



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 October 24, 2011

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

Staff Present: Paul Adams

Audience: Rob Williamson and Jeff Musich of Wright-Pierce, Pastor Garnett, the Athletic Director, and an Assistant Pastor of Open Door Bible Church

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 41 for October 12, 2011- Approved

B. Warrant 42 for October 19, 2011- Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from October 11, 2011

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

B. Trail through Bauer Station

1. Pastor Garnett, an assistant pastor, and the athletic director for the Open Door Bible Church expressed their apologies for taking action without our permission. It was not their intention as they had thought that they had received permission when they got approval from the Town.

a. Mr. Bauer stated that he would like a liability waiver from them should anyone get injured on the Town's property.

b. Mr. Wells expressed the same concern about liability and asked that they maintain the trail to prevent erosion or deterioration.

c. The Commissioners discussed the issue and they gave their permission pending the liability waiver.

d. Pastor Garnett agreed to the liability waiver as they had given one to the School Dept. They also agreed that the trail is for restricted use to the church and not open to the public.

C. New Standpipe Proposal

1. Mr. Adams presented a proposal from Wright-Pierce for the request of site evaluations for a new standpipe. He asked Mr. Williamson and Jeff Musich to explain what their quote includes.

a. Mr. Bauer outlined what the Water Dept. is looking for specifically in this evaluation. He said the main goal is to identify the best spot and type of tank for a

new standpipe or if a booster pump station would be a better option. He also briefed them of Premiere Development's desire to own the property of the current Lisbon standpipe.

- b. Mr. Wells stated that he wants to be able to compare all the sites for cost analysis for what type of tank would be needed, what and if the current plant pumps will be able to serve each site and the improvements to the water system per site.
 - c. Mr. Williamson and Mr. Musich stated that they plan to do some test digging to see if the ledge is shallow and constructability, maps for fire flow changes, flow and pressure numbers, how each site impacts the whole water system, and an option for visual model for improvements and a visual for each neighboring house.
 - d. Rob Williamson said that there is a 50% grant that may be available through the Maine Drinking Water Program to pay for the analysis. He said that the deadline has passed, but if they did not get enough applications they may still consider helping LWD.
2. The Commissioners discussed the information and Wright-Pierce will break out their quote for the Commissioners to decide what they want and don't want to do. They also asked Mr. Adams to forward the list of what LWD is looking for in the evaluation so that they can submit a new bid to include all items.

D. Filter Plant Issue

1. Mr. Bauer asked if Wright-Pierce has had any feedback from PurFlow and they said that they have not had any response from anyone.
 - a. Mr. Bauer stated that we have to do something different, that as Mr. Doughty Jr. had stated that we can no longer wait and do nothing.
 - b. Mr. Musich and Mr. Williamson said that there are other suppliers of the media, but it may be an issue if there are problems with the system. He said that PurFlow may not help us because we did not use the recommended media that they provide.
 - i. They also asked if LWD would be willing to purchase more media from PurFlow instead of trying to get it as replacement.
 - ii. The Commissioners agreed that they would do whatever is needed to get the system back to where it needs to be and negotiate the issue after the filters are 100%.
 - iii. Mr. Musich said that he will make some calls and try to get a response from PurFlow himself and then he will contact us with his recommendation.
 - iv. The Commissioner discussed the issue and wait to hear from Wright-Pierce.

E. 2010 Bond

1. Mr. Adams stated that he spoke with Toni Reed at the bond bank and she said that the money can only be spent on the specific project and the funds need to be used within a year. He said that LWD has until May 2013 to utilize the funds or they must be turned back onto the loan.

F. Route 196 Main Replacement

1. Mr. Adams stated that the work will be progressing through the intersection of Village and 196. Next week will be changing over service lines to the new main.
2. The Commissioners discussed the issue.

G. Life Insurance

- a. Mr. Adams presented costs for the uninsured employees at a rate of 4.26/\$1,000. He said that everyone was asked if they want it and they all said yes.

