



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 Fax (207) 353-3004

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

Commissioners' Meeting Minutes for February 28, 2017

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

Staff Present: Shellie Reynolds and Bill Alexander

Audience: Chris Brunelle

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

I. ANNOUNCEMENTS

- A. Mr. Wells congratulated Jim Lemieux on his appointment for Water Commissioner. He asked if Mr. Lemieux has been sworn in and he said that Twila did it the night they appointed him to the Board and Ms. Hale confirmed.

II. ELECT CHAIRMAN AND VICE CHAIRMAN

- A. Elect Chair of the Board of Water Commissioners
 - 1. Mr. Wells nominated Ms. Hale for Chair. Mr. Lemieux 2nd the motion followed by a positive 2/0/1 vote with Ms. Hale abstaining.
- B. Elect Vice-Chair of the Board of Water Commissioners
 - 1. Ms. Hale nominated Ken Wells for Vice-Chair. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.

III. AUDIENCE PARTICIPATION

- A. Chris Brunelle
 - 1. Snow Day Closures
 - a. Mr. Brunelle said that for the past 10 winters we have followed the Town Office closure. He said that this past winter it changed; he said that now only the essential employees have to come in and the non-essential employees do not and that they get paid and the ones that have to come in do not get comped or overtime for coming in. Ms. Hale said that it is at the discretion of the Superintendent. Mr. Brunelle said that he thought that it was the Town Manager that made the call and asked Ms. Reynolds if that was the way it was done in the past and she said that our General Manager made the call.
 - b. Mr. Wells said that at his work there are no snow days and he thought employees here had to use benefit time if the office closed.
 - c. Ms. Reynolds said that she asked the Town Manager how it was handled there and was told that non-essential employees do not have to use benefit time.
 - d. Mr. Alexander said that he just did what was normal across the industry including his former employer, which is to have operations come in regardless if the office was closed. He said that they opened the property and did what was necessary at the

stations and then made the decision whether they would continue working or send staff home.

- e. Mr. Wells asked if they were compensated and Mr. Alexander said that it was straight pay not overtime.
- f. Mr. Brunelle said that he just wants it to be fair for everyone.
- g. The Commissioners' discussed the issue and decided to table it to a workshop to look at the policy.

2. Vehicle Tracking

- a. Mr. Brunelle said that we recently got trackers in our vehicles. He said that Mr. Plourde put his in his work truck today and that the one for his truck was installed a while ago but not sure when and that he didn't think Mr. Lawton's truck had one. He said that he asked Ms. Reynolds if she had one in her personal vehicle because she used it on Water Dept time and he said she laughed and said no. He said that he told her that he didn't think that was fair. He said that Bill got wind of it and they had the same conversation and he asked if he had one in his vehicle and he said no.
- b. He said that he didn't know how it all worked with the insurance and that he was about fairness; that we should be tracking all five not just three. He asked what would happen if something happened in their vehicles on company time and Mr. Wells said that their personal insurance would probably come after the Town and Mr. Brunelle asked if all the rate payers knew that. Ms. Reynolds said that we don't know for sure what would happen. Mr. Lemieux asked if we were compensated with mileage or what for using our vehicles and Ms. Reynolds said that we do submit for mileage.

3. Compensation for 2017

- a. Mr. Brunelle said that he had been here for 10 years and it was kind of amazing that everyone got a raise but him. Ms. Hale said that he was not the only one who didn't get a raise.
- b. Ms. Reynolds said that we could not continue to discuss other employee's issues that didn't pertain to Mr. Brunelle. She said that the Board would need to go to Executive Session.
- c. He said that he was not sure why he did not get a raise. Mr. Wells said that he did get a longevity raise and Mr. Brunelle said that was not a raise but something you earn for being here for 10 years and it was only a quarter. Ms. Hale said that we no longer had the other board member to hear his reason but she said that it was a unanimous Board decision to go that way. Mr. Wells said that if he were to get his Class II license and Mr. Brunelle asked him not to stick that in his face because he understands he needs to get the Class II Treatment but he feels that that doesn't pertain to anything he does on a day to day basis; it is less than 1% of what he does here. He said that he is low man on the totem pole and that everything gets tossed down to him and he tries to do his job; everything that is asked of him. He feels that he goes above and beyond as a Town employee, that he is the only one on the water system, that he doesn't just work here but for the whole town. If he sees something wrong he tries to take care of it, things that people don't even know about or see. He said that it amazes him that they think that other people around here are worthy of a raise and he is not. He went on to give examples of what he has done that others wouldn't do. He gave his opinion of his job description as well and feels it is a farce because at the end of it it says that they can change it at any time. He said that when everyone else is retired that he and maybe Ms. Reynolds will still be here because he thinks this is an admirable job because it is helping his community. He said he lives here and has made kids to live here. He reiterated that he goes above and beyond that test. He said that he could piggy back on

