



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

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

### Commissioners' Meeting Minutes for January 12, 2015

Members Present: Bill Bauer, Stanley Doughty Jr., and Ken Wells

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Marie Hale and Andrew Goodman, Atlantic Salmon Federation

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

#### **I. WARRANTS**

- A. Warrant 50 for December 18, 2014 – Approved
- B. Warrant 50-SP December 18, 2014 – Approved
- C. Warrant 51 for December 23, 2014 – Approved
- D. Warrant 52 for December 31, 2014 – Approved

#### **II. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Ken Wells made a motion to table to the minutes to the next meeting as they were not ready for approval. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- B. Frost Hill Project Update
  - 1. Androscoggin St
    - a. Mr. Plourde said that the contractor has stopped for the winter. He said that they have approximately 500 feet left on that side.
    - b. The Commissioners discussed the issue but took no action.
  - 2. Ms. Reynolds said that she had received a payment application for Androscoggin St for \$23, 045 for the work to date. Mr. Plourde approved the invoice submitted to Dirigo Engineering to create the payment application. She said that it will be on a special warrant for payment this week.
- C. Utility Committee
  - 1. Mr. Bauer said that there is a Utility Committee meeting January 14, 2015 at 6pm at the Town in the Conference room.
    - a. A study report was submitted and sent to the members for review and will be discussed at the meeting.

- b. The Commissioners discussed the issue, asked Ms. Reynolds to research some information, and reserved their opinions for the Utility meeting.
- D. Atlantic Salmon Federation Request
  - 1. Mr. Bauer said that he went to the Town Council Meeting and they discussed the Atlantic Salmon Federation Project. The Council asked that the Water Dept. submit a letter in support of the project. Mr. Bauer submitted a draft of a letter for the Board to approve. The Commissioners discussed the issue, approved the letter, asked Ms. Reynolds to put the letter on LWD letterhead and Mr. Bauer will sign and forward to the Town Manager.
- E. Floor Systems Backflow Results
  - 1. Mr. Plourde said that we are all set and have received their backflow test results.
- F. Power Rates
  - 1. Ms. Reynolds said that she contacted some companies for contracting power rates. She received a first proposal of .0976 and then an updated proposal of .0776 from BUE. She said that they were still uncertain about the rates for February and March. She said that she spoke with the Town Manager and the Manager said that the Town would not be entering into a contract for electricity rates. Ms. Reynolds said that they fluctuate all year and a lot of the year they are lower than contract prices. She said that the main reason for using a contract price is for much larger companies for budget predictions.
  - 2. The Commissioners discussed the issue and decided not to enter into a contract at this time and to monitor the costs and if we want to pursue it at later date we will look at it again.
- G. Lock Out Tag Out Policy
  - 1. Mr. Plourde said that the policy was approved and we are all set.
- H. Unresolved Issues (tabled)
  - 1. Personnel Policy Updates
    - a. Longevity, Vacation, On Call Rotation
      - i. The Commissioners reviewed the options and tabled the discussion until Ms. Reynolds submits the changes in the Personnel policy.
  - 2. Audit Proposals
    - a. Mr. Bauer and Ms. Reynolds need to create a list of concerns for Town's new auditing company, RHR Smith.
  - 3. Cell Phone Plans
  - 4. SCADA Alarm Back-up Options
  - 5. Capacity Grant
- I. Other Old Business
  - 1. None

### **III. NEW BUSINESS**

- A. Operations Manager's Report
  - 1. Hearing Tests
    - a. Mr. Plourde said that the operations staff had hearing tests done last in 2007 and had new hearing tests done recently. He said that the tests did show loss of hearing for some of the staff.
    - b. Mr. Wells said that per OSHA rules the Water Department probably is not liable as we do not meet the standards. He said that we need to research and follow a hearing safety policy.
    - c. Mr. Plourde said that we have hearing safety training annually and that the staff always uses the hearing protections devices when required.

