



LISBON WATER DEPARTMENT

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Lisbon Falls, Maine 04252

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

Commissioners' Meeting Minutes for July 13, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Roger Bickford, Marie Hale, Mrs. Dwinal, and her grandson Mr. Dwinal, Gary Alley

Meeting called to order by Mr. Bauer at 5:00pm

I. EXECUTIVE SESSION

A. MRSA 13 § 405 (6) (A) Personnel

1. Employee Review

- a. Mr. Wells made a motion to enter Executive Session. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote at 5:02pm.
- b. Mr. Doughty Jr. made a motion to exit Executive Session with no action taken. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 5:15pm. Mr. Bauer said that the Board congratulated Mr. Brunelle for passing his Class II Distribution test.

II. WARRANTS

- A. Warrant 23 for June 10, 2015 – Approved
- B. Warrant 23-SP for June 09, 2015 – Approved-Project
- C. Warrant 24 for June 17, 2015 – Approved
- D. Warrant 25 for June 24, 2015 – Approved
- E. Warrant 26 for July 01, 2015 – Approved
- F. Warrant 27 for July 08, 2015 – Approved
- G. Warrant 27-SP for July 10, 2015 – Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes

1. Minutes for May 11, 2015

- a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive 2/0/1 vote with Mr. Wells abstaining as he did not read the minutes.

2. Minutes for June 8, 2015

- a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive 2/0/1 vote with Mr. Wells abstaining as he did not read the minutes.

3. Minutes for June 30, 2015

- a. The Commissioners agreed to table the minutes from June 30th as they had not read them.
- B. Class II Water Operator Position
 - 1. Status Update
 - a. Mr. Bauer said that there was no decision yet.
- C. Dollar General Water Easement Release Deed
 - 1. Mr. Wells asked if the Town released the easement but no one was sure. They will address it later when Ms. Reynolds comes in.
- D. Audit Proposal Questions
 - 1. Mr. Wells said that he saw the e-mail that went from Ms. Reynolds to the Town Manager, but hasn't seen a reply yet.
- E. MePERS Contribution Rate Clarification
 - 1. Mr. Bauer stated that they would wait for Ms. Reynolds for clarification.
- F. Frost Hill Ave and Androscoggin St Update.
 - 1. Mr. Doughty Jr and Mr. Bauer both stated that the project was done and all paid for..
- G. Standpipe/Atlantic Salmon Fed Workshop with Council
 - 1. July 23, 2015 at Town Office at 7pm
 - a. Mr. Wells asked Mr. Bickford if they would be discussing the standpipe because it was not on the workshop agenda. Mr. Bickford confirmed that they would be. The Commissioners all said that they would be at the workshop although some may arrive late.

IV. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
 - 1. Class II Water Operator Interviews
 - a. Mr. Wells made a motion to enter Executive Session. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote at 5:24pm.
 - b. Mr. Doughty Jr. made a motion to exit Executive Session with no action taken. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 5:41pm. No votes or action taken.

***Ms. Reynolds & Mr. Plourde joined the meeting at the conclusion of the Executive Session.

V. OLD BUSINESS-Continued

- A. Dollar General Water Easement Release Deed.
 - 1. Mr. Wells asked Ms. Reynolds where we were at with the release of the easement deed. She said that we were all set once the Commissioners approved the minutes for June 8, 2015 that made and accepted the motion to release the easement. She said that she would forward the minutes to the Town Manager to bring before Council for their approval. She said that there was still a question of whether they would use the documents provided or if our attorney would draft their own.

VI. AUDIENCE PARTICIPATION

- A. 117 Summer St
 - 1. Mr. Plourde said that we had a sizable break there and the customer is not happy with the way her driveway looks now; she wants a new driveway. Mr. Bauer said that he went by and looked at it and he felt it looked fine. Mr. Plourde showed the Commissioners some pictures and they discussed the issue.

**Ms. Reynolds said that the Dwinal's and Mr. Alley may be in at 6pm as that is what the notice says.

B. 8 Farnsworth St.

1. Mr. Plourde drew the Commissioners a map to show where 8 Farnsworth St is and explained that Mr. Alley would like to have a tap and curb stop put in for his vacant lot at the end of Farnsworth St.

**Mr. Alley arrived for 8 Farnsworth St.

2. Mr. Alley arrived and presented a tax map showing his property. He asked they discussed the location of the curb stop and if the Commissioners would be willing to do a payment arrangement for the cost.
3. The Commissioners discussed the issue and agreed to put in the tap and curb as long as it is in the public right of way and not on private property. They also agreed that he would have to pay for the work in advance as that was the Water Dept. policy.

*** Mrs. Dwinal and her grandson arrived for the meeting during Mr. Alley's presentation to the Board.

C. 117 Summer St-Continued

1. Mrs. Dwinal and her grandson arrived and he explained what they were looking for. He said that the water washed out the middle of their driveway and onto the lawn. He would like us to replace the 1' gravel and spread it out. He said that his father put a lot of time and money in it and he would like it fixed. The Commissioners discussed his request and agreed to get the material and spread it out and he agreed to do the fine tuning if is needed. Mrs. Dwinal will call the Water Dept. once Mr. Dwinal has the area marked out.

