



## LISBON WATER DEPARTMENT

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

### Commissioners' Meeting Minutes for January 09, 2017

Members Present: Ken Wells and Marie Hale

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds and Bill Alexander

Audience: Allen Ward and Kris Krawford of the Town Council, Marion Morgan Alexander, and Eric Bauer

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

#### **I. ANNOUNCEMENTS**

A. Mr. Wells announced that Mr. Bauer had been sworn in but sadly he passed away last month.

#### **II. AUDIENCE PARTICIPATION**

A. Commissioner Appointment

1. Mr. Wells said that he asked the Council Chairman to attend our meeting to discuss the process to find a new person for the Board. He said that he knows that the Council appoints someone but the last time the Water Board wasn't part of the process and he hoped that wouldn't be the case this time. Ms. Reynolds said that the relationship between the Council and the Water Dept. was very hostile at the time, but it is not like that anymore.
2. Councilor Ward said that the Council was made aware of the issue after their last meeting and they agreed that applications would be submitted until January 31<sup>st</sup> which would give them a month to work with us to be able to appoint someone for March. Ms. Reynolds said that she would like to have them appoint someone sooner than that if possible.
3. The Board and the Council members discussed the options and they all agreed that the Council would review the list of applicants at their first meeting in February and forward the list with their 2 recommendations for the Water Commissioners to review.
4. Ms. Hale said that they would have an Executive Session at our February 13<sup>th</sup> meeting inviting candidates to have interviews, and that Mr. Ward and Mr. Krawford was welcome. Mr. Wells said that they would make their recommendation to Council.
5. The Councilors both agreed that their goal is to appoint the applicant that the Water Board prefers. They agreed that there would be an Executive Session on the 21<sup>st</sup> with Council and the Commissioners to discuss the choices and then the Council would announce who is appointed.

#### **III. SELECT NEW CHAIRMAN**

- A. Ms. Hale recommended that the current Vice-Chair, Mr. Wells, become the temporary Chairman until they have a new Board member. Mr. Wells said that Ms. Hale would then become the temporary Vice-Chair.

#### **IV. AUDIENCE PARTICIPATION II**

- A. Councilor Ward said that he was also here on behalf of the Council with their list of goals to accomplish. He said that they intend to improve the way they operate, improve communication between the Departments and Committees, scheduling meetings and appointing liaisons, and create an accurate Capital Improvement Plan and making sure the Water Department projects are considered in that process.
- B. Councilor Krawford stated that he is excited to work with us and that he has a lot to learn and Ms. Reynolds said the same for us.
- C. Councilor Ward said that there is also a workshop on January 24<sup>th</sup> for the dispatch center and they would like the Water Department to be there and Ms. Reynolds confirmed that we will be there.

#### **V. WARRANTS**

- A. Warrant 502016 (Dec 14, 2016)-Approved
- B. Warrant 512016 (Dec 21, 2016)-Approved
- C. Warrant 522016 (Dec 28, 2016)-Approved
- D. Warrant 012017 (Jan 04, 2017)-Approved

#### **VI. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Minutes for December 12, 2016
    - a. Ms. Hale made a motion to accept the minutes for 12/12/16 as written. Mr. Wells 2<sup>nd</sup> the motion followed by a unanimous positive 2/0 vote.
- B. Printer Contract
  - 1. Ms. Reynolds said that we have had a lot of problems with the printer in the office and the annual contract for service with Budget Document was due. She said that she asked them for a quote for an all-in-one printer that could scan in color. She said that she chose to stay with them because they will provide service for that machine. She said that the price for the machine is \$1,695 and the contract is \$230.
  - 2. Councilor Ward stated that they are an excellent company that Lewiston uses them also.
  - 3. Mr. Wells made a motion to approve the purchase of a new all-in-one printer from Budget Document for \$1,695. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
  - 4. Ms. Hale made a motion to approve the annual Gold Service Contract with them for \$230. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- C. Unresolved Issues
  - 1. Asset Tracking
    - a. Mr. Alexander said that there was an issue with the actual contract they sent to us so he was having them look into it again before moving forward. Councilor Ward said that they are great and feels we will have no problem.
  - 2. Mill St Project
  - 3. Highland Ave Project
  - 4. Main St Project
  - 5. Route 196 Project
  - 6. Standpipe Property Options
  - 7. Update T & C's
    - a. Abatement Policy, credit card

