



LISBON WATER DEPARTMENT

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Marie Hale, Chairman, Kenneth R. Wells & James Lemieux Commissioners

Commissioners' Meeting Minutes for May 08, 2017

Members Present: Ken Wells, Marie Hale, and Jim Lemieux

Staff Present: Shellie Reynolds and Bill Alexander

Audience: None

Meeting called to order by Ms. Hale at 5:30pm

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 15017 (Apr 12, 2017)-Approved

B. Warrant 16017 (Apr 19, 2017)-Approved

C. Warrant 17017 (Apr 26, 2017)-Approved

D. Warrant 18017 (May 03, 2017)-Approved

III. EXECUTIVE SESSION

A. MRSA 13 § 405 (6) (A) Personnel

1. Mr. Wells made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel at 5:31pm. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
2. Mr. Wells made a motion to exit Executive Session at 6:13pm with no action taken. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

IV. OLD BUSINESS

A. Reading and Approval of Minutes

1. 02/28/2017
2. 03/13/2017
3. 04/10/2017

a. Mr. Wells made a motion to accept all three minutes as written. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.

B. Main Street Main Project-Update

1. Mr. Alexander said that the State has pushed the project out until 2019 for both sections. Ms. Hale said that it would be a bond issue and Ms. Reynolds confirmed for the 2018 referendum as long as the State doesn't change the schedule again. Mr. Alexander said that he would need to be looking for an engineer to do the water design near the beginning of the year.

2. Mr. Alexander said that he also received an e-mail that the Town plans to do an overlay of Main St this year to ease the concern until the road is fixed.
3. The Board discussed the issue but took no action at this time.

C. Kelly Park Update

1. Mr. Alexander said that they are still installing services on Champagne Lane. He said that he forwarded an e-mail to the Board concerning the Easement changes he received back from Scott Kelly's attorney. He said that he forwarded the document to our attorney for his opinion but hasn't heard back yet. He said that he spoke with Mr. Kelly today to let him know that he would need another easement for Champagne Lane and Wine Time Dr. as the current easement only mentions Premiere Drive. He said that the properties he has sold are on private property and until the Town accepts the road, we would be crossing his property to service these locations.
2. Ms. Reynolds asked when they planned to tie into Moody Rd and if we were going to allow them to turn on the water prior to connecting to Moody. Mr. Alexander said that he was ok with turning on water prior to the connection that as long as we get the easements we need; that we don't have to accept the main until it is tied into Moody. Mr. Wells asked if all the lots were accepted and Mr. Lemieux confirmed they were. Ms. Reynolds said that she would like to have them tie in before the 4 multi-units are on. Mr. Alexander reiterated that he didn't think it would be a problem as long as we received the right easements. Ms. Reynolds asked what we had in place to prevent them from turning everything on once we turn it on at Premiere Drive as it is a private system inside the park. It was discussed that there wasn't anything to prevent them from turning all the individual services on if Premiere Drive is turned on and that we would not be able to shut them off again without utilizing the disconnect process which we would not be able to do. Mr. Wells asked the Board if they agree that Mr. Kelly has to tie into Moody Rd prior to turning on service to Premiere Drive.
3. The board discussed the issue and gave Mr. Alexander direction that they need to tie into Moody prior to turning the water on at Route 196. Ms. Reynolds said that if it is an issue for them then they can come to the next meeting and present their case to the Board for a different decision.
4. The board asked about the closeness of lot 24 in relation to the standpipe and Mr. Alexander will check with the code enforcement officer.
5. The Board continued to discuss the project but took no further action.

D. SCADA

1. Mr. Alexander said that the communications issues have been resolved. He said that the Lisbon Tank required a new antennae and coax cable which was installed by Maine Radio. He said that they also contacted the manufacturer of the radios to get the correct process for testing them and found that they were not tested properly before. He said that they got the software and went to all the sites to check all separate settings to go over it with their engineer to confirm and correct any issues. He said that since they were here last we haven't had any issues. He said that he likes the fact that they do an excellent job and are very thorough. He said that they will be back to upload new software updates and to discuss future maintenance.