the rest of them for the rest of his life as long as he keeps taking the test he could keep his job. He expressed his frustration again that they didn't think he was worth a raise. Mr. Wells stated that it was part of the requirements when he was hired that he would get that license. Mr. Brunelle said that he thought it was a driver's license and he has read the books and gone to classes; he's done the best that he can do. He thanked them for hearing him out and Ken thanked him for his comments.

IV. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
 - 1. Mr. Wells made a motion to enter Executive Session. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 5:52pm.
 - 2. Ms. Hale made a motion to exit Executive Session. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 6:24pm. No Action was taken.

V. WARRANTS

- A. Warrant 22017 (Jan 11, 2017)-Approved
- B. Warrant 32017 (Jan 18, 2017)-Approved
- C. Warrant 42017 (Jan 25, 2017)-Approved
- D. Warrant 52017 (Feb 01, 2017)-Approved
- E. Warrant 62017 (Feb 08, 2017)-Approved
- F. Warrant 72017 (Feb 15, 2017)-Approved
- G. Warrant 82017 (Feb 22, 2017)-Approved

VI. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for January 09, 2017
 - 2. Minutes for February 21, 2017
 - a. Mr. Wells made a motion to accept the minutes for January 9, 2017 and February 21, 2017 as written. Ms. Hale 2nd the motion followed by a positive 2/0/1 vote with Jim Lemieux abstaining as he was not at those meetings.
- B. Asset Tracking
 - 1. Mr. Alexander said that all the automatic vehicle locating (AVL) units have been installed and the installation started on Feb 15th. He said that they are functioning fine and that he was still in the process of establishing the settings for notifications. Ms. Reynolds said that she wanted to mention that Mr. Brunelle seemed upset that his unit was installed first but his truck was the first truck available as Mr. Brunelle had the day off. She said he did them as they were available. Mr. Alexander said that he did the Ford after hours but with Mr. Plourde taking his truck home every day it took some time to get together to finally get it done. They had scheduled it once before but things got in the way but it did get done today. She said that it was unfortunate that Mr. Brunelle took it personally.
- C. Ted Berry Estimate
 - 1. Mr. Alexander presented the estimate from Ted Berry to clean the sludge basins for \$6,600. He said that the price went up some from the last time because the tipping fees have gone up. Mr. Wells asked if he contacted the third party for a quote and Mr. Alexander said that that was for the filter media disposal not the sludge basins. Ms. Hale said that we hoped that this would be the last time that we would need Ted Berry for this. Mr. Lemieux asked how often we had to do this and Mr. Alexander briefed him on the process at the filter plant.
 - 2. Mr. Alexander said that he would also like to let the Board know his finding for the samples from the filter media pertaining to sending the sludge to the public sewer. He said that the arsenic level has increased because the concentration of the sludge goes up the longer we store it. He said that this would not happen if we dump to the sewer every day

as it will not sit and accumulate. He said that he contacted the Sewer Dept to let them know and they were going to have Olver Assoc. contact us, but he hadn't heard from them yet. Mr. Lemieux asked if Ted Berry was disposing it or just transporting and Mr. Alexander said that they dispose of it as well.

3. Ms. Reynolds briefed Mr. Lemieux on the past issue that occurred with the initial dumping to the sewer system and the reason for the Town's concern.
4. Mr. Alexander said that he also wanted to consult with them on the decant water being sent back into the filter basins in the process. He said that this may serve 2 benefits of extending the life of the filter and diluting the sludge being sent to the sewer if we did not do this process. He said that he hasn't gone far but wanted to let the Board know he was looking into the option. He explained the filter media and the chemical process to remove the arsenic and the delicate process for it to be successful. Mr. Lemieux asked how long the filter media is good for and Mr. Alexander said it should be good for 20 years. Ms. Reynolds explained that we were on our 3rd time in ten years.
5. Mr. Wells made a motion to accept the estimate from Ted Berry for \$6,600. Mr. Lemieux 2nd the motion and Ms. Hale called for a vote with a positive unanimous 3/0 vote.

