



LISBON WATER DEPARTMENT

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William A. Bauer, Chairman, Marie Hale & Kenneth R. Wells

Commissioners' Meeting Minutes for January 11, 2016

Members Present: Bill Bauer, Marie Hale, and Ken Wells

Staff Present: Larry Plourde

Audience: Roger Bickford and John Gaudet

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

I. ELECT CHAIRMAN AND VICE CHAIRMAN

- A. Elect Chairman of the Board of Water Commissioners
 - 1. Ms. Hale nominated Bill Bauer for Chairman. Mr. Wells asked Mr. Bauer if he was up to it and Mr. Bauer said that he was. Mr. Wells 2nd the motion followed by a positive 2/0/1 vote with Mr. Bauer Abstaining.
- B. Elect Vice-Chairman of the Board of Water Commissioners
 - 1. Ms. Hale nominated Ken Wells for Vice-Chairman. Mr. Bauer 2nd the motion followed by a positive 2/0/1 vote with Mr. Wells abstaining.

II. 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. Ms. Hale 2nd the motion followed by a positive 3/0 vote at 5:32pm.
 - 2. Mr. Wells made a motion to exit Executive Session at 6:00pm. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote. Mr. Wells stated that no votes were taken.

III. AUDIENCE PARTICIPATION

- A. Gaudet Associates Proposal
 - 1. Mr. Wells made a motion to accept the proposal for \$5400 from Gaudet Associates. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

IV. WARRANTS

- A. Warrant 49 for Dec 09, 2015 – Approved
- B. Warrant 51 for Dec 23, 2015 – Approved
- C. Warrant 52 for Dec 30, 2015 – Approved

V. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for December 07, 2015
 - a. Mr. Wells made a motion to accept the minutes as written for December 07, 2015. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

B. MDWP Sanitary Survey

1. Mr. Plourde said that he was not sure what “MDWP” was, but the report was from Department of Human Services. He said that this is the report that is done by the State every 3 years. He said they come and look everything over such as the records and he takes the inspector to the pumping stations, the standpipes, and the whole system. Mr. Plourde had the report and said that it was not very long and offered to read it.
 - a. Mr. Wells asked if he found anything out of the ordinary. Mr. Plourde said that the report said that there were no significant deficiencies but had one minor deficiency to replace the insect screen on the clear well vent at the Moody Rd pump station by January 5th. He said that they replaced it immediately. Mr. Wells asked if this was the same screen from the tank inspections that was oversized and Mr. Plourde confirmed that it was.
2. Mr. Plourde continued to read the recommendations sections stating “Reminder to begin collecting raw water Quarterly bacteria samples and an annual Nitrate sample on Moody Well# 1 drilled in 1958. This well is pumped to waste every 3 months or so. To prevent a Do Not Drinking Order or a Boil Water Order is this well is ever needed it must be sampled for the acute contaminants as mentioned. This schedule has been set up by your compliance officer Darren Brann to begin January 2016.” Mr. Plourde went on to read “thank you for your efforts to provide safe and reliable drinking water to the customers of Lisbon Water Department. Your record retention and documentation was excellent. You continue to do a fine job maintaining and operating you public water supply. Should you have any comment or questions, please contact me, yours for safe drinking water, Denise Douin.”
 - a. Mr. Plourde said that he had seen Ms. Douin at the conference in Bangor and he asked her about running the wells back and forth and she said if you run it back and forth all the time then we would have to be taking all the samples that we take now on both the wells. He said the best option to use that well in an emergency we have to test bacteria monthly and nitrates once a year.
3. Mr. Bauer said that he stands by the advice that he was given that we should be running both wells and asked the Board if they wanted to make that decision or table it for another meeting.
 - a. Mr. Plourde said that a lot of things were engineered for that plant that has not worked out such as the sludge, but he will do whatever they want to do. Mr. Bauer said that he feels we still might be able to dispose that in the Town’s sanitary system and save us money. Mr. Plourde said that that is one of his goals as well but he knows for a fact that with the current staff there they will never allow us to do it. Mr. Bickford asked if it was everyone or if it was one person and Mr. Plourde said that it was primarily one person and one person under him. Mr. Wells admitted that we did cause an issue the first time we sent the sludge. Mr. Plourde said that the our sludge pump propellers weren’t working as they were full of construction debris; he still has what he pulled out of it. He said that we were supposed to be pumping 350 gallons a day but we weren’t pumping anything. He said that at the end of 6 months when they cleaned the tanks they pumped the waste to the Sewer Dept. and that really gave them a high dosage. Mr. Bickford said that they are under capacity for their size because the mills shutting down. Mr. Wells reiterated that once we sent them our sludge it sent them way over their limit so they haven’t been willing to take a chance on getting fined again or if they got fined the first time. He asked if Mr. Plourde knew and Mr. Plourde said that it stopped their operation completely of spreading sludge, but he didn’t think they got fined.

