



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 June 08, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Roger Bickford and late arrivals Andrew Goode with the Atlantic Salmon Federation, Eric Metivier, and Dillon Pesce

Meeting called to order by Mr. Bauer at 5:26pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 19 for May 06, 2015 – Approved
- B. Warrant 20 for May 06, 2015 – Approved
- C. Warrant 21 for May 06, 2015 – Approved
- D. Warrant 22 for June 03, 2015 – Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for May 11, 2015 Tabled
 - a. The Commissioners agreed to table the approval of the May 11th minutes until the next meeting.
- B. Atlantic Salmon Federation
 - 1. Main Replacement on Mill St
 - a. Ms. Reynolds said that she received a call from Andrew Goode and he said that he would be here to just give us an update on the Mill St Dam project and new info for the main replacement.
- C. Class II Water Operator Position
 - 1. Status Update
 - a. Mr. Bauer said that we interviewed 3 candidates last Friday and that we will go into Executive Session to discuss them at the end of the meeting.
- D. Dollar General Water Easement Release Deed
 - 1. Ms. Reynolds said that she had been in contact with the Town manager and she said that the Council wants a formal letter from us in regards to our intentions with the easement. She said that the way the document is written up is that it is written up for the company that doesn't own the property yet. She said that it really isn't an issue until the company owns the property. She said that there is a potential closing on June 16th.
 - 2. The Commissioners discussed the issue. Mr., Wells made a motion to release the water easement rights for 167 Lisbon St, Lisbon. Mr. Doughty Jr 2nd the motion and then further discussion. Mr. Wells asked if there were other easement rights further up. Mr.

Plourde said that he thinks the road changes after that property. Mr. Wells and Mr. Bauer agreed to address others as they come up. Mr. Bauer called for a vote and received a positive unanimous 3/0 vote.

E. Atlantic Salmon Federation-Discussion Resumed

1. Main Replacement on Mill St

- a. Mr. Goode said after the last time we met they went back to Dirigo Engineering for a final design. He said that he and John Burrows had been working with Mr. Plourde and Dirigo put together a bid package that was sent out. He said that they are in the process of getting the bids back and he said the lowest so far appears to be Longchamps at about \$210,000 for the main replacement. He said that the bid was quite a bit higher than the engineer's estimate at \$106,000; he is not sure why such a drastic difference. He said that he realizes it is a significant amount of money. He said that his budget he thought they could come up with \$100,000 to assist and want to know if we can commit to this project for next summer 2016.
- b. Ms. Reynolds expressed her frustration with the amount as we had only budgeted \$25,000 this year and \$25,000 next year and did not know what projects we would not be able to do if we do this project.
- c. Mr. Wells asked what they were doing with the other dams upstream. Mr. Goode said that they are working on getting commitments from everyone. Mr. Wells said that if they couldn't get the agreements further up then he did not want to spend the money. Mr. Goode said that they have had to demonstrate a certain level of progress in order to get their funding so he believes they have enough progress to show that this will succeed but it is basically at a standstill until the Mill St dam is removed. He said that it will not happen overnight and realistically it may take over a decade. Ms. Reynolds questioned whether we needed to do this next year if it will take so long to complete. Mr. Goode said that if he were to get a written agreement that we will commit to this project then they would be able to go ahead this year and remove some of the dams upstream that they already have approval to remove.
- d. Mr. Wells asked about maintaining the fish ways and such after the work is done. Mr. Goode explained that as part of every project they have to fund the maintenance which means they give each organization or such a pot of money to be used on an as needed basis. He said that the expectation is that the money just sits and grows over time as not much maintenance is needed.
- e. Mr. Goode recommended having some discussion with the Town. He said that he didn't think the Town wants to see the site stay the way it is; that they would want the issue resolved.
 - i. Mr. Pesce said that when he first got on the Council in 2012, they were looking at purchasing the Worumbo Mill site and in part of that discussion they had a lot of discussion on the Mill St property that you're referencing for the dam. He said that one of their biggest concerns as a Council was what's underneath the ground there. He said that they had a lot of different information from a lot of different groups saying that it was going to cost over \$1 million to clean up what's in the ground there. He said that that was why on several occasions they didn't come to an agreement with Mrs. Miller. He told Mr. Goode that it was a huge concern when he mentioned giving the property to the Town. Mr. Wells said that we were only discussing that one dam not all the other property. Mr. Goode said that it could be either/or or both. He said that a lot of clean-up has been done at this site; that the Miller's have spent a lot of money on this site and that DEP has signed off for a certain level of re-use to be allowed at that

site. He said that a lot of the stuff has been cleaned up and that it is just the mercury now and some of that has been cleaned up as well. Mr. Goode said that the next dam up at Farwell has a lot of clean up but this site is in pretty good shape. Ms. Reynolds said that she thought the Farwell site was the one Mr. Pesce was talking about, but they all agreed that it was the Mill St site. Mr. Wells asked Mr. Goode what they are trying to get from the Millers is that they would get the whole property for the Town for them to possibly use the land for parking or other recreational use, but it really depends on what the Town wants if they only want the dam or all the property. If the Town doesn't want all the property then they would put a for-sale sign up once the mercury is cleaned up.