E. Application for Employment

1. Ms. Reynolds said that she had to consult with Mr. Gaudet about the changes to the employment application as she couldn't do them, it was a protected document. She said that he made the changes and sent back the new document. The Board reviewed and approved the document to begin using it immediately.

- F. Cell Phone Use Policy
 - 1. Ms. Reynolds went over the changes that were discussed in the workshop for the cell phone use policy and presented the copy to the Board. The Board approved the changes and will implement it into the personnel policy and the employees will get a new copy of the policy once all the changes are complete.
- G. Water Operator Licensing Policy
 - 1. Ms. Reynolds went over the changes that were discussed in the workshop about the water operator licensing policy and presented the copy to the Board. The Board approved the changes and will implement it into the personnel policy and the employees will get a new copy of the policy once all the changes are complete.
- H. Unresolved Issues
 - 1. Highland Ave Project-Mr. Alexander said that we should have a design at the end of next week for review. He said that it had been delayed due to a communication breakdown but not sure if it was them or us but they were waiting for confirmation that the gas line had been located and marked in order to complete the design.
 - 2. Mill Street Main Project-Mr. Alexander said that he sent out RFP's to Dirigo Engineering and Wright-Pierce to design the work for the main and he expects to have those back by the 22nd.
 - 3. Personnel Policy
 - a. Office Closure, Vehicle Use, Drug Testing, Driving Record Check
 - 4. Oxford Networks Proposal
 - 5. Plaque or Memorial for Bill Bauer
 - 6. Comprehensive Plan Update for Planning Board
 - 7. Sludge to TOL Sewer-Mr. Alexander said that he sent the latest results to the Public Works Director and to Olver Associates to get approval to begin sending sludge to the Sewer but hasn't heard back yet.
 - 8. Route 196 Project
 - 9. New Standpipe Property Options
 - 10. Update T & C's
 - a. Abatement Policy-Ms. Reynolds asked to remove this from the tabled items until we are going for a rate case.
 - b. The Board asked Ms. Reynolds to talk to our financial advisor about a 3% increase to improve the operating budget and the best time to implement it would be.
- I. Any Other Old Business
 - 1. Moody Plant
 - a. Mr. Alexander said that the finish water pumps at Moody station have had issues. He said that they found that the silent check on one of the finish water pumps was failing. He sent out for pricing to 3 or 4 vendors and the only price he received back was from EJ Prescott. He said that he would like approval to get a new butterfly valve and a new check valve. Mr. Wells asked and recommended that he get a spare set to have them on-hand but Mr. Alexander didn't think that was a necessary expense because it is not a good idea for the valve to sit unused and they usually last 10-20 years or more.
 - i. The Board discussed the issue and they approved the purchase of the parts plus spares.
 - b. Mr. Alexander said that he will also implement a valve maintenance program for the plant as it has not been done in the past which should help catch these things before they are a problem.

V. NEW BUSINESS

A. Superintendent's Report

1. 2017 Capital Improvement Plan
 - a. Mr. Alexander said that he made a change to the plan from the document he had e-mailed to them to reflect the MDOT schedule changes to Main Street.
2. 2016 CCR Report
 - a. Mr. Alexander said that he received the data from the State, created the 2016 report and had sent it to the Board and would like their approval before distribution or posting to the website.
 - b. The Board discussed the report and gave Mr. Alexander their approval to move forward.
3. Main Extension Contract
 - a. Mr. Alexander said that he is working on putting together a packet for contractors or whoever is considering a development within our system so they have the information needed upfront. He said that it will have the Water Dept specifications and the process to get their project approved by the Water Dept. He said once he is finished and has Board approval he will put it on the website to be available for everyone.

