



LISBON WATER DEPARTMENT

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

Commissioners' Meeting Minutes for March 09, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Eric Metivier and Roger Bickford

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

I. EXECUTIVE SESSION

A. M.R.S.A. 13 § 405 (6) (A) Personnel

1. Mr. Wells made a motion to enter Executive Session citing M.R.S.A. 13 § 405 (6) (A) Personnel at 5:34pm. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.
2. Mr. Wells made a motion to exit Executive Session at 5:45pm. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote. No votes were taken.

II. AUDIENCE PARTICIPATION

A. None

III. WARRANTS

A. Warrant 8 for February 25, 2015 – Approved

B. Warrant 9 for March 4, 2015 – Approved

IV. OLD BUSINESS

A. Reading and Approval of Minutes

1. Mr. Doughty Jr made a motion to accept the minutes as written for February 23, 2015. Ken Wells 2nd the motion followed by a positive 3/0 vote.

B. Electric Rates

1. Ms. Reynolds said that she sent an e-mail to the Commissioners but didn't get a 2nd approval from one of the Commissioners so she asked the BUE representative to send us another quote and it came back lower at .07803. She said that it was her understanding that if we choose to end the contract early they would try to sell any excess contract and if it doesn't sell we may have to pay it back. BUE was not sure about the payback as it depends on how much time is left on the contract and what the current rate is at the time of cancellation.
2. The Commissioners discussed the issue and Mr. Wells made a motion to accept the contract from BUE for electricity for 18 months for \$.07803 per kilowatt. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

- a. Mr. Wells asked that Ms. Reynolds track the amounts and to make sure that at the end of the contract it does not just automatically renew.
- C. Personnel Policy Updates
 - 1. Longevity, Vacation, On Call Rotation
 - a. Ms. Reynolds said that she sent out the Personnel Policy Revisions.
 - i. The Commissioners reviewed the changes and Ms. Reynolds confirmed that the vacation and longevity policies were written exactly the same as the Town's Policy. She said that there was no change to the On Call policy as it had not been decided. Mr. Doughty Jr. said that he would bring in the policy for Topsham/Brunswick Water District.
 - ii. The Commissioners discussed the issue and tabled the changing the policy until On Call is resolved.
- D. Cell Phone Plans
 - 1. Ms. Reynolds said that the staff had asked about checking into the current cell phone plan to see if there would be any savings. She said that she spoke with a representative at Verizon and was told that the plans would not change in cost unless a basic service plan wanted to upgrade or increase the plan minutes. She said that she also received information on new cell phones but the staff decided not to make any changes at this time.
- E. Capacity Grant
 - 1. Ms. Reynolds said that she received an e-mail from Rebecca Saucier with Wright-Pierce and she said that they have had some contact from Lewiston Water, but they are still waiting for more information to complete the study. Ms. Reynolds said that the deadline is approaching and that we need to have this completed and paid before the end of April.
- F. Cost Tracking with the Town
 - 1. Ms. Reynolds had sent samples of invoices to the Commissioners for the Town for the Sewer Readings. She said that for the first line on the invoice she researched all the work hours for reading all three zones for last year and just cut the time in half for the Town's share. She said that a real invoice will be billed from the actual work order for the time spent each month. She said that the second line on the invoice is a meter maintenance expense in which she took the cost of a meter and depreciated the cost over 20 years for 1900 meters and divided that by 12 for a monthly fee.
 - 2. Ms. Reynolds said that we will be getting billed for payroll, public works time, human resource time, payment receipts, 5% of Town Manager and Finance Director salaries.
 - 3. Ms. Reynolds said that they discussed billing monthly and Ms. Reynolds wanted to make sure the Commissioners agreed.
 - a. The Commissioners discussed the issue and agreed with a monthly bill as it would be easier to track.
- G. Zone 2 Estimating
 - 1. Ms. Reynolds said that at the last meeting she was under the impression that the NDS software would be able to estimate the bills by the data she would enter, but that was not the case. The system only offered 3 options of using the last 3 billings, or the last year's usage, or the last bill. She said that she looked up the PUC rule and it said to abide by your Customer Rights and Responsibilities which states to use the last 2 years of the same quarter. She said that it was a tremendous amount of manual work to calculate the average usage. She said that they still had to go out and get some readings as there may not have been enough history or there was an ownership change etc.
 - 2. The Commissioners discussed the issue and decided that in the future the staff will get all the readings they can and then estimate what is absolutely necessary.