2. Farwell St Valve Vault
    - a. Mr. Plourde said that this vault on Farwell was put in in 1968 when the Bauer Station was built. He said that the vault was full of water and they pumped it out and found several control valves, some open and some closed. He said that they could not assess everything or make changes because of confined space entry requirements.
    - b. The Commissioners discussed the issue and Mr. Plourde said that they will do more in the spring when they are able. The issue is tabled until Mr. Plourde brings it back to the Board if necessary.
  3. Farnsworth Main Replacement
    - a. Mr. Plourde said that the Farnsworth water main is a 1" galvanized line that feeds 4 services and it is approximately 300' long. He said that the valve is not working at this time and they fear it would break if they had to use it.
    - b. Mr. Plourde presented quotes from Longchamps with materials and without. He said that the quote with materials was \$26,984. He said that their cost for the materials was the same as what he came up with. He said that they would replace the main with 2" approved plastic pipe and would probably take about a week to do.
    - c. The Commissioners discussed the issue and tabled the decision to do the work until spring when they will have a more accurate budget figure in May.
  4. Summer St Water Main Break
    - a. Mr. Plourde said that they had a water main break on Summer St this last Saturday. He said that it was fixed in a few hours. Mr. Bauer and Mr. Doughty Jr. commended the staff and the contractor for the great job they did.
- B. Business Manager's Report
1. Finance Director's Resignation
    - a. Ms. Reynolds said that Ms. Maloy gave her resignation last week and took a position in Freeport and that her last day was this Thursday.
    - b. Mr. Wells said that there was a Finance Committee meeting tonight to determine what was next.
  2. TOL Asset Management Program
    - a. Ms. Reynolds said that she spoke with Mr. Leighton, the Town Engineer, about the asset management software they were looking into. She said she told them that we were very interested in sharing that program if it was an option. He was not adverse to the idea and that if our mapping was on Google Earth then it would pretty easy to implement infrastructure information. She said hopefully she will be able to sit in on the presentations. She said that we need to have an asset management program in place in order to utilize a capital reserve fund for large projects.
    - b. The Commissioners discussed the issue and will wait for more information as it is available.
  3. Road Opening Permit Charges
    - a. Ms. Reynolds presented an invoice from Public Works for \$150 for opening the road on Summer St. She said that we will receive this charge every time we have to open the road. She said in the past it cost a total of \$200 once annually. This is a result of the ordinance change, but she thought that there was a discussion that the Water Dept. would be waived in the event of an emergency. She said that she will try to find the emails from when it was discussed.
  4. 2014 W-2's
    - a. Ms. Reynolds said that the 2014 W-2's will be available electronically this year. Mr. Wells said that he read that you could send a written request for a paper copy. Ms. Reynolds said that she was told in a Department Head meeting that it would only be

available online and that it would be up to the Finance Director to provide a paper copy as Ms. Reynolds has no access to the info.

C. Customer Communications

1. Complaint Log

a. 40 Crest Ave-Sulfur smell, yucky taste

- i. Mr. Plourde went to the location and he thought that it would be an issue from the electric water heater. He recommended to them to flush the tank and then to call us if they continued to have the problems; he hasn't heard anything further.

b. 26 Douglas St- Toilet Leak

- i. Ms. Reynolds said that the person who is purchasing property in a lease to own situation had a tenant that had a leaky toilet and they did not let him know. He called and wanted to know if he could have a reduction in the water bill.
- ii. The Commissioners discussed the issue and told Ms. Reynolds to contact him and tell him the options and if he still wants to pursue the abatement to submit the request in writing and they will discuss it then.

2. Customer Comments

a. None

D. Other New Business

1. None

E. Next Meeting

1. The next Commissioners' Meeting is Monday, January 26, 2015 at 5:30pm at the Lisbon Water Dept.

**IV. AUDIENCE PARTICIPATION**

A. Mill St Dam Project

1. Andrew Goodman from the Atlantic Salmon Federation came to inquire about the letter and if the Board would be able to do this project soon. He said that he would also like our help to contact a local contractor to get actual estimate conversation and to see what the contractor can contribute about the actual site and the work involved. He said that of the \$101,000 estimate from Dirigo Engineering they may have half the cost aided by the Federation and were hoping the Water Dept. may be able to do the other half this summer or next summer.
2. The Commissioners discussed the issue and agreed to have Mr. Plourde work with Mr. Goode to find a local contractor to discuss the site and work involved. They also agreed to try to see if there is some money available in the 2016 budget to help with costs, but could not fully commit financially at this time. Ms. Reynolds will be the contact person for any more information or questions.

**V. EXECUTIVE SESSION**

A. None

**VI. ADJOURNMENT**

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