- b. Mr. Wells asked Mr. Plourde if Ted Barry did a test sample on it when they took it and Mr. Plourde said that we have an initial test they did. Mr. Wells asked if Mr. Plourde could bring all test samples that we have to the next meeting.
- c. Mr. Bickford said that would be good unless the DEP actually said that they could not do this again, but if they didn't say that then he doesn't see why this couldn't be tried again in a very cautious manner. Mr. Bauer asked what samples of our sludge they would object to. He said that they would get revenue from us dumping.
- d. The Board asked Mr. Plourde to take arsenic samples from both raw and filtered water and Mr. Plourde said that he would like to test Well# 1 raw water as well and the Board agreed.
- e. The Commissioners continued to discuss the issue and hopefully will have more information at the next meeting.
- f. Mr. Wells said to pass on his appreciation to the crew about an excellent report and a good job maintaining the plant and Mr. Bauer agreed.

C. On-Call Rotation Schedule

- 1. Add Jaret Randall to the On-Call Schedule
 - a. Mr. Plourde said that he feels that Mr. Randall is ready to go on the on-call rotation schedule. Mr. Wells asked if he got his Class II license and Mr. Plourde confirmed that he passed his Class II Distribution test and that he is testing for the other within the month. Mr. Bauer wanted to clarify that he could only inspect but not make any changes without calling Mr. Plourde. Mr. Plourde confirmed that both Mr. Randall and Mr. Brunelle knew that they needed to call him for changes.
 - b. The Commissioners discussed the issue and agreed that Mr. Randall would be included on the on-call rotation schedule.
- 2. Reimbursement for Class I Test Fee
 - a. Mr. Wells asked if this reimbursement was for the Class I for us or the one before. Mr. Plourde thought this was for the one for us.
 - b. Mr. Wells made a motion to reimburse Mr. Randall for both the Class I test fee and the Class II test fee and increase his pay to a Class II test. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- 3. On Call Rotation Issues
 - a. Mr. Brunelle loss of overtime wages
 - i. Mr. Plourde said that the other issue brought to him was Mr. Brunelle's complaint of losing overtime wages with adding a fourth person to the schedule unless he was to get a raise. Mr. Wells said that it was not wise for an employee to base his income off overtime which is not guaranteed. He said that he could have a raise if he passed his last test. He asked Mr. Plourde if he had been studying for it and Mr. Plourde confirmed that he has been studying. Mr. Plourde stated that he has until April 1st and Mr. Wells agreed.
 - b. Mr. Plourde said that Mr. Lawton would like to get off the On-Call rotation.
 - i. Mr. Wells said that he was ok either way whether Mr. Randall stays on or gets off that it would be up to the other two commissioners. Mr. Plourde said that he was good with it and that he may want to at some point get off rotation as well which would leave two on rotation. Mr. Wells said that he was not ok with that.
 - ii. Ms. Hale asked if Mr. Lawton was aware of the difference in his paycheck and Mr. Plourde said that he was ok with it as he is trying to prepare for retirement.
 - iii. Mr. Wells asked to table the issue to gather more info and to discuss other options.

- a. Mr. Wells asked if Mr. Lawton has given any more indication of retirement and Mr. Plourde said he has not.
- b. Mr. Bauer asked if Mr. Lawton came off the rotation would he still have to respond to emergencies. Mr. Plourde said that that is a gray area and technically if you're not paid for being on-call then you don't have to have your phone on. He said as far as Mr. Lawton goes he wants to be relieved of all of it.
- c. Mr. Wells asked if one of the options would be to stick with a 4 week rotation but if Mr. Lawton doesn't want his week then he could offer the overtime to Mr. Brunelle or Mr. Randall.
- d. Mr. Bauer asked if Mr. Lawton was willing to be able to fill in on-call duty if someone is out on extended leave for whatever reason.
- e. Mr. Wells said that he would like an exact date of retirement from Mr. Lawton because if he doesn't retire for 2 years or more then he will not approve him coming off the on-call schedule.
- f. Mr. Bauer would like Mr. Lawton to come in and talk to them when they discuss this. Mr. Wells said that this may be another issue to discuss with the human resource specialist and Mr. Bauer agreed. Mr. Plourde said that it should be all the staff involved in the discussion as they are all affected by it.
- g. Mr. Bauer tabled the issue until they can have the workshop.