H. Radio Read Meters

1. Schlumberger Meters

- a. Mr. Plourde said that we have around 600 Schlumberger meters and they have a different touch read pad so the radio read attachment wouldn't fit. He said what they do is disconnect the pad and connect right to the radio read attachment with the wires. He said that on some they would only need to attach the 3 wires but some wires don't have the 3 wires needed and they would need to run new wire.
- b. The Commissioners discussed the issue about replacing them if it makes sense but took no action at this time.

I. Unresolved Issues (tabled)

1. Audit Proposal Concern Questions
2. SCADA Alarm Back-up Options

- a. Mr. Plourde said that there is a training on SCADA options that he is going to try to attend.

J. Other Old Business

1. None

V. **NEW BUSINESS**

A. Operations Manager's Report

1. Water Main Breaks

a. Davis St

- i. Mr. Plourde said that we had our 9th water main break of the season on Davis St.
- ii. Mr. Bauer said that the staff did an excellent job and should be commended on their hard work.

2. Freeze Ups

- a. Mr. Plourde said that we are still having freeze ups in town. He said that the latest one was at 394 Lisbon St. He said that the owner is away and the fellow looking after her home had come to the office to ask about it last Friday after hours. Mr. Plourde said that he gave Ms. Masse some suggestions to tell him and if it didn't work to come back in on Monday. He said that he came back today and Mr. Plourde believes the service is frozen. He said that he took the meter out and not a drop of water came out. He said that he will locate and try the curb-stop tomorrow morning, but he believes it will work ok; that it is frozen on our side.
 - i. Ms. Reynolds asked if it has frozen there before and he said that he didn't think so. He said that because it has been so cold and with no use, it could freeze there at the main in the street.
 - ii. Ms. Reynolds asked how we will know whose burden it is. Mr. Plourde said that his plan is to wait until 3 or 4 days before she returns and if it is still frozen then we would need to get it steamed out. Ms. Reynolds said that we have made all the other customers make the call to Sunco first and then we have paid the bill if it was our side of the line. Ms. Reynolds wants the customer to be aware that there may be a cost to her from Sunco, and that we don't do anything different than we did with the other customers with this issue.
 - iii. The Commissioners discussed the issue and agree to wait until it is closer to when she comes home and hope that her line thaws and no further action is needed.
- b. Mr. Plourde said that there is another service that is froze up that has 3 trailers on it, but it is not on us. He said the owner was doing what he needed to do to resolve that.

B. Sludge Removal

1. Mr. Plourde said that the last time the sludge was removed was August 2014. He said that he got a price to do it from Ted Barry and it was the exact same price as last time of \$6,400.
 - a. Mr. Wells asked if we do this twice a year and Mr. Plourde said that it is around 6-8 months and he would like to stick to that time frame.
 - b. Mr. Bauer and Mr. Wells said that they would like to wait for warmer weather and Mr. Plourde said that the price is good for 30 days but he is sure they will have no problem waiting for warmer weather.
 - c. Mr. Metivier asked if there had been no talk with the Sewer Dept to dump it over there and asked if would be cheaper. The Commissioners agreed that it would be cheaper but they have a bad taste from the first time and we probably won't ask this time to keep within the 30 days of the quote.
 - d. Mr. Wells made a motion to accept Ted Barry's quote of \$6,400 to clean out the backwash basins at Moody Ave. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote.