D. Filtration Plant

1. Filter Media

- a. Mr. Alexander briefed Mr. Lemieux on the past experience and current status of the 4 filters and the media. He said that the first company we used was Pur Flow and essentially their media was lost into the system. He said that he was not sure why but the Dept decided to go with the Green Sand after that. Ms. Reynolds said that we had to change because Pur Flow refused to help us or even communicate with us to resolve the issue.
- b. Mr. Alexander said that he learned the South Berwick was experiencing similar issues and they gave him information on the contractor they were using to resolve the issue, Renewed Mechanical Maintenance out of New Hampshire. He said that he contacted the owner, Forest Hargardt, who came on December 21st to do a site visit. He said that they discussed the costs for new media and new under drains but they needed to get to the bottom of why this was happening before we replaced anything again.
- c. He said that Mr. Hargardt came back with Mike Sullivan of Sullivan and Assoc. who is the Pur Flow representative for New England. He said they were here for about 3 hours and made a couple recommendations. He said that they were looking into why not all the filters were not experiencing the same issues and the air release valves. He said that Mr. Sullivan said that he would like to have the owner of Pur Flow come back to look at the design to try to work with us and identify what the problem is and that it would be done at no cost to the Water Dept. He said that Pur Flow is trying to save their reputation and they want to make amends. He said that we will rebuild filter 2 and let it run to make sure we have the problem fixed before fixing the others. He said that they asked us to replace the air release valves to a larger size prior to their next visit to see if that helps. He explained that there may be other issues associated with the air release valves and he wants to look into those as well. He said that Pur Flow also offered to do some training within the plant at no charge as well.

2. SCADA Evaluation-AEC

- a. Mr. Alexander said that the Board had asked a while ago to find out some different vendors available to work on the SCADA system and he contacted AEC out of Freeport and they were scheduled to come next week. He said that he also asked to have them look at moving the main computer to Moody Rd because there is a backup

generator there. He said right now if we lose power to this building they lose everything as there is no backup generator here.

E. Highland Avenue Project

1. Mr. Alexander said that he reached out to Tim Sawtelle and by the time he was able to get back to him, Mr. Sawtelle had gone on vacation for 2 weeks.
2. Mr. Lemieux asked what this project was about and Mr. Wells said that this was a project that was linked to the Frost Hill project so we can use remaining bond money. He said that we had started having problems in this area so we decided to replace the main and use the bond money to do it.

F. Flushing Winter Park 1-19-17

1. Mr. Alexander said that the Water Dept had quite a few complaints for dirty water in Winter Park, Gross Development, and in the Falls area. He said that he initially wanted to hold off on the flushing process because we were going to implement a corrosion control program to help line the pipes to prevent corrosion. He said that because we had been getting so many complaints he decided to flush this certain area utilizing the directional flow method. He showed water samples taken at the start of the flushing and said that it took 6 hours to do half the area and rescheduled the second half in January. He said that the second half didn't take as long because they did a lot previously. He said that he hasn't heard of anything since and hopes it is getting better.
2. He said that recently we are experiencing calcium deposits in the water and making recommendations to customers on how to deal with this issue. He said that the corrosion control program will help with this as well. Mr. Lemieux asked about the time period for the corrosion control program and Mr. Alexander explained that you need to flush to pull the ortho phosphate through the system; then it will be addressed as issues occur, that there is no one plan for all. He said that we had gotten proposals on the design and build and to save the Department money Mr. Alexander said that he will be building it himself with the help of the staff as he has done this in the past.

G. Unresolved Issues-Mr. Alexander briefed Mr. Lemieux on the list of projects.

1. Comprehensive Plan Update for Planning Board
2. Mill St Project
3. Main St Project
4. Route 196 Project
5. Standpipe Property Options-Ms. Reynolds briefed him on past and Mr. Alexander explained his future plans for this issue.
6. Update T & C's
 - a. Abatement Policy, credit card
7. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone

H. Any Other Old Business

1. Employee Benefit Letter
 - a. Ms. Reynolds said that she had sent a draft of the letter to employees that outlined the changes to benefits that the Board approved during the budget workshop. She said that she needs the Board input or approval prior to giving it to employees.

