



LISBON WATER DEPARTMENT

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William A. Bauer, Chairman, & Commissioners Stanley Doughty Jr. & Kenneth R. Wells

Commissioners' Meeting Minutes for April 13, 2015

Members Present: Stanley Doughty Jr. and Ken Wells

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Marie Hale

Meeting called to order by Mr. Doughty Jr at 5:32pm

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

- A. Warrant 10 for March 11, 2015 – Approved
- B. Warrant 11 for March 18, 2015 – Approved
- C. Warrant 12 for March 25, 2015 – Approved
- D. Warrant 13 for April 01, 2015 – Approved
- E. Warrant 14 for April 08, 2015 – Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes

- 1. Ken Wells made a motion to accept the minutes as written for March 09, 2015. Mr. Doughty Jr 2nd the motion followed by a positive 2/0 vote.

- B. Capacity Grant
 - 1. Invoice
 - a. Ms. Reynolds said that we received another invoice from Wright-Pierce for \$1,500.
 - b. Mr. Wells said they received an e-mail with a proposed draft of the study with data received to date. The Commissioners discussed the issue and approved the payment of the Wright-Pierce invoice.
 - 2. MDWP Letter
 - a. Extension
 - i. Ms. Reynolds said that she received a reminder letter from Maine Drinking Water Program of the due date and the requirements for the deadline for April 30th. She said that there was also information to apply for an extension. She said that she sent the letter to Wright-Pierce but had not heard back from them yet, but felt we should try for an extension to have the study completed.
 - ii. The Commissioners agreed to apply for the extension.
- C. Cost Tracking with the Town
 - 1. Ms. Reynolds said she had received an e-mail from the Town Manager and forwarded it to the Commissioners for review.
 - 2. Mr. Wells said that he would like Ms. Reynolds to ask the Town Manager if we were going to get billed for actual time spent; that these estimates are for budget purposes only.
 - 3. Mr. Wells asked when we were going to start billing each other and Ms. Reynolds said that it will begin July 1, 2015.
 - 4. Ms. Reynolds called reference to the line where the Town was budgeting to pay for part of the radio read attachments. She hoped that this will be approved by Council.
- D. 2 Canal St Credit
 - 1. Ms. Reynolds said that we had the customer at 2 Canal St. run the water to prevent their water and our water main from freezing. She said that she was planning on crediting the account down to the minimum charge based on the customer's usage history.
 - a. The Commissioners agreed to the credit.
- E. MS4 Workshop
 - 1. Mr. Wells said that he and Mr. Plourde attended the MS4 workshop with the Town Council and he thought the meeting was to meet the criteria for the second year of the MS4. Mr. Plourde felt that it was just a scare tactic. Mr. Wells thought that the outcome for the Water Dept. was that we would need to take a chlorine sample at any flushing whether is was for a main or for hydrants. He said that we would need to test before flushing and another after it is flushed. Mr. Plourde confirmed that that was his understanding as well.
 - 2. Ms. Reynolds asked if they were going to need a spreadsheet to track the information and Mr. Plourde said that that would probably be the way to go.
 - 3. The Commissioners discussed the issue and asked Mr. Plourde to ask the Town Engineer for more information about this year, to keep him in the loop. He said if Mr. Leighton wasn't sure then to contact the engineer that did the workshop.
- F. Highland Ave Main Replacement Estimate
 - 1. Mr. Plourde said that we received an estimate from Longchamps for the main replacement on Highland Ave of \$118,200. He said that if there were still funds remaining then they could include the run from Highland Ave to Sunset Ave for \$71,260 to eliminate a dead end on Sunset.
 - a. Ms. Reynolds said that they will not have enough remaining bond funds to do both but we could add depreciation funds if it was something we needed to do.
 - i. Mr. Plourde said that we don't really need to do Sunset; he said there are other things he would rather do than that.

