



## LISBON WATER DEPARTMENT

639 Lisbon Road  
Lisbon Falls, Maine 04252  
Tel. (207) 353-3020 Fax (207) 353-3004  
William A. Bauer, Chairman, Marie Hale & Kenneth R. Wells

### Commissioners' Meeting Minutes for April 11, 2016

Members Present: Ken Wells and Marie Hale

Members Absent: Bill Bauer

Staff Present: Larry Plourde and Shellie Reynolds

Audience: Roger Bickford

Meeting called to order by Mr. Wells at 5:30pm

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. WARRANTS**

- A. Warrant 112016 (Mar 16, 2016) – Approved
- B. Warrant 122016 (Mar 23, 2016)-Approved
- C. Warrant 132016 (Mar 30, 2016-Approved
- D. Warrant 142016 (Apr 06, 2016) – Approved

#### **III. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Minutes for March 14, 2016

- a. Mr. Wells stated that he would like to make a clarification from the last meeting for section III, C,1. He said that we would need to wait for more information from John Gaudet about the time a new employee has to get his testing done. He said that the current minutes say once every 6 months and they are not sure that is right. Mr. Wells made a motion to accept the minutes as written with the clarification for March 14<sup>th</sup>. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- B. Dirigo Engineering Agreement for Phase I of New Standpipe
  1. Mr. Plourde said that he spoke with Mr. Sawtelle and that he was working on the plans and that we needed to get together to talk about it. He said that he had mentioned before a standpipe within a standpipe and he said that the more he looks at it the more it looks like it's not going to be possible that it's not going to be high enough. He said that he is actually working on it and he's supposed to call sometime for us to get together.
  2. Ms. Reynolds asked if we were talking a whole different tank? Mr. Plourde said just a one chambered tank. Mr. Wells asked why he was having a problem with a 2 chambered tank and Mr. Plourde said that he was on lunch at the time and he couldn't really talk with him at the time. Ms. Reynolds asked if we should regroup and he said that that is what they were going to discuss hopefully this week.
  3. The Board continued to discuss the issue and will wait to hear the results of Mr. Plourde's meeting with Mr. Sawtelle. They said they will have a workshop or special meeting if action is needed prior to the next regular meeting.
- C. Lead Leaching Proposals
  1. Ms. Reynolds said that we received the contract, signed and returned it to Wright-Pierce.
  2. Mr. Wells said that he received the info from Mr. Plourde that they would probably need to do more samples. Mr. Plourde confirmed it and added that it probably wouldn't be much.
  3. Mr. Wells said that he had discussed this with Ms. Reynolds that next time we put in for the grant that we should add some cushion for unexpected costs.
- D. Capacity Grant Application
  1. Ms. Reynolds said that it was signed and submitted to MDWP and we should hear in a few weeks.
- E. New Truck Bids
  1. Mr. Wells asked if there were any new truck bids and Mr. Plourde said that he did have some.
  2. Ms. Reynolds said that we need to address why we are bringing this up when it was already approved at the last meeting. Mr. Wells said after the last meeting the Board thought they should hold off to see if we could do better therefore we did not purchase a new truck yet.
  3. Mr. Plourde said that for a 2016 Ford Super Duty F250 with service body and plow it was \$36,664.04 from Quirk Auto Group. He said that in talking with Mr. Lawton and Mr. Brunelle they think they can get another year out of this truck. He said the repairs that it needs right now is for new coils and the coil pack kit was quoted at \$669.12.
  4. The Board discussed the quote and Mr. Bickford explained some of the work associated with it and he felt it was a good price for all the work. Mr. Wells made a motion to accept The Shop's quote for the F250 repairs for \$669.12. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
  5. They said to continue to hold the money in the budget for a new truck until next year.
- F. Ann St. Roof Bids

1. Mr. Plourde said that the roof repairs were complete and it came out great. Ms. Hale asked if there was only one layer of shingles to remove and Mr. Plourde confirmed there was only one layer.
- G. Auditors Came 03/17 & 03/18
1. Ms. Reynolds said the auditors came both 03/17 & 03/18 and they had her doing a lot of work creating and completing spreadsheets to help them understand how we bill and how stuff is accumulated. There were different sheets for the cell tower rent, the different types of revenue, when they are billed and posted, and the inventory. The inventory consisted of adding a spreadsheet to track used material and searching through every work order that had materials. We are still trying to reconcile that account. She said that she hasn't heard anything further since they left.
  2. Mr. Wells asked if they did apply for an extension and Ms. Reynolds said that she contacted the previous auditor and he said that they used to as well and that it is common practice to do that.

