



LISBON WATER DEPARTMENT

639 Lisbon Road

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

Commissioners' Meeting Minutes for August 08, 2016

Members Present: Bill Bauer, Ken Wells, and Marie Hale

Staff Present: Bill Alexander Jr and Larry Plourde

Audience: Roger Bickford

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 272016 (July 06, 2016)-Approved

B. Warrant 282016 (July 13, 2016)-Approved

C. Warrant 292016 (July 20, 2016)-Approved

D. Warrant 302016 (July 27, 2016)-Approved

E. Warrant 312016 (Aug 03, 2016)-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes

1. Minutes for July 06, 2016

a. Ms. Hale made a motion to accept the minutes for July 06, 2016 as written. Mr. Bauer 2nd the motion followed by a positive 2/0/1 vote with Mr. Wells abstaining as he was unable to attend that meeting.

B. Corrosion Control Study

1. Mr. Alexander said that he contacted Rob Williamson of Wright-Pierce and asked if he could attend the Sept 12th meeting and he said that he could. Mr. Alexander said that he wanted to check out the treatment facility himself before he had Mr. Williamson come and address the corrosion control addition.

2. The Commissioners discussed the issue and agreed to meet with Mr. Williamson at the Sept 12th meeting.

C. Capacity Grant Study Approval

1. Mr. Alexander said that the corrosion control study has been completed and that the Board needed to make a decision on whether to accept it. He said that the Board needed to do this in order to get reimbursed for the grant.

2. Ms. Hale made a motion to approve the capacity grant study. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.

- D. Auditors PUC Report
 - 1. Mr. Alexander said that the auditors have submitted the PUC report and we have looked it over and don't see any problems with it; that Ms. Reynolds asked him to have the Board approve it.
 - 2. Mr. Wells said that he knew the other accounting firm has reviewed it so he made a motion to accept the auditor's PUC report for period ending December 2015. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- E. Mill St. Main Project
 - 1. Mr. Alexander said that he met with MDOT on August 4th to discuss the Water Dept's interests and to confirm that we can install the main on the bridge and they said absolutely. They said that we would have to submit a set of plans to them and for them to approve it and then the Department would be responsible for all the costs associated with it. He said that because of the size of the project it would have to be included in the State's project; anything over \$100,000 has to be included in their contract. Mr. Alexander said that he expressed his concern about expediting the process in case we needed to meet the bond process and he asked when the State would have drawings available of the bridge so we could get our engineer started and they said that they will have 50% drawings in January. Mr. Alexander told them that he would need it sooner rather than later and they said that they will try to get them to us around the end of October.
 - 2. The Board discussed the issue but took no action at this time.
- F. Unresolved Issues
 - 1. Main St Project
 - a. Mr. Bauer said that we did do some testing on Main St and Mr. Plourde confirmed that Andy with MRWA came and they did some leak detection and they didn't find anything.
 - b. Mr. Bauer said that he discussed viewing the pipes with Mr. Alexander and that he would be looking into the options.
 - 2. Route 196 Project
 - 3. Standpipe Property Options
 - 4. Sludge Removal Option with TOL
 - a. Mr. Alexander presented the study that was sent to us by the Town. He said that we agreed to a meeting with the Town Engineer and the other engineers on Aug 18th at 1pm to discuss if this is a viable option.
 - b. Mr. Wells asked Mr. Plourde if we could do a few more samples and Mr. Alexander and Mr. Plourde said that we would.
 - c. The Board discussed the issue and will wait until after the meeting to make a decision.
 - 5. Update T & C's
 - a. Abatement Policy, credit card
 - 6. Moody Well #1 Use
 - 7. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone
- G. Any Other Old Business
 - 1. Second Service line for 1 Higgins St

- a. Mr. Wells asked if the second service line for Higgins St. was done and Mr. Plourde confirmed that it was done in July. He said that the water is on at this time but he believed the intent was to eventually shut it off.

IV. NEW BUSINESS

A. Superintendent's Report

1. Backflow Certification

- a. Mr. Alexander said that Mr. Brunelle had taken the previous backflow certification class and didn't complete it and the next class is this November at Portland Water District for \$335. Mr. Alexander asked the Board how they would like to proceed.
 - i. The Board discussed the issue and approved for Mr. Brunelle to do the class and the test and that the Water Dept. will pay the fee. Mr. Wells felt that if he didn't complete the class this time then they will be looking for reimbursement.
- b. Mr. Alexander said that his job description requires that he has a backflow certification. Mr. Wells asked if he would like to go to the class in November as well and he said that he and Ms. Reynolds discussed the issue and they both agreed that he should do the training and test to meet the requirements.
- c. The Board discussed the issue and approved for Mr. Alexander to go to the class as well.

2. Training

- a. Mr. Alexander asked if he needs to forward training opportunities to the Board or if they get the notices and they all said that they get copies and are all set.

B. Business Manager's Report

1. Window's 10 Update

- a. Mr. Alexander said that all the computers have been updated by Buck with Pro-PC with the exception of the SCADA computer.

C. Commissioner Communication/Requests

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

D. Complaint Log

1. Several Dirty Water Complaints

- a. Mr. Bauer stated that the agenda reflected several dirty water complaints.
 - i. Mr. Alexander said that he has a plan in place to resolve the issue and he is checking the plant and will start a spreadsheet to track the different processes that could affect the water quality. He said that the customers he spoke with said that this has been going on a long time and he assured them that he was working on trying to get it cleaned up. He said that he will be implementing a new flushing program as well as tracking the water from the plant.
 - ii. He also wanted to specifically mention that Mr. Lawton stayed late with him to try to resolve this issue for the customers and that he appreciated his effort; the Board expressed their appreciation as well.

E. Customer Comments

- a. None

F. Other New Business

- 1. None

G. Next Meeting

- 1. The next Commissioners' Meeting is Monday, September 12, 2016 at 5:30pm at the Lisbon Water Dept.

V. 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. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 6:06pm.
2. Mr. Wells made a motion to exit Executive Session at 6:49pm with no action taken. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

VI. ADJOURNMENT

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