- ii. Mr. Wells asked Mr. Pesce if the Town would be interested in helping with the project if they were to get more property. Mr. Goode said that it is roughly 7 acres. Mr. Pesce suggested that the Council and the Water Commissioners get together and maybe have DEP and Atlantic Salmon Federation for a workshop. Mr. Pesce said that he definitely thinks that the Council should be involved because he doesn't think it's fair that the Water Dept. takes this on and the Town somehow benefits without helping financially with the cost.
- iii. Mr. Metivier asked if the removal of the rest of the mercury was part of the costs referenced earlier and Mr. Goode said that they were treating that separately and that they would be paying for a large chunk around \$140,000 of those costs for the Millers. He said that they are trying to make it an impossible deal for the Millers to refuse. He said that the overall cost to resolve this site was roughly around \$600,000.

- f. The Commissioners decided to schedule a workshop and to contact Ms. Reynolds when Mr. Goode has tentative dates with DEP and all the parties.
 - i. Mr. Bauer asked if we should postpone this project to see if we could get a better price from the contractors when they aren't so busy. Mr. Goode said that they would go back out to bid again later when it is closer and hope that it would come back better.

F. Water Leak at Campus Commons-charges

- 1. Ms. Reynolds said that she looked in the PUC Rules and it doesn't address it. They only address the things you can't do. She said that she consulted with the FLUSH group and Boothbay had dealt with the same kind of issue and the PUC sided with the utility. She said that there is precedent and that we could bill for the leak if we can figure out how much was lost. She did say that the utility did abate some of the charges which helped with the PUC decision.
- 2. The Commissioners agreed to proceed.

G. Audit Proposal Questions

- 1. Ms. Reynolds said that last Friday she and Mr. Bauer wrote out some of the concerns that they had with RHR Smith.
- 2. She said that she spoke with a former client and they had said that the employee that they worked with from RHR was not fully knowledgeable of all the water g/l accounts such as what should go where, what accounts should be used. Ms. Reynolds also said that they did not produce the financial reports or file the PUC reports and just not knowing anything about their audit process.
- 3. She said that Mr. Bauer's concerns were: all their clients seem to be of small water companies and a full detail of what they would do for us and the hourly charges.

4. Mr. Pesce said that I should talk with the Town Manager about this as he was told that the lead for the Town had just come from RKO. Ms. Reynolds said that she knew this as she attended the audit committee meeting at the Town and had met the team.
 5. Mr. Bauer reiterated again that we have had Horton, McFarland & Veysey for years and he doesn't have a problem with them doing our audit and he feels they have done a great job. He stated that they do a lot of water companies of all sizes. He said he is good with saving money but will we be saving money in costs that are not covered. He said that Ms. Reynolds calls Nick our accountant at Horton often but we aren't charged for that service. Ms. Reynolds said that we only get one invoice a year after the audit is complete. Mr. Bauer said that he is not comfortable leaving Horton only to find out it is more money. He said that he knew Mr. Wells wanted to have another company.
 6. Mr. Wells said that we need to get the questions and concerns answered and see if it is worth it, but we need to ask the questions.
 7. Mr. Bauer suggested using both for one year and see how it turns out.
 8. Ms. Reynolds will forward the concerns to the Town Manager to forward to RHR Smith.
- H. Frost Hill & Androscoggin St Project Update
1. Mr. Plourde said that everything is complete except one small spot on Frost Hill. He said it is prepped to be fixed today and that it may already be done.
 2. Mr. Wells asked if we have been final billed on the project and Ms. Reynolds said no and Mr. Plourde said that we still have retainage.
 - a. Ms. Reynolds said that she has received another payment application for Androscoggin St side. She said that she has reviewed what has been billed, paid and the contract amounts and she said that there is about a \$10,000 difference. She said she called Dirigo Engineering to resolve it and Mr. Sawtelle will get back to her with an answer. He said that there will either be a final invoice and/or a change order to credit the amount.
 3. Mr. Bauer asked if the one customer on Androscoggin St was all set..
 - a. Mr. Plourde said that he had wanted an open gully, but it is now a storm drain pipe covered over. He said that the customer wanted the gully back, but we couldn't do that because there would only be about 3' of fill covering our main. He said other than that he thinks that he is reasonably satisfied.
 4. Mr. Bauer asked the attending Councilors if they have heard anything about Frost Hill or Androscoggin St.
 - a. The Councilors all said no.
- I. Unresolved Issues (tabled)
1. Capacity Grant
 2. Personnel Policy Changes
 - a. Overtime Policy
 3. SCADA Alarm Back-up Options
 - a. Waiting for estimates from Summit Engineering
 4. Bauer Transfer Switch
 5. Standpipe Workshop with Council
- J. Other Old Business
1. None

