



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Commissioners' Meeting Minutes for May 09, 2016

Members Present: Bill Bauer, Ken Wells and Marie Hale

Staff Present: Larry Plourde, Shellie Reynolds, Bill Alexander Jr

Audience: Roger Bickford

Late Arrivals: Tim Sawtelle of Dirigo Engineering and Resident Steve Warren

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 152016 (Apr 13, 2016) – Approved

B. Warrant 162016 (Apr 20, 2016)-Approved

C. Warrant 172016 (Apr 27, 2016-Approved

D. Warrant 182016 (May 04, 2016) – Approved

E. Mr. Bauer called for an approval vote from the Board with a 3/0 vote.

1. Mr. Wells stated that he was a little surprised as they had never voted on approved warrants before.

III. OLD BUSINESS

A. Reading and Approval of Minutes

1. Minutes for April 11, 2016

a. Mr. Wells made a motion to accept the minutes as written for April 11, 2016. Ms. Hale 2nd the motion followed by a 2/0/1 vote with Mr. Bauer abstaining as he was not present at the last meeting.

B. Unresolved Issues

1. Service for 1 Higgins St

2. Sludge Removal Option with TOL

3. Bond Referendum Question-New Standpipe

4. Meter Change Out Program

5. Radio Read Attachments

6. Clothing

7. Audit 2016 Proposal

8. Update T & C's

a. Abatement Policy, credit card

9. Moody Well #1 Use
 - a. Wait for the PH study.
10. Cell Tower Lease Options
11. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone
12. New Truck
13. TOL Request for Flushing SOP-Storm Water Ordinance
14. GIS request from TOL

C. Any Other Old Business

1. None

IV. NEW BUSINESS

A. Operations Manager's Report

1. Vacation 05/31-06/06
 - a. The Commissioners' gave Mr. Plourde's vacation request to Mr. Alexander to approve. Mr. Alexander asked if it he had the time and if it was on the schedule and Mr. Plourde said that it was so Mr. Alexander approved and signed the request.

V. OLD BUSINESS-Continued-Mr. Sawtelle arrived with information so Mr. Bauer returned to Old Business for the New Standpipe Project.

A. New Standpipe Project

1. Mr. Sawtelle said that he, Mr. Plourde, and Ms. Reynolds met a couple weeks ago to review the plans. He said that as we were reviewing them an option had come up with different property so we thought we might like to check into that. He said that we may have a snag in that as the main would be higher elevation than the tank so we wouldn't want that. Ms. Reynolds said that there is another snag as there is no longer any property to consider as Mr. Upham agreed to sell to someone else over the weekend so we are back to the original site on Upland Rd.
2. Mr. Sawtelle briefed the Board on the plans that he has done to date describing the dual chamber, the construction, how it is filled, water mixing and why. He also went over access options to the inner tank if the outer tank is still in service. He did explain that once the final inspection and approval was done the need for access may never be needed. He said that you can have it cleaned and inspected with divers or a remote so it would take a catastrophic event to take this tank out of service due to the type of construction.
3. The board discussed the issue and decided to schedule a workshop to go over the information again and make a decision on the different options.

VI. NEW BUSINESS-Continued

1. Mill St Bridge Public Hearing 05/11 @ 6pm
 - a. Ms. Reynolds asked Mr. Bickford for confirmation of the time at 6pm. Mr. Wells and Ms. Hale said that they would both attend the meeting.
2. Sludge Removal-Ted Barry-June
 - a. Mr. Plourde said that it has been 6 months since we have had the tanks cleaned and he would like Ted Barry to come in June.
 - b. Mr. Wells asked if they kept track of the solids or if it was just the total volume and Mr. Plourde said that it was for total volume. Mr. Wells asked if he had a quote and Mr. Plourde said that he does not but he expects it to be the same price as before.