D. SRF Funding 2016

1. Mr. Bauer stated that there were limited requirements that prevented us from being able to use the SRF 2016 funding so we had to decline the offer. He said that he would like to pursue this issue in 2017 and the other Commissioners agreed.
 - a. Mr. Bauer explained to Mr. Bickford that because of the limitations on monies for the voting in June we couldn't meet the State requirements by the end of the year.
2. Mr. Bickford asked if we could ask for the money in the November election.
3. Mr. Plourde said that the latest discussion actually on this agenda is to discuss a workshop with Tim Sawtell to make the standpipe into a Phase II project. Mr. Plourde said that Mr. Sawtell spoke with Mr. Lamie about this and there is a couple options making this a 2 phase project and that it could still be a doable thing for this year.
4. The Commissioners decided to table the issue until Ms. Reynolds can answer some questions.
5. Mr. Bauer and Mr. Wells said it is their intention to have a bond question for the November election.

E. Online Payment Option

1. Mr. Bauer tabled this issue until Ms. Reynolds could be present.

F. Unresolved Issues (tabled)

1. Clothing
2. Staff Evaluations
3. Audit 2016 Proposal

4. Mill St Main Replacement-workshop with the Town
 - a. Mr. Wells asked Mr. Bickford if he had a date for the workshop. Mr. Bickford said that they discussed this issue in Executive Session and it didn't look good at all. He said that Steve Warren facilitated a meeting with Mrs. Miller and The Atlantic Salmon with himself representing the Town and it did not go well. He said that no one had any knowledge of Mr. Warren's action that no-one "allowed it". Mr. Bickford will ask the rest of the Council about a workshop.
 - b. Mr. Wells said that DOT was looking at replacing the bridge soon and Mr. Bauer said that we may be willing to look at construction at the same time.
 - i. The Commissioners discussed the issue but will wait for more info on the bridge reconstruction.
5. Update T & C's
 - a. Abatement Policy, Credit Card
6. Moody Well #1 Use
7. Cell Tower Lease Options
- G. Other Old Business
 1. None

VI. NEW BUSINESS

- A. Operations Manager's Report
 1. Sampling Changes
 - a. Mr. Plourde said that everyone in the State has been given a new sampling schedule. He said they want more information on downstream sample and upstream sample and they wanted everything on paper which he presented to the Commissioners. He said that biggest change is that they can no longer take all seven samples in one day. He said that it has to be broken up twice; they will do 3 the first of the month and the other 4 mid-month.
 - b. Mr. Wells asked if all the samples are taken at Moody and Mr. Bauer said that they knock on someone's door and ask to take a sample. Mr. Plourde clarified that they are taken at the same spots every time and they are a representation of the whole system.
 - c. He said the only difference for us is that they are going to be breaking it up to twice a month which kind of makes twice the work. He said that he had to put all the sampling sites on the map, where the wells were, where our standpipes were and submitted it and our Small Systems Siting Plan was approved. He said they were starting this schedule this year.
 2. Pleasant St. Main Break
 - a. Mr. Plourde said that last Wednesday the standpipe dropped 6 feet in twenty minutes; a loss of about 70,000 gallons. He said it was on an 8" main on Pleasant St where it turns into East Ave. He said what they found there was what he called a defective pipe. It was a split with a spiral effect which he has only seen twice. He said when they split like that they open up and stay open a good ½ inch or so and you will lose a lot of water in a hurry. He said they got it shut off quick and Longchamps showed up quickly and it was fixed in about 4 hours. He said they had a small problem flushing and letting the air out. He showed a plan he drew that showed the valves and hydrants. He said they got the valves shut down tight to fix the break and then he and Mr. Lawton tried a particular hydrant that was higher than the break to get the air out and the hydrant was under pressure and they couldn't use it. They felt that there must be a valve without a valve box in between that they didn't have knowledge of which was creating a dead end. They need to work on that further to resolve it. He said that they asked local neighbors if they could open their outside silcocks and got all the air out.

He said that they got one shot of dirty water and it cleared right up. He said that they didn't get any more calls about dirty water.

3. Workshop-New Standpipe for 2 Phase Project
 - a. Mr. Plourde said that Mr. Sawtelle said that if we start on the project with our own money or borrow some money, then we would pretty much have a firm promise for funds. He said that we need to have a workshop to discuss the details. Mr. Wells said to have Mr. Sawtelle send the information to Ms. Reynolds for the next meeting. Mr. Plourde said that he would ask Mr. Sawtelle to come to the next meeting.

B. Business Manager's Report

1. MePERS July 2016
 - a. Tabled until Ms. Reynolds can be present.
2. Budget workshop
 - a. Ms. Hale said that Ms. Reynolds wanted us to pick a workshop for the budget. The Commissioners discussed the issue and agreed to January 20th at 9am here at the office.

C. Customer Communication

1. Complaint Log
 - a. Dirty water and low pressure from Pleasant St main break
2. Customer Comments
 - a. None

D. Other New Business

1. None

E. Next Meeting

1. Commissioner's Workshop January 20, 2016 at 9am at the Lisbon Water Dept.
2. The next Commissioners' Meeting is Monday, February 08, 2016 at 5:30pm at the Lisbon Water Dept.

VII. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:50pm.