2. The Commissioners discussed the issue and will review it further in the budget workshop.
- G. Unresolved Issues (tabled)
 1. Personnel Policy Changes
 - a. Overtime Policy
 2. Class II Water Operator Position
 3. Audit Proposal Concern Questions
 4. SCADA Alarm Back-up Options
 - a. Waiting for estimates from Summit Engineering
- H. Other Old Business
 1. Mr. Wells asked Mr. Plourde to make a list of things that we didn't do that the previous manager chose not to do.
 - a. Mr. Plourde said that the Bauer Station Transfer Switch is one and he will make note of any others.

IV. NEW BUSINESS

- A. Operations Manager's Report
 1. Water Leak at Campus Commons
 - a. Mr. Plourde said that they got to work Friday morning. He said at 6:01am the break happened but they did not know where. He said they only knew that at 6:01am the standpipe level was at 85.3ft and, that Ann St pump was running, which is very rare, and that it had been running for 10 hours. He said that Mr. Lawton gets here early before 7 every morning and he immediately called Mr. Plourde to make sure he was coming in to work; as he was out sick the day before. Mr. Plourde said that by the time he got in at 7 the standpipe had dropped 2 ft. He said that they looked all over town to try to find the leak but could not. He said that he had the ross valve downstairs open all the way but the standpipe was still dropping and they were losing about 800-1000gal/minute. He said that it dropped all the way down to 67.59ft. He said that they did not have any clues until around 9:45am when a customer called. Ms. Reynolds said that the customer at Campus Commons called and said that they had a lot of water in their parking lot and could we come and check it, which ended up being the leak.
 - b. Mr. Wells asked if there is a policy for when to stop and turn everything off if it looks like a losing battle. Mr. Plourde said that he would continue until the battle is lost, that he would want to keep as much water in the standpipe as possible.
 - c. The Commissioners discussed the issue and asked Mr. Plourde to work with the staff to come up with a procedure in case this should happen again. They asked Ms. Reynolds to check with the PUC rules to see if and how we could the recoup the loss from the customer.
- B. Business Manager's Report
 1. Annual Report to Town
 - a. Ms. Reynolds presented the final copy of the report to submit to the Town for an annual report of the Water Dept. for 2014.
 - b. The Commissioners discussed the information and asked Ms. Reynolds to add Mill St project to the information if possible, and then to forward it to the Town if they need it prior to Mr. Bauer's return.
 2. Budget
 - a. Ms. Reynolds asked the Commissioners if they had anything else for consideration for the 2015 budget for the workshop.
 - b. The Commissioner discussed the information and will get anything new to Ms. Reynolds prior to the workshop.

C. Customer Communication

1. Complaint Log

a. Broken Tree- Corner of Maple St & Avery St

- i. Mr. Plourde said that he looked at the tree and he said that the mystery is the person complaining doesn't own the land. He said that they had been waiting for more pictures from the man complaining but hasn't heard anything further. He said that the tree was dry and cracked but he thought that it was already dead and perhaps the weight of the snow broke it. He talked to the staff that plows that hydrant and was assured that he always saw the tree and that the next time he plowed there, he noticed the tree was down.
- ii. Mr. Wells asked if we haven't heard anything from them or are they waiting on us. Ms. Reynolds said that the e-mail from the Town Engineer asked us how to proceed. The e-mail also mentions that Public Works said that the pictures look like the damage may have been done during hydrant plowing.
- iii. The Commissioners discusses the issue and asked Mr. Plourde to contact the property owner.

b. 54 Lisbon St-Dirty water

- i. The Commissioners reviewed the complaint and Mr. Plourde said that he would try to contact the customer.

2. Customer Comments

a. 4 Berry Ave-Good water

- i. Ms. Reynolds said that we received a compliment that we had good water vs. the water in California.

D. Other New Business

1. None

E. Next Meeting

1. The next Commissioners' Budget Workshop will be Monday, April 27, 2015 at 5:30pm at the Lisbon Water Dept.
2. The next Commissioners' Meeting is Monday, May 11, 2015 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

A. None

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 6:49pm.