- c. Mr. Bauer asked if they needed to vote on it or if it was just informational and Ms. Reynolds said that it was over the limit so they would need to vote on it. She thought it was over \$12,000 but Mr. Plourde said that it was around \$6,600 last year.
 - d. Ms. Reynolds said that we haven't heard if the Town will be ready this year or not and Mr. Wells said that we need to keep to our schedule. Ms. Reynolds said that we may end up doing it again when the Town is ready and Mr. Wells and Mr. Bauer both said they were ok with that if it was necessary.
 - i. Mr. Wells asked Mr. Bickford asked if it was approved and Mr. Bickford said that it has not been approved yet as they are working on other issues at this time but it will be addressed.
 - e. Mr. Wells told Mr. Plourde that he would like a quote and if it was the same as last year then he was ok with it and the other 2 Commissioners agreed as well.
3. Public Works Notice to Residents
- a. Mr. Plourde brought a notice that Public Works was hanging on residents doors. Mr. Bauer said that he did not get one and Mr. Plourde said that it was mostly for residents near a storm drain that goes directly to the river.
 - b. He said that they have painted a warning in the road in blue to be aware that hazardous chemicals that go into the drain go right to the river. He said that blue paint kind of got him as that is what we use to mark out everything. Mr. Bickford said that it was EPA stuff and they told them what to say and colors to use.
4. Confined Space Training
- a. Mr. Plourde said that Mr. Wells had invited the staff to a confined space class at his employment last week and he had talked to Ray Lussiere. Mr. Plourde said that we have a confined space that we should probably have an oxygen meter because this is something we have to go down and if we have to go down it would be an emergency time that one of us is going to be alone. He said it is to read the pressure transducer in the pit at the Lisbon standpipe and the pit is deeper than 4'. He said that Mr. Lussiere sent him information on a site and recommended a meter that didn't need to be calibrated every 6 months. He said it was from Bomart Instruments, a GX 2009 that measures 4 gasses and it usually sells for \$750 and it is on sale right now for \$695.
 - b. Mr. Bauer asked if we have to have this because this is a confined space and Mr. Plourde said that anytime we lose the SCADA we have to go in this pit to tell how much water we have in the tank. Mr. Bauer asked how often this happens and Mr. Plourde said that it doesn't happen very often but when it does we need to do it quick. He said that we have been doing without a meter as we don't have that many spaces that we do need this. Mr. Bauer asked if this was something we would store here and not mounted at the pit and Mr. Plourde said that we would be able to use it anywhere that we need it.
 - c. Mr. Wells said that it is a lot more complicated than just a meter. Mr. Plourde said that it's not something that he would say that we have a meter now so we can go down in any confined space because we don't have the tri-pod or training. Mr. Wells said that he cannot go down in that space to get the reading with the meter without being tied off and you need to have a hole watch.
 - d. Mr. Alexander said that it needs to be classified as non-permit or permit required confined space depending on the hazard that is in the tank.
 - e. The Commissioners discussed the issue further and Mr. Plourde and Mr. Alexander will work this out. The Board took no action.

5. Highland Ave Main Replacement

- a. Mr. Plourde asked if we were going to move forward with the Highland Ave main replacement. He said that we had a break that happened back in January that hasn't been fixed and is coned off. He said if we are going to replace the main then he would wait and not fix it. Mr. Wells asked if we need to get a new estimate or if Longchamps will go with the original quote and Mr. Plourde said that he already asked Longchamps and they will honor the original quote of \$118,200. Mr. Wells asked Mr. Plourde to check with Mr. Leighton to make sure the Town didn't have a problem with it and Mr. Plourde said that he already talked to him and that there didn't seem to be a problem. Ms. Hale asked when Mr. Plourde was looking at Longchamps to do the work. Mr. Plourde said that they are right out straight and it could be a month to a month and a half.
- b. Mr. Bauer said that he would rather have something in writing from Mr. Leighton before we continue and the Board agreed to table the issue until we have written approval from Mr. Leighton.

6. Maine Electronics-Rockwell

- a. Mr. Plourde said that the injection wells are online now at the remedial site for Maine Electronics. He said that they have another RPZ backflow preventer on that line separate to protect their building. He asked Mr. Wells if they still wanted to put them on a more stringent time schedule to test their backflow. Mr. Wells asked when we do it now and Mr. Plourde said once a year. Mr. Wells asked the rest of the Board members what they thought. Mr. Wells asked Mr. Alexander if they had any like these and he said that they didn't. Mr. Bauer recommended every 6 months but he wasn't sure if that was adequate. Ms. Reynolds asked how strong the risk was for the arsenic to get to us and Mr. Plourde said that it would have to get through 2 RPZ's to get to us.
- b. The Board continued to discuss the issue and asked Mr. Plourde to test one of the backflows every 6 months alternating them and to monitor the raw water to make sure it doesn't show more arsenic.

B. Business Manager's Report

1. New Hire

- a. Ms. Reynolds said that she just wanted to mention that the Board had made a motion to hire Bill Alexander Jr. as the interim superintendent at the end of the last meeting after exiting the Executive Session.

2. TOL Shared Services Projections FY 2016/2017

- a. Ms. Reynolds presented the figures she received from the Town Manager for shared services for the next fiscal year.
- b. The Commissioners discussed the issue but took no action.