B. Business Manager's Report

1. Appreciation to Marie-Admin Day Lunch
 - a. Ms. Reynolds thanked Ms. Hale for taking her and Ms. Masse to lunch for Administrative Professionals Day.
 - b. She said that the Water Dept did a lunch here as well and included Ms. Hale for her hard work on researching the past Board members for the plaque to be displayed at the office.
2. Application for Service
 - a. Ms. Reynolds said that she and Mr. Alexander created an application for service for new services only. She said that they currently have a form for just change of ownership that works well for closings on current service locations. She said the new form is a way to get contact information and billing information before a project starts. She said that the customer will not get approval from this application; it will prompt them to contact us to make an appointment for us to go to the location to do an inspection/evaluation of proposed service request. Once we do the inspection/evaluation we will send them a form that outlines their requirements, payment required, and they will need to sign and return the form with their deposit for the Water Department to accept the service. She said that we are in the process of creating that form. Mr. Alexander said that he has concerns that a customer may not be putting the best option in place for their needs without having to consult with us and this form will help with that.
 - b. The Board discussed the form and approved the new application for new service.

C. Commissioner Communication/Requests

1. Mr. Wells-PLC
 - a. Mr. Wells asked Mr. Alexander if he checked into moving the PLC to Moody and Mr. Alexander said that he has and that he received a quote from one contractor but he needs to review it with the contractor before he brings it to the Board. The Board discussed the issue and will wait for Mr. Alexander to bring it back to a future meeting.

2. Ms. Hale-None
 3. Mr. Lemieux-None
- D. Complaint Log
1. 04/12/17-25 Beech St-low pressure
 2. 04/13/17-418 Lisbon St-Wash out of road in New Main area-Androscoggin St-Mr. Alexander said that he had Mr. Lawton go to the location and the repairs were made.
 3. 04/13/17-36 Village St-dirty water-due to Kelly Park flushing the main
 4. 04/13/17-197 Lisbon St-dirty water-due to Kelly Park flushing the main
 5. 04/18/17-15 Park St-dirty water-due to Kelly Park flushing the main- he said that she called and he spoke with her about her concerns and complaints that she had posted on Facebook and they ended on a good note.
 6. 04/20/17-90 Summer St-Ran over garden-disturbed rocks-Mr. Alexander said that he went to the location and identified the area and told the customer that we will not be going up the driveway to read the meter that we will get the reading another was.
 7. 04/21/17-16 Ridge Rd-dirty water
 8. 04/21/17-49 Ridge Rd-dirty water
 9. 04/24/17-42 Winter St-Yard Repair-Main Break-will be fixed after the paving is done there.
 10. 04/26/17-29 Lisbon St-dirty water-due to calcium and he made suggestions on dealing with it. They also discussed his usage and charges, what chemicals we add to the system, and fluoride. He said they ended on a really good note.
 11. 04/28/17-60 Upland Rd-dirty water-he said that the customer came to the office and the customer is very unhappy and is considering moving because if it as he is tired of the poor water quality. Mr. Alexander said that they discussed some of his issues and let him know that they are working on it.
 12. 05/03/17-22 Fairview Dr.-dirty water in Town & Country-Mr. Alexander said that he went to the location and said that their landlord told them to call us. He tested for sulfides as they smelled sulfur but the test didn't show any. He said that the chlorine was ideal and the iron level was great as well. He said that the park is a private system and that the landlord needs to maintain it and probably needs to flush their lines. He encouraged them to talk to their neighbors about his visit and the results of his tests.
 - a. The Board discussed the issue but took no further action at this time.
- E. Customer Comments
1. None
- F. Other New Business
1. 4 Campus Ave Water Request
 - a. Mr. Wells asked Mr. Alexander if he had been contacted by Mr. Ingersoll about water for the gardens behind 4 Campus Ave and Mr. Alexander said that he has an appointment to meet him tomorrow.
- G. Next Meeting
1. The next Commissioners' Meeting is Monday, May 22, 2017 at 5:30pm at the Lisbon Water Dept.

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:52pm.