- b. Mr. Adams briefed the Commissioners on the new self-employed insurance process at the request of Mrs. Reynolds. He said that the billing is a little different in that LWD will pay the admin cost at a fixed rate and then a percentage of the claim amounts.
 - c. Mr. Bauer asked if the life insurance was a life or term life as long as they are an employee. Mr. Adams stated that it is only for the active employment.
 - d. Mr. Doughty Jr. made a motion to leave the life insurance as is with the Water Dept paying the premium for all employees. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.
- H. Rate Commitment 2011 and 2012
 - 1. Mr. Bauer read the rate commitment for 2011.
 - a. Mr. Doughty Jr. made a motion to accept annual rate commitment statement for 2011. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.
 - 2. Mr. Bauer read the rate commitment for 2012.
 - a. Mr. Doughty Jr. made a motion to accept annual rate commitment statement for 2012. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.
- I. Interest and Liens
 - 1. Mr. Adams stated that he has directed Mrs. Reynolds to pursue charging interest and the lien process. He said that the Terms and Conditions allow for the interest and the State Law allows for the automatic lien. He said that we will give notice to the customers for the interest charges.
- J. 2002 Truck
 - a. Mr. Adams stated that the new motor is in the truck, but appears to have a small ticking noise so the mechanic contacted the dealer where they purchased the motor and they said to bring it to them to trouble shoot it. He said that it should be ready next week.
- K. New Terms & Conditions
 - 1. Mr. Adams presented copies of a draft of new Terms & Conditions for the Commissioners to review and bring it back to the next meeting.
- L. 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. Wellhead Protection Issue
 - a. Mr. Adams said that he has not had a response from Premiere Development.
 - 4. Filter Plant Issue
 - a. Tabled pending filter media information.
 - 5. New Terms & Conditions
 - a. Tabled until a draft is submitted.
- M. Other Old Business
 - 1. Davis Landscaping Letter
 - a. Mr. Bauer stated that he received a letter from Conrad Davis thanking us for the high usage letter. He said that he did not realize that he had a leak and that he had it fixed.
 - 2. LWD Website
 - a. Mr. Wells said that some companies have started using Facebook and he asked if the Water Dept could utilize this free web source.
 - i. Mr. Bauer said that he will look into it and get back to him at the next meeting.

IV. NEW BUSINESS

A. General Manager's Report

1. Pay Increases
 - a. Mr. Adams said that he just wanted to get the discussions started for the 2012 pay raises.
 - b. The Commissioners discussed potential workshop dates for November and December, but took no action or made any decisions.
2. Premiere Development
 - a. Request for Access at the Lisbon Standpipe
 - i. Mr. Adams stated that he received an e-mail from Premiere Development requesting permission to access the standpipe property in Lisbon so that they can dump ledge from the dam over the side of the bank onto their property.
 - ii. Mr. Adams had concerns about why he is trying to reinforce the bank of the standpipe. He doesn't want them to be reinforcing the banking so that they can just dig closer to the standpipe hill.
 - iii. The Commissioners and Mr. Adams voiced their concerns about the condition of the road and what they will have to remove to be able to get to the banking to dump the ledge.
 - iv. The Commissioners want to meet with Mr. Kelly in person to discuss this issue along with other issues. They asked Mr. Adams to wait for Mr. Kelly to get back to us about our request for a meeting.
 - b. New Entrance
 - i. Mr. Adams stated that there appears to be a new entrance for the Premiere Dev site. He expressed his concerns about the water service as we were not contacted during the construction of the entrance.
 - ii. The Commissioners said that they would address this in the meeting they were trying to schedule with Mr. Kelly.
3. Flea Market
 - a. Mr. Bauer said that he contacted Mr. Carville about the possibility of water at his flea market on Route 196. Mr. Carville had expressed interest in the past, but did not want to pay all the paving costs at the time. Mr. Bauer told him that with the main construction project he would have the opportunity to tie in with relatively low cost.
4. None

B. Customer Communication Log

1. The Commissioners reviewed and discussed the customer complaint log.

C. Other New Business

1. None

D. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, November 7, 2011 at 6:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Doughty Jr. made a motion to adjourn and Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 8:20pm.