3. Abatement Request for 70 Pinewoods Rd

- a. Ms. Reynolds said that she received an abatement request for Grimmel's Mobile Home Park at 70 Pinewoods Rd. She handed out a copy of the history with a copy of the abatement policy and the proposed abatement of \$270.26. The Board discussed the issue and Ms. Reynolds asked the Board to determine if there was a hardship.
- b. Mr. Wells and Mr. Bauer said that they didn't have a problem with the amount of the abatement and Mr. Wells said that, unlike a previous request, they were notified of the leak and fixed it right away so he is in favor of approving the abatement per our policy.
- c. Ms. Hale said as long as they realize that it is not for the amount they requested and that they will not get another abatement for the next 5 years.

- d. Mr. Wells made a motion to approve the abatement for \$270.26 to Grimmel's Trailer Park. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- 4. Inspection Letter
 - a. Ms. Reynolds said that now that we have started the meter change out program we are doing inspections at the same time. She presented a letter to send to customers about their inspection results. She said that in the past we have been accused of having impersonal letters and would like the Board to approve it. She said that this information is usually not brought up until a closing and it is a surprise and she said that she wanted to let the current owner know when we know.
 - b. Mr. Alexander asked if we explain to the customer at the time about the importance of a backflow device and Mr. Plourde said that it would be something to consider. Mr. Alexander said it is nice to try to touch base on a personal level and then to get them on board with the good neighbor and health approach for the community.
 - c. The Board discussed the issue and had no problems with sending the letter.
- 5. NDS Annual Contract Renewals
 - a. Ms. Reynolds said that it is contract renewal time for NDS for June 1st for \$4350 for the hosted service, a contract fee for the A/P module, and a contract for service for the read only Edifice module. She said that there was discussion to work with the Town for Munis but they are not going to be ready. She said that the fees are the same as last year.
 - b. The Board approved the renewals.
- 6. J.Gaudet Associates Invoice
 - a. Ms. Reynolds presented the latest bill from J. Gaudet Associates.
 - b. The Board reviewed the charges and approved paying them.
- 7. Letter to Auditor
 - a. Ms. Reynolds presented a letter and said that the auditor's sent it to her an e-mail with the rest of the auditing information which she had forwarded to the Board. She said that she had asked to forward all the auditing information to HMTV for review but didn't receive an answer from the Board.
 - b. Mr. Wells said that according to his auditors this is standard auditing stuff. She said that she hasn't ever sent a letter to anyone and she was not comfortable with this letter without direction. Mr. Wells asked if it was the letter to the banks and she said no, it was a letter that would be from us to the auditor about the audit.
 - c. The Board discussed the information and approved Ms. Reynolds to consult with HMTV and Mr. Wells with have his daughter read it and see how she feels. Mr. Bauer asked if they completed the audit and she said that they had been here.
- 8. Kelly Park
 - a. Ms. Reynolds asked the Board if they wanted to discuss Kelly Park and the Board feels that until we are officially approached we will hold off.
- C. Commissioner Communication/Requests
 - 1. Ms. Hale
 - a. Ms. Hale said that in her walk under the bridge there is piping and asked whose it was. Mr. Plourde said that it was not ours and she said that we didn't need to discuss it then. She asked Mr. Bickford to tell someone to go fix the piping under there that has come loose.
 - b. Ms. Hale asked Mr. Alexander if she should go to a MWUA training for Chapter 660. He said absolutely if she wanted some information about Chapter 660, but he probably would just read the material. He said that for him in a 3 hour period there is so much material to cover that they will only be able to hit the highlights. He said that you do

always learn something and there are opportunities for networking and seeing how others apply some of these things so it might be beneficial from that perspective and that the fee was real reasonable.

- c. Ms. Hale said that it sounds good and asked Ms. Reynolds to sign her up for the Augusta location.

2. Mr. Wells

- a. Mr. Wells asked Mr. Plourde if we were testing the wells for arsenic before it gets to the filter. He said that we have this year and asked if he wanted us to check every month or every quarter. Mr. Wells said that he would like to go every month while these wells are going to make sure our levels don't change.

3. Mr. Bauer

- a. Mr. Bauer asked if Mr. Alexander had any input for the meeting and that he probably caught him by surprise. Mr. Alexander said he was ok and that they had been working on scheduling and projects and laying some seeds that he plans to continue to build on. He said that it has been great and everyone has been cooperative and appreciates everyone's patience with him. He said that he hoped they have been satisfied so far and Mr. Bauer said they were.
- b. Mr. Bauer asked Mr. Bickford if there was anything he would like to add and Mr. Bickford asked if Mr. Alexander was the new general manager. Mr. Bauer said that he was only here on Fridays and Ms. Reynolds said that he was the interim superintendent.
 - i. Mr. Bickford said that he felt that if he had to have something done it would nice working with him and Mr. Alexander appreciated that.
 - ii. Ms. Hale asked Mr. Bickford if we was going to run for re-election and Mr. Bickford laughed and said no.