8. Personnel Policy Changes
  - a. Water Operator Licensure
  - b. Cell Phone Policy
  - c. Equipment Use Policy
    - i. Backflow Tester
    - ii. Cell Phone
- D. Any Other Old Business
  1. Annual Report for the Town Report
    - a. Ms. Reynolds said that they need to submit our Annual Report to Twila before the end of the month and to get input from the Board and Mr. Alexander. Mr. Alexander said that we do need to have some changes in that report and Ms. Reynolds welcomed the help.
  2. Fiscal Year vs Calendar Year
    - a. Councilor Ward asked about the Water Department changing from calendar year to fiscal year. Ms. Reynolds said that it is possible but the PUC will still require us to report financially on a calendar year so we would be doing work twice. He said that we are still a note on the Town's audit because we are on a fiscal year. Mr. Wells and Ms. Reynolds said that they thought the issue was resolved by using the same auditor. Ms. Reynolds said that she will check with Nick at Horton McFarland & Veysey about fiscal year end. She said that he is due to come at the end of the month to do preliminary audit work. Councilor Ward asked if he could come to meet him and get his opinion and Ms. Reynolds agreed to contact councilor Ward when the date was set.

## **VII. NEW BUSINESS**

- A. Superintendent's Report
  1. Flushing
    - a. Mr. Alexander said, that because of poor water quality and some customer complaints, he flushed Winter park area with the directional flushing method. He explained that it will shut down certain areas to pull dirty water from a specific line and to get the velocity you need to scrub the pipe to ensure it is clean. He presented a map to show the work area. He said it took about 6 hours to see the worst of it cleaned up. He said this spring will be labor intensive being the first year but it should improve over the next year. He said that he has reached out to customers on Facebook and is starting to get feedback. He said that he was also approached in the grocery store by a customer and explained to her the things that we are doing to improve the water.
    - b. Mr. Wells asked if there is a written procedure for the flushing and Mr. Alexander said that he was working on it.
    - c. Mr. Krawford asked if we were constantly flushing. Mr. Alexander explained that he only started here in June and that he has talked to a lot of people and they are all saying the same thing; that they have been dealing with this for a long time. He said that in his opinion the brown water is unacceptable and he is trying to deal with each complaint as it comes.. He said that he was very glad that the Board has actively chosen to do a study and implement a corrosion control program. He said this will also make a significant improvement in the water quality.
  2. Moody Plant
    - a. Ms. Hale asked Mr. Alexander if Ted Berry has come and he said that they have not. He said that he was waiting for the last sludge sample results to come back and then have the engineering firm review the results we have collected. He said that when met with the Town about this he questioned the varying results they had for the study and

asked to do more monthly sampling to make sure and they agreed. He said that we will clean the basins after that discussion.

3. Main Breaks

- a. Marshall St-12/15/16
- b. Summer St- 12/16/16
- c. Winter St-12/27/16

- i. Mr. Alexander said that all the breaks were sheers and explained a bit about the areas and perhaps why they happened. He said that they have been repaired but paving is not complete yet.

4. Power Outage

- a. Mr. Alexander said that he was not in the office the day of the outage but Ms. Reynolds was. Ms. Reynolds said that the office was without power most of the morning but she came in later to work.
- b. Mr. Krawford asked if we had a generator and Ms. Reynolds said that we don't for the office.
- c. Mr. Wells asked if there were any SCADA problems this time and they weren't sure.
- d. Mr. Wells asked Mr. Alexander if he was able to talk to the other company about the SCADA issues and he said that they have not gotten back to him yet.

5. School Sampling

- a. Mr. Wells asked if Mr. Alexander had contacted the school about the sampling and he had not done that yet. Ms. Reynolds said that he had been on vacation and just got back today.

B. Business Manager's Report

1. Bank Statement Review Jan-Nov 2016

- a. Ms. Reynolds said that she needed at least one of the Commissioners to review the statements and when they could do it. Mr. Wells and Ms. Hale both agreed to do it immediately following this meeting.

C. Commissioner Communication/Requests

- 1. Mr. Wells-None
- 2. Ms. Hale-None

D. Complaint Log

- 1. Low pressure on Summer St due to the main break.
- 2. Dirty water from Winter Park area due to flushing.

E. Customer Comments

- 1. 2 customers said that they were very appreciative of the Facebook updates.
- 2. Mr. Wells said that his wife expressed her appreciation as well.
- 3. Mr. Alexander said that he has had the most action from posting the picture of a fire hydrant on Davis St that was buried and asked for people to be conscious of where they put snow and to keep the hydrants clear.

F. Other New Business

- 1. None

G. Next Meeting

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

**VIII. EXECUTIVE SESSION**

- A. None

**IX. ADJOURNMENT**

- A. Ms. Hale made a motion to adjourn. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 6:44pm.