C. Business Manager's Report

1. New Finance Director
 - a. Ms. Reynolds said that she read on the Town Council Minutes that they had chosen a new finance director and she had e-mailed the Town Manager. She said that Ms. Barnes replied with an e-mail introducing Edward Karass and his qualifications. She said that she was very happy with what he has to offer us, but she hasn't met him yet.
2. MS4 workshop with the Town Council
 - a. Ms. Reynolds said that she received an e-mail from the Town inviting us to a workshop for the MS4 ordinance on March 31st at 7pm at the Town Office. She said that it is a combined workshop with the Town Council, Town of Sabattus, and an engineering firm. She said that she is not sure how we are involved but we have attended all the other workshops and thinks we should be at this one too.
 - i. Mr. Plourde and Mr. Wells said that they will try to be at the workshop.

D. Complaint Log

1. 25 Davis St-yard repair
 - a. Mr. Plourde said that we need to clean up the yard from the water main break and we have told the customer that we will be back to fix it.
2. Davis St Main Break Complaints
 - a. Ms. Reynolds said that there were several complaints concerning the main break on Davis St which were resolved with the repair.
3. High Usage from Estimating Errors
 - a. Ms. Reynolds had three accounts with estimating errors and the customers have complained.
 - i. Mr. Plourde said that one of those complaints asked to have their meter tested; she thinks it is fast. He said that once we take that meter out we are not supposed to put it back since it is leaded.
 - ii. Ms. Reynolds expressed her concern with the expense of new meters if there were a lot of requests to test the meters.
 - iii. The Commissioners discussed the issue and decided to address that issue if it becomes a problem. They took no action at this time.

E. Customer Comments

1. None

F. Other New Business

1. Mr. Bauer said that he would like to make a motion to advertise for a Class II water operator in April to get someone in here to be trained.
 - a. The Commissioners discussed the issue and agreed to place an ad in the paper for April 4th or 11th for Class II operator to prepare for when Mr. Lawton retires.
 - i. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.
2. Mr. Wells asked how the Board felt about fostering an internship or apprenticeship.
 - a. Mr. Plourde said that it would be an ideal situation. He said that they have done that only four times in the last 30 years and one of them being himself. Ms. Reynolds argued that we have hired all our previous summer help with the intent to see if they would be water operator material. Mr. Plourde disagreed and felt that none of those hires would fit what he was looking for.
 - b. The Commissioners will wait to see what the results of advertising for a Class II operator and then decide what to do next.
3. E-mails to Mr. Bauer
 - a. Mr. Bauer said that he had received an e-mail from Tammy Bauers, from Mueller systems, concerning upgrading our meter reading system. He said that he would forward the e-mail to Ms. Reynolds. Ms. Reynolds said that we have already been contacted by them about this.
 - b. Mr. Bauer said that he received an e-mail from Kevin Partridge, with GeoFix in Texas, concerning GIS mapping that he had worked on with us in the past. He asked if we needed any further assistance. Mr. Bauer gave the e-mail to Ms. Reynolds.
 - c. Mr. Bauer said that he received ad e-mail from Steve Broadbent, with Weston & Sampson of Sabattus, concerning services for VFD's. He gave the e-mail to Ms. Reynolds.
4. One Meeting a Month
 - a. Mr. Doughty Jr. asked if we were going to change to one meeting a month and if we needed another one we would schedule it.
 - i. The Commissioners discussed the issue and they will try one meeting a month and see how it goes.
5. Budget
 - a. Mr. Wells asked when we would be talking about budget and projects. Ms. Reynolds said that it was scheduled for the next meeting, but we need to discuss the projects and costs. The Commissioners listed some ideas:
 - i. Mill St Project
 - ii. Radio Read Meters
 - iii. New Standpipe Marketing
 - iv. Replenishing the current Standpipe Painting Fund
 - v. Mr. Doughty Jr asked about setting up a workshop for the budget and projects and the Commissioners chose to have the workshop on April 27th.

G. Next Meeting

1. The next Commissioners' Meeting is Monday, April 13, 2015 at 5:30pm at the Lisbon Water Dept.
2. The next Commissioners' Budget Workshop will be Monday, April 27, 2015 at 5:30pm at the Lisbon Water Dept.

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:15pm.