VII. OLD BUSINESS-Continued

- A. Class II Water Operator Position
 - 1. Ms. Reynolds asked if the Commissioners have any further updates on the Class II position. Mr. Bauer stated that Mr. Brunelle passed his test and Mr. Wells said that they have no new status at this time.
- B. MePERS Contribution Rate Clarification
 - 1. Ms. Reynolds said that she noticed in the last minutes that she misspoke about the employee percent and clarified that the employee percent would be 7.5% and the employer percent will be 8.9%.
- C. Personnel Policy
 - 1. Overtime
 - a. Tabled
 - 2. Holiday
 - a. Mr. Wells asked Ms. Reynolds to put this on the agenda to discuss the policy. Ms. Reynolds provided our current policy for the Commissioner's to review. Mr. Wells said that the problem he had with this was that the people who were working 10 hour days, if they worked Monday-Thursday and they are not scheduled to work Friday the holiday. He asked why they should get holiday pay. Ms. Reynolds said because it is a paid holiday and we take another day off during the week unpaid. Mr. Wells said that the Town gives their employees a floating holiday in this instance. Ms. Reynolds said that we are open every day. She said that the Town was closed that Friday. Ms. Reynolds and Mr. Wells discussed the State's policy about holidays and the Dept. of Labor policy for holiday pay. Ms. Reynolds stated that we have always followed what the Town does for a paid holiday schedule and the Town follows the State's list of paid holidays. They both agreed that it is up to the employer as to how the holidays are paid. The Commissioners discussed the issue and asked Ms. Reynolds to check with the Town about their holiday policy.
 - 3. Staff Evaluation Form
 - a. Ms. Reynolds said that the new job descriptions state that we would be doing staff evaluations and she presented a sample of the Town's Staff Evaluation Form. The Commissioners asked her to forward it to them in an e-mail so they can review it and to table the issue to the next meeting.
- D. Unresolved Issues (tabled)
 - 1. Capacity Grant
 - a. Ms. Reynolds said that she did hear from Lewiston and Mr. Gagne said that he would try to get the information to us by the 15th, but she has not heard anything yet. She said that she would reach out again. She said that even if we don't receive the information in time, Wright-Pierce would submit the draft without it to get reimbursed. She said we should complete it regardless of how long it takes so that we would be ready in the event of an emergency. The Commissioners said they would like to find out the cost to finish and Ms. Reynolds said that she didn't think it would be much if anything because the total study wasn't supposed to exceed the \$9,000.
 - 2. SCADA Alarm Back-up Options
 - a. Waiting for estimates from Summit Engineering
 - 3. Bauer Transfer Switch
 - a. Mr. Plourde said that he researched this item and he feels that it is too expensive for the small benefit. The Commissioners agreed to take no action and to remove this item from the agenda.
- E. Other Old Business
 - 1. None

VIII. NEW BUSINESS

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.

- A. Operations Manager's Report
 - 1. Farnsworth Main Replacement
 - a. Mr. Plourde said that we would be starting it tomorrow.
- B. Business Manager's Report
 - 1. PUC Report 2014
 - a. Ms. Reynolds said that we received our PUC report from Horton, McFarland & Veysey and that they had submitted it to the PUC electronically.
 - 2. Water Abatement at 3B Middle St.
 - a. Ms. Reynolds presented a letter from the owner of 3B Middle St for a request for a water charge abatement. She said that this is an investment property with 4 or 5 buildings and she is not sure if there is a hardship.
 - b. The Commissioners discussed the issue and asked Ms. Reynolds to calculate what the amount of the abatement would be and then to ask the owner to come to a meeting to discuss it; that they need more details.
 - 3. Ms. Reynolds Vacation 08/14-08/24
 - a. Ms. Reynolds said that she would like to take vacation from 08/14-08/24 and she will be in Rangeley.
 - i. The Commissioners approved Ms. Reynolds vacation.
- C. Customer Communication
 - 1. Complaint Log
 - a. 51 Main St-weird taste in water
 - i. Mr. Plourde said that he went to location and tasted the water and it was ok that day and she agreed that it only happened a couple times and hasn't happened since. Mr. Doughty Jr. said to check to see if they have a hose out in the sun and the water is siphoning back in the house.
 - b. 25 Davis St-fix hole in lawn from main break
 - i. Mr. Plourde said that the hole has been fixed.
 - c. 117 Summer St-driveway damage from main break
 - i. This was addressed in Audience Participation.
 - d. 633 Lisbon St-brown water
 - i. Ms. Reynolds said that this happened that morning after Mr. Plourde had opened the Ross valve more which caused dirty water to stir up.
 - ii. Mr. Wells asked why we had to adjust the valve and Mr. Plourde said that he had to make a seasonal adjustment to keep up with demand.
 - 2. Customer Comments
 - a. None
- D. Other New Business
 - 1. Monthly Reports.
 - a. Mr. Wells said that he wanted to try to track employees work better so that we can get a better handle on how much time we're spending on doing what. He said that he would like it tracked hourly with a start and stop time. He said that he would prefer a monthly report on what was done by who. He said he would like to try to make things more efficient if we can to save money. He said that he didn't think it would apply to the office, but Ms. Reynolds said that we can do it as well.
- E. Next Meeting
 - 1. The next Commissioners' Meeting is Monday, August 10, 2015 at 5:30pm at the Lisbon Water Dept.

IX. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
 - 1. Class II Water Operator Position

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- a. Mr. Doughty Jr made a motion to enter Executive Session. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 6:49pm.
- b. Mr. Wells made a motion to exit Executive Session. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 7:02pm.
 - i. Mr. Wells made a motion to increase Mr. Brunelle's pay for passing his Class II Distribution test. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.
 - ii. Mr. Wells made a motion to offer the new water operator to Jarett Randall. Mr. Doughty Jr. 2nd the vote followed by a positive unanimous 3/0 vote.

X. ADJOURNMENT

- A. Mr. Doughty Jr made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:04pm.