



LISBON WATER DEPARTMENT

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Lisbon Falls, Maine 04252
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William A. Bauer, Chairman, Marie Hale & Kenneth R. Wells

Commissioners' Meeting Minutes for March 14, 2016

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

Staff Present: Larry Plourde and Shellie Reynolds

Audience: None

Meeting called to order by Mr. Bauer at 4:38pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 82016 (Feb 24, 2016) – Approved
- B. Warrant 92016 (Mar 02, 2016)-Approved
- C. Warrant 102016 (Mar 09, 2016) – Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for February 8, 2016 and February 22, 2016
 - a. Mr. Wells made a motion to accept the minutes as written for February 8th and February 22nd. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Workshop 03-02-16
 - 1. Mr. Bauer said that there was a workshop on the 2nd and Mr. Wells asked Ms. Reynolds to list what was discussed.
 - 2. Ms. Reynolds said that the Commissioners discussed goals for Ms. Reynolds and Mr. Plourde and the other employees. She said that Mr. Gaudet was at the workshop so that they could discuss the job description and the interview process for the superintendent position. She said the last thing they discussed was the engineering contract.
- C. Workshop 03/14-16
 - 1. Mr. Bauer said that the workshop for today 3/14 /16 was about water operator licensing. He said that Mr. Gaudet will produce a recommendation for the board based on what was discussed in the workshop today. He said that new employees as of January 2016 will be required to take a license test once every 6 months and that the Board will determine continuation of employment.
 - 2. Mr. Wells also stated that they discussed requirements for notification for employee leave time.
 - 3. Ms. Reynolds said that the Board was unable to complete the agenda items for the workshop in the time allotted. Mr. Wells said that they hope to get to them in this meeting.

- D. Dirigo Engineering Agreement for Phase I of New Standpipe
 - 1. Ms. Reynolds said that we signed the contract after discussion at the workshop and we mailed it back to Dirigo.
- E. Lead Leaching Proposals
 - 1. Mr. Bauer said that we received 2 proposals, one from Wright-Pierce and one from Dirigo Engineering and Mr. Plourde had been asked to review them to make sure they were apples to apples.
 - 2. Mr. Plourde said that he reviewed them and that they were pretty much identical. He said that it was leaning towards Wright-Pierce.
 - a. Mr. Wells made a motion to accept the proposal for the ph distribution study not to exceed \$4,000. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- F. Capacity Grant Application
 - 1. Ms. Reynolds said that now that we have chosen a proposal we can complete the application and submit it. Mr. Bauer asked if they will pay half and Ms. Reynolds confirmed. Mr. Wells asked if the Board needed to sign it and Ms. Reynolds said that they did not need to; we just needed to have the motions reflected in the minutes.
- G. New Employee Training Schedule
 - 1. New Employee List
 - a. Mr. Plourde presented a list that Mr. Lawton had created of everything that he could think of and Ms. Reynolds created the spreadsheet. Mr. Plourde said that he added items as well that he found on the Maine Drinking Water's website.
 - b. The Board reviewed and discussed the list and Mr. Wells said that he realizes that this is a continuous work in progress.
 - 2. Mr. Plourde's Excel Training Class
 - a. Mr. Wells asked Mr. Plourde about his Excel class and Mr. Plourde said that he had gone and that it opened his eyes to the importance of excel. He said that it brought him a better understanding that it is not so hard but just a lot of it.
 - b. Ms. Reynolds said that she didn't think that we would choose Fred Pryor again as they didn't actually use a computer or excel; they just discussed it. The Board discussed him taking another class perhaps at adult ed and Ms. Reynolds said that maybe we could reach out to the instructor because she thinks everyone could use the help.
- H. New Truck Bids
 - 1. Mr. Plourde said that he sent out 6 requests but only got 3 back.
 - 2. The Board reviewed and discussed the submittals.
 - 3. Mr. Wells made a motion to accept the bid from O'Connor for a GMC 2500 work truck for a price not to exceed \$38,409. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- I. Ann St. Roof Bids
 - 1. Mr. Plourde said that he got bids for both asphalt and metal. He said that he was told that a metal roof was not the best option due to the gables of the roof over the garage doors. He opened the bids and for the asphalt roof from Fairbanks was for \$7,500, St. Hilaire was for \$9,000, and Fortin Construction was for \$10,760.
 - 2. The Board reviewed and discussed the bids and scope of work for each. Mr. Wells made a motion to accept the bid from Fairbanks for \$7,500. Mr. Wells made a motion to approve \$800 to strip 2nd layer if needed. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