H. FCC License for SCADA

1. Ms. Reynolds said that she sent in the request for the new license and 8 hours later we were granted the new license. Mr. Wells asked if it cost us anything and Mr. Reynolds said it did not because it is municipal.

I. Sludge Meeting with TOL

1. Olver Assoc
  - a. Mr. Plourde said that he felt it went mostly positive. He said that they also met Olver Assoc. later that Friday at the plant. He said they asked some questions and he was able to answer most of them. He said that they will be coming to the office to look at and copy some of our records.

J. Unresolved Issues

1. Service Estimate for 1 Higgins St
  - a. Mr. Wells asked Mr. Plourde if we could schedule the work and he said that he didn't see why not. Mr. Wells said that he thought we already approved that work and Mr. Plourde and Ms. Reynolds said that they didn't think we made it formal yet as we were waiting on the Town.
  - b. Mr. Wells made a motion to accept the bid from Longchamps for \$3,900 to run a separate service line to the shop at 1 Higgins St. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
2. Clothing
3. Audit 2016 Proposal
4. Update T & C's
  - a. Abatement Policy, credit card
5. Moody Well #1 Use
  - a. Wait for the PH study.
6. Cell Tower Lease Options
7. Personnel Policy Changes
  - a. Water Operator Licensure
  - b. Cell Phone Policy
  - c. Equipment Use Policy
    - i. Backflow Tester
    - ii. Cell Phone

K. Any Other Old Business

1. None

**IV. NEW BUSINESS**

A. Operations Manager's Report

1. Northeast Cummins Service Contract
  - a. Mr. Plourde said that he received a new quote for a new service contract from Northeast Cummins for \$894.00.
  - b. Mr. Wells asked Mr. Plourde if it was worth it and he feels it is. Ms. Reynolds asked what it would have cost if we had just paid for this service. Mr. Plourde said that it would have been a more expensive hourly rate without a contract.
  - c. Ms. Hale made a motion to accept the service contract for \$894.00. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
2. Hydrants
  - a. Spring Flushing 04/25
    - i. Mr. Plourde told the Board that he would like to begin hydrant flushing April 25th.

- ii. Mr. Wells asked if he had met with Mr. Leighton to go over the requirements for the Storm Water Ordinance. Ms. Reynolds said that it was next on the agenda and Mr. Wells said that he didn't want to approve flushing if we didn't meet that. Ms. Reynolds said that we don't have to meet that yet as they are still in the discussion stage. Mr. Plourde said that he talked with Mr. Leighton today and gave him our list of hydrants and chlorine residuals. He said that he told Mr. Leighton that we were going to start on the 25<sup>th</sup> and that he was not going to start dechlorinating but we would still be doing the samples.
  - iii. Mr. Wells asked when they would need this ordinance and if it was part of their thing or part of our thing. Ms. Reynolds said that it is part of the Town's ordinance.
  - iv. Mr. Plourde agreed that it was part of the ordinance and before he works up an SOP, he would like some clarification. He read parts of the examples that were sent to him. Ms. Reynolds said that those were just to see which SOP was close to what we do, not the numbers, because ours haven't been determined yet and theirs have. Mr. Plourde and Mr. Wells stated they still wanted more information.
  - v. Mr. Wells asked if any of the flushing will be running into any wetlands area and Mr. Plourde said that the places where the chlorine is the highest, near Moody Plant, that there were bodies of water.
  - vi. Mr. Wells said as long as we are doing the samples then he was alright with the flushing and Mr. Plourde said that is what they had all agreed on so that is what we will do. Ms. Hale agreed as well.
- b. TOL Request SOP for Flushing-Storm Water Ordinance
  - i. Addressed in the Hydrant Flushing agenda item above.
- 3. Backflow Test Certification-C. Brunelle
  - a. Mr. Plourde said that there is a Backflow Certification Class on May 3-6 for a cost of \$690. He said that he talked to Mr. Brunelle and he said that he wants to go and he feels he can pass it.
  - b. Mr. Wells asked if there would be a time where we would need 3 persons or if we would be ok for that time frame and Mr. Plourde felt we would be ok. Mr. Wells asked where it was and Mr. Plourde said that it was in Topsham.
  - c. Mr. Wells asked Ms. Hale if she was all set and she said that she and Mr. Plourde had already had a discussion last week.
  - d. Mr. Wells asked if there was a written test and Mr. Plourde said that there was a written test as well as a hands on test. Mr. Wells said that he would be anxious to see how he does on it.
  - e. Mr. Wells made a motion to allow Mr. Brunelle to do the Backflow Certification Class for \$690. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- 4. Meters
  - a. Mr. Plourde said that we got a batch of 100 meters and there are about 32 left and he would like to get another 100 but he was hearing that we really can't afford it at this time. Ms. Reynolds said that she was not in favor of getting another 100 meters as we have had a lot of unexpected expenses this year. Mr. Wells said that he was not in favor of the first 100.
  - b. The Board decided to move the issue to tabled items to address again in the future.