IV. NEW BUSINESS

- A. Operations Manager's Report
 1. None

B. Business Manager's Report

1. Health Insurance Changes

a. Premium Rate Changes

- i. Ms. Reynolds said that she had sent an e-mail to the Commissioners showing the new monthly rates. She said that the new premiums will start with this first paycheck in June.

b. Health Reimbursement Account

- i. Ms. Reynolds said that the Town is putting money in an account for each employee that carries the insurance to help offset the increase to the deductible and the out of pocket expenses. She said that they are doing it for the rest of this year and all of 2016. There is no plan further yet. She said that the money is a budget item; that it is not residual from Ultra Benefits.
- ii. Ms. Reynolds asked if the Water Dept. will participate in this plan and if we do there is a cost. The initial start for the plan this year would be \$800 for both our employees on the insurance along with a \$3.75 fee per person per month for Anthem to handle the claims. She stated that this was to help the employees with the increase in the deductibles with the new insurance. She said that this was also to help the Town employees as their employee portion of the premium went up from 15% to 20% as well; ours is still at 9%.
 - a. The Commissioners discussed the issue and agreed to address the employee percentage at the end of the year. Mr. Wells made a motion to contribute the funds for the HRA plan for this year and next year. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote.
 - b. Mr. Wells asked how much we will be charged for this by the Town and Ms. Reynolds said that she believes it will be part of the 5%.

2. Androscoggin St Payment Application# 4

- a. Ms. Reynolds said that Payment Application# 4 is for \$10,331 and has been approved and paid. She said that she believes that there is only retainage remaining. She said that Dirigo has asked Longchamps for the lien waivers so that he can release the retainage funds.

3. Water Abatement for 681 Lisbon St

- a. Ms. Reynolds said that she received a letter from the customer at 681 Lisbon St, Lisbon Falls. She said that she called us about a leak and our water operator, Chris, came and shut off the water. She said that she hired a plumber that same day and they came and fixed it. She said that she called Chris back who inspected it and turned the water back on. She said that she called the office when she received the water bill and was told that she would have to put her abatement request in writing and submit it to the Board. She expressed her frustration that she didn't know about an abatement until she called the office; that we didn't just tell her to apply for an abatement.
- b. The Commissioners discussed the issue and Mr. Wells made a motion to approve the water abatement for 681 Lisbon St. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote.

4. LWD Clothing

- a. Ms. Reynolds said that Mr. Plourde had approached her about getting some professional looking clothing for the management world. She said that we have not purchased clothing in quite a few years.

- b. The Commissioners discussed the issue and agreed for Ms. Reynolds to get some quotes.
 - C. Customer Communication
 - 1. Complaint Log
 - a. Brookwood Court-Leak
 - i. Mr. Plourde said that the little trailer park at the end of Free St. had another leak. Ms. Reynolds said that it went through the meter this time. She said that the customer had come to the office to see if they could drill their own well instead of being on the public water.
 - a. The Commissioners asked Mr. Plourde to get back to the customer and tell them that they could drill their own well if they wanted.
 - 2. Customer Comments
 - a. 26 Crosman St –Sink hole & Curb repair
 - i. Ms. Reynolds said that the customer at 26 Crosman St called to say that we did an excellent job repairing the sink hole and replacing his curb and he really appreciated it.
 - D. Other New Business
 - 1. None
 - E. Next Meeting
 - 1. The next Commissioners’ Meeting is Monday, July 13, 2015 at 5:30pm at the Lisbon Water Dept.

V. 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 to discuss the interviews. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote at 6:37pm.
 - b. Mr. Doughty Jr. made a motion to exit Executive Session with no action taken. Mr. Bauer 2nd the motion followed by a positive unanimous 2/0 vote at 7:08pm. Mr. Bauer noted that Mr. Wells excused himself from the Executive Session at 7:00 for the arrival of a grandbaby.

VI. ADJOURNMENT

- A. Mr. Doughty Jr made a motion to adjourn. Mr. Bauer 2nd the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 7:09pm.