the holiday season.

IV. EXECUTIVE SESSION

- A. None

V. ADJOURNMENT

- A. Mr. Doughty Jr. made a motion to adjourn and Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote. The meeting adjourned at 7:07pm.