B. Business Manager's Report

1. TOL Mgr-Meter Upgrades

- a. Ms. Reynolds said that the Town Manager reached out and asked if we were going to be doing any of the radio read attachment upgrades as she needed to know whether to carry the money forward in the Sewer Budget. Ms. Reynolds said that we would not be doing any before the end of their fiscal year but not sure about 2017. The Town Manager said that she would continue to show the funds in Sewer.
- b. Ms. Reynolds said that we really need to be sure of our program before we ask them to invest any of their funds.

2. MMA Insurance Renewal

- a. Ms. Reynolds said that Mr. Leighton had sent us a MMA property and casual pool questionnaire. She said that Mr. Plourde filled out operations and she filled out her part and returned it to them. Mr. Wells asked if it was going up and she said that we haven't made it to that stage yet.

3. Capital Improvement Plan 2016

- a. Ms. Reynolds presented a proposed 5 year CIP for 2016. She said that the Town Manager had asked for our CIP plan to include in theirs to present to Council. The Board reviewed and discussed the items on the list.
- b. Mr. Wells made a motion to accept the 2016 CIP as presented by Ms. Reynolds and Mr. Plourde. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.

4. GIS

- a. Ms. Reynolds said that she was contacted by Corson GIS Solutions as part of locating all our stuff for the Town's maps. She said that it was also to update the Emergency Response demand.
- b. Mr. Wells asked if we already had this info from when we did our own mapping and Ms. Reynolds said that we do but it is in a format that hasn't been able to be used. She said that she will reach out to them and invite them to come and look at our information to see if they can use it.
- c. Mr. Plourde said that that was one of the reasons he gave the hydrant info to Mr. Leighton. He said that Mr. Leighton already has all our information but Ms. Reynolds said that he only has up to 2003 information. Mr. Plourde said then we just need to add on Route 9 and Upland Rd and Ms. Reynolds said we had made changes to Route 196 as well.

5. The Commissioners continued to discuss the issue and approved working with Corson GIS if they can get what they need from us without a cost to us.

C. Commissioner Communication/Requests

1. Mr. Wells

- a. None

2. Ms. Hale

- a. None

3. Mr. Bauer

- a. None

D. Customer Communication

1. Complaint Log

- a. None

2. Customer Comments

- a. 209 Lisbon St-dirty water

- i. Mr. Plourde reminded the Board of the service layout as we had discussed the same location at a previous meeting. He said that he went to talk to her last

Friday and she described the dirty water issue. He said that he thinks that the valve may be an issue and not able to flush the line properly. He said that she was going to have a plumber coming to change this valve. Mr. Wells said that he doesn't want to charge her the t/o fee because we haven't been able to resolve her constant dirty water issue since we changed the main in 2012.

- ii. Mr. Wells made a motion to not charge the customer of 209 Lisbon St for a reconnect fee once she gets the water shut off for repairs. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.

E. Other New Business

1. Change at Kelly Park

- a. Mr. Bickford said that at their last planning board meeting Mr. Kelly and his attorney came and said that they are changing Kelly Park to residential units. He said that he heard from a reliable source that we should contact Mr. Kelly as he is very interested in buying our property. Ms. Reynolds agreed that we should talk to him in Executive Session. Ms. Hale asked if he was interested in the cell towers as well and Ms. Reynolds said that it would be great to have that conversation as we haven't ever had it with him. Mr. Wells agreed as it has always been second hand and that we should set this up once Mr. Bauer returns.

2. Demolition of the Worumbo Building

- a. Mr. Wells asked Mr. Bickford if the demolition of the Worumbo building was approved and he said that it was.
- b. Mr. Wells said that he had seen Dig Safe markings in the road and asked Mr. Plourde if we were all set. Mr. Plourde said that he hadn't seen a work order for it.
- c. Mr. Bickford said that they still need to get one more DEP permit.

F. Next Meeting

1. The next Commissioners' Meeting is Monday, May 09, 2016 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

A. MRSA 13 § 405 (6) (A) Personnel

1. Ms. Hale made a motion to enter Executive Session regarding Personnel. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote at 6:30pm
2. Mr. Wells made a motion to exit Executive Session. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote at 7:11pm. There was no action taken.

**VI. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 7:12pm.