- b. The Board reviewed and discussed the issue.
- c. Mr. Wells made a motion to accept the letter as written, Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

VII. NEW BUSINESS

A. Superintendent's Report

1. Safety Works Update

- a. Mr. Alexander said that he had contacted Safety Works to do a courtesy safety inspection because he had some safety concerns he wanted someone to look into and they agreed to come. He said they did site visits at all the locations and identified 8 different items that needed to be corrected. He touched briefly on the items including training and the Global Communication which had been out of date since last June. He said that all the items have been corrected and that he will send the completed report which is due tomorrow. Mr. Wells said that he noticed one item, #4, didn't state that we needed to do a 90 minute test quarterly but we do need to do that. He said that was one of his employers' issues that needed some attention. Mr. Alexander said he would look into and take care of it if it needed it.
- b. He also said that EJ Prescott will be coming next Friday all day for safety training at no charge to the Department.

2. Kelly Park Update

- a. Mr. Alexander said that ETTI has started installing the water services at Kelly Park. He said that they are doing a great job and have been calling him to inspect everything.
- b. He said that there is one problem with where the initial HDPE water main was installed, that it is not installed where is shows on the plans. He said that it is more than 30' out of the public right of way. He said at the very least we would need an easement to access, operate, and maintain the line if and when the Town takes the road. He did talk to them about it and addressed it in his first letter to serve he sent to the Planning Board.

3. Service Replacement-57 Main St

- a. Mr. Alexander said that there is a leak on the customer's side of the service at 57 Main St. and we were unable to operate the curb so we hired Longchamps to dig it up last Wednesday and found that the Water Department's side is galvanized also. He said that he asked one contractor to give him an estimate to replace the service and was frustrated when our staff said that we could not shut of several valves in the immediate area as they did not work properly. He said in order to shut down water to the location they would have to shut down part of School St, all of High St and Summer St down to Rt. 196, which is half of Lisbon Falls. He said that he would like to get a couple more estimates for comparison sake but would also like to include and deal with the rest of the paving needs at the same time and the Board agreed.

B. Business Manager's Report

1. Finance Advisor came 2/2 & 2/3

- a. Ms. Reynolds said that Nick Henry, of Horton McFarland & Veysey, came to the office to do pre-audit work, prepare the year-end adjustments, to put together paperwork for RHR before they come, and to prepare the PUC report.

2. RHR Smith

a. Commitment Letter for 2016 Audit

- i. Ms. Reynolds said that we had corresponded via e-mail about the initial letter from RHR and we all discussed a price range of between \$2,500-\$2,800. She

would like to know if the Board would support submitting that counter offer to RHR.

ii. The Board discussed the issue and briefed Mr. Lemieux on the relationship with the Town and the Water Department comments on their audit.

iii. The Board agreed that Ms. Reynolds could send the offer of \$2,500-\$2,800.

b. Audit Date 3/14 & 3/15

i. Ms. Reynolds said that RHR Smith is scheduled to come to do the audit on March 14th & 15th and that she would not be available for anything else on those 2 days.

C. Commissioner Communication/Requests

1. Mr. Wells-None

2. Ms. Hale-Wants to be present at the Moody Plant when Ted Berry comes.

3. Mr. Lemieux-He would like a tour of everything and Mr. Alexander welcomed it.

D. Complaint Log

1. 1/23/17-17 Memorial St-Chlorine Smell

a. Mr. Alexander went to the location to take a sample but it had cleared. The customer said the smell was awful but was better now. Mr. Alexander said that he has made an adjustment to chlorine feed pump line by installing a back pressure valve at the injection point and hopes that makes a difference.

2. 01/27/17-110 Upland Rd-Dirty Water

a. Mr. Alexander said that you can see black rings in the toilet and tank and it is a naturally occurring bacteria that is in the air and when it comes in contact with chlorine it forms a ring on the edge of the water line. He said that there is no issue with the public water supply. He said that the customer can chlorinate their bowl and tank and it will help kill it before it forms.

3. 02/22/17-10 Memorial St-sprinkler leak

a. Mr. Alexander said that the Sewer Dept called us about a leak in the road and it was determined to be the customer side of their sprinkler line.

E. Customer Comments

1. None

F. Other New Business

1. Personal Vehicle Use Liability

a. Ms. Reynolds said that the Town Manager received a complaint about one of our employees plowing their driveway with a Water Department truck in Durham. The manager said that the Water Department would not be covered under the Tort Claims Law which caused us some concern. She said that she sent out an e-mail to our attorney for advice but has not heard back yet.

2. School Sampling

a. Mr. Alexander said that he did contact the School superintendent about us doing some free sampling and they said that they had already had it done, declined, and thanked us for our offer.

G. Next Meeting

1. The next Commissioners' Meeting is Monday, March 13, 2017 at 5:30pm at the Lisbon Water Dept.

VIII. EXECUTIVE SESSION

A. None

IX. 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 8:24pm.