- J. Auditors Come 03/17 & 03/18
 - 1. Ms. Reynolds said that she received an e-mail confirmation that the auditors will be here 03/17 & 03/18. She said that she still hasn't a list of information that they need but we will see.
 - 2. Mr. Wells said that we can go back to the other auditor next year if we aren't happy with the service; that we gave it a shot.
- K. On-Call Schedule Policy
 - 1. Mr. Wells said that we discussed this issue in a workshop but haven't brought it to a meeting. Mr. Bauer said that if you're employed here then you are on-call. Mr. Wells stated that neither the other members have been on-call before but he has been for the last 30 years and if he had a chance to go off he would. He said that he had suggested that an employee who submitted in writing that they were planning on retiring within 6 months, but no longer than a year, and their replacement was trained then they could come off the on-call rotation. Mr. Bauer said that he was not opposed to what Mr. Wells was saying and that they would entertain each request as it comes but unless there are special circumstances; all operators will be on call.
 - 2. The Board will try to get more information before finalizing the policy.
- L. Sludge Meeting with TOL
 - 1. Olver Assoc Proposal
 - a. Mr. Wells stated that he will not agree to the study unless the Town first completes their local limited analysis as he doesn't want to pay for those tests.
 - b. Ms. Reynolds said that she has an e-mail from Mr. Leighton stating that if the Water Dept. commits to paying the \$4,500 for the sludge study then the Town will pay \$10,500 for the rest.
 - c. The Commissioners discussed the proposal and Mr. Wells made a motion to accept the Olver Assoc proposal to do the sludge study. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
 - d. Ms. Reynolds asked Mr. Plourde what he thought and he said that he did some research of our manuals to see if the amount of 180 gals/day would be enough and if we would be saving any money. He read what he found to the Board and he thinks that it would take everything and we wouldn't have to have the tanks pumped.
 - e. Ms. Reynolds said that the first thing that the Sewer needed to do was to find out if their limit has been increased or they can't help us at all.
 - f. Mr. Wells asked Mr. Plourde if he has had the samples tested yet and he said that he had and they should be back this week or next.
- M. Personnel Policy Changes
 - 1. Cell Phone Policy
 - a. Ms. Reynolds presented a preliminary policy. She said that she utilized the Town's policy with a few modifications.
 - b. Mr. Wells asked if we addressed what could be on a company phone and she said that she has not. He asked that Ms. Reynolds get an computer ethics verbiage about what can be on a company cell phone.
 - 2. Equipment Use Policy
 - a. Backflow Tester
 - i. Ms. Reynolds presented a preliminary policy for the Board to review and Mr. Wells asked that there be a non-compete clause added.
 - b. Cell Phone
 - i. Ms. Reynolds presented a preliminary policy for the Board to review and they asked the computer ethic verbiage be added to this as well.

3. Water Operator Licensure
 - a. The Board tabled this issue until they receive Gaudet Assoc draft of the policy.
- N. Unresolved Issues
 1. Service Estimate for 1 Higgins St
 - a. Ms. Reynolds said that she asked Mr. Leighton if there was any signed agreement and he said that there were no signed agreements with any of the contaminated well customers but each customer had one well and were given one service.
 2. FCC License for SCADA
 3. Clothing
 4. Audit 2016 Proposal
 5. Update T & C's
 - a. Abatement Policy, credit card
 6. Moody Well #1 Use
 - a. Wait for the ph study.
 7. Cell Tower Lease Options
 - a. Ms. Reynolds said that she sent the 2 different proposals to the Board for review and she believes that they are apples and oranges. She feels that one manages the contracts and one wants to buy out the leases. The Commissioners discussed it but decided to table it until they understand the contracts a little better.
- O. Any Other Old Business
 1. None

IV. NEW BUSINESS

- A. Operations Manager's Report
 1. Chlorine Alarm
 - a. Mr. Plourde said that Kurt with Summit Engineering came to look at the SCADA for chlorine alarm. He said that he also noticed that our CPU was old and that we don't have a spare one on hand and he recommended that we get one as soon as possible. Mr. Wells said to get one that has a flash memory not just batteries. Mr. Plourde said that he had seen a list of spare parts but the previous general manager didn't want to purchase. He asked Kurt to make him a list of things that we should have on hand.
 2. Part-Time Help-Rec Dept.
 - a. Mr. Plourde said that he was approached by Mark at the Rec Dept. asked if we would be interested in hiring Mark Jones for 10-12 hours a week.
 - b. Ms. Reynolds said that she needs to check with Jody at the Town to see if this will obligate us for benefits or if it changes his status with them as we are considered the same employer.
 3. Internship/Apprenticeship
 - a. Mr. Wells asked Mr. Plourde to look into the high school to see if there might be a senior student interested in coming to work at the Water Dept. he said that if he could find a local student then maybe they would be interested in staying here.
 - b. Ms. Reynolds said that they would need to be 18 or older to operate equipment and Mr. Wells agreed which is why he said a senior.
 - c. Ms. Reynolds suggested reaching out to the guidance counselor.
 - d. Ms. Reynolds asked if we were looking to hire as she has taken an application recently from a local citizen.

4. Jaret Randall's Resignation
 - a. Mr. Wells asked if Mr. Randall submitted his resignation in writing and Ms. Reynolds said that he did. Mr. Wells accepted Mr. Randall's resignation.
- B. Business Manager's Report
 1. Temporary Manager/Superintendent
 - a. Job Posting
 - i. Ms. Reynolds said that the approved job posting for the superintendent was posted in several locations.
 - b. Job Description
 - i. Ms. Reynolds said that at the workshop we went over the job description and submitted it for approval. The Board approved that description.
 2. 2015 CCR Report
 - a. Ms. Reynolds said that she did submit to MRWA for them to produce it but she hasn't received it yet. She said that we submit it online now and a notice on the link gets to the customer with the quarterly bills. She said that we will not meet again before this needs to be approved so she will be sending it out in e-mail for approval.
 3. Gaudet Assoc Inv
 - a. Ms. Reynolds said that we received an invoice from Gaudet Assoc for \$1912. The Board approved paying the invoice.
- C. Commissioner Communication/Requests
 1. Mr. Wells
 - a. None
 2. Ms. Hale
 - a. None
 3. Mr. Bauer
 - a. None
- D. Customer Communication
 1. Complaint Log
 - a. None
 2. Customer Comments
 - a. 4 Russell St-Water Operator Compliment-C.Brunelle
 - b. 6 Beals St-Water Quality Compliment
- E. Other New Business
 1. None
- F. Next Meeting
 1. The next Commissioners' Meeting is Monday, April 11, 2016 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

- A. None

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 6:15pm.