D. Customer Communication

1. Complaint Log

- a. Huot-dirty water-white load of laundry ruined

- i. Ms. Reynolds said that this customer was one of the first customers that was smote by dirty water.
 - ii. Mr. Wells asked if this was all from the fire suppression test and asked if there was a way to prevent this from happening again or a better plan so this won't happen again.
 - a. Mr. Plourde said that we used to do this at midnight and we still had dirty water complaints in the morning. Mr. Wells asked if it was to this extent and Mr. Plourde said that it changes; it is not always the same. He said that we had done it the same the last 2 years but this year they tested first then we started flushing.
 - iii. Mr. Bauer said that he feels that this is something Mr. Alexander and Mr. Plourde and the staff could work on and Mr. Alexander said absolutely that it is something we can manage better.
 - iv. Mr. Plourde said that the test takes the pressure from 75lbs down to 20lbs so the pipes are getting scrubbed in every direction that they are not usually scrubbed.
 - v. Mr. Bauer said he would like a possible solution to be discussed at the next meeting and that he understands there are no guarantees. Mr. Wells said as long as they were working towards it.
 - b. Over 20 complaints for dirty water in Lisbon & 5 in Lisbon Falls
 - i. Mr. Plourde said that they were all related to the test and flushing.
 - 2. Customer Comments
 - a. 60 Wing St- A customer commented that he likes the online payment site.
- E. Other New Business
 - 1. Mr. Warren Complaint
 - a. Steve Warren said that the minutes haven't been posted for a while but on the one that was he said that there was a real mischaracterization relating to him. He said that he was very surprised that the Water Department would participate in that. Mr. Bauer and Ms. Hale said that they were not familiar with what Mr. Warren was talking about and Mr. Warren said it was in the January meeting.
 - i. Ms. Reynolds said that she thought she posted the other minutes but he said they weren't as of today. She said that she thought she posted them so she will look into it.
 - b. He said the point is that he had a meeting with Miller and with the Atlantic Salmon Federation and that it didn't have anything to do with the Town. He said that he introduced them to each other because they are both bringing potentially a lot of money to the table to improve the environment and that is a real concern of his that the Town of Lisbon be taken care of. He said he did it as a member of the community and as an environmentalist and it had nothing to do with the town. He said that he was not representing the Town and he was not authorized and it had nothing to do with the Town; and to say that the meeting went poorly, as it was stated there, was totally inaccurate. He said the meeting went very well; they were very pleased to meet each other and develop a working relationship. He said that the Town has been the only obstacle in trying to improve the river quality and it is unfortunate, basically poisoning, for the Water Dept. of the discourse.
 - c. Once again Mr. Bauer said that he was unfamiliar with what he was talking about. Mr. Wells said that we did bring it up for the main replacement and Mr. Bauer agreed that they brought up that there had been a meeting.

- d. Mr. Bickford said that he would take the whole blame for this as Mrs. Miller had told Fern that Mr. Warren had represented himself for the Town and Mr. Warren adamantly denied that. He said that he was clear right at the outset that he had nothing to do with the Town.
- e. Ms. Reynolds said that she typed what was said because it was at the meeting and she read the reference from the minutes provided by Ms. Hale.
- f. The Board continued to discuss the issue and Ms. Hale said that it has nothing to do with us and Mr. Warren agreed but said that it was a total misrepresentation of the fact.
- g. Ms. Reynolds said that we are not representing the facts; we're only printing what was said at our meeting and not anything to do about your meeting. She said that she will make note about his comments today because he brought them up at this meeting.
- h. Mr. Wells and Mr., Bauer said that they appreciate his input and Mr. Bickford said that if he took it wrong then he apologizes.

F. Next Meeting

- 1. The next Commissioners' workshop will be Friday, May 27, 2016 @ 9am at the Lisbon Water Dept. to discuss the new standpipe options.
- 2. The next Commissioners' Meeting is Monday, June 13, 2016 at 5:30pm at the Lisbon Water Dept.

VII. EXECUTIVE SESSION

A. MRSA 13 § 405 (6) (A) Personnel

- 1. Ms. Hale made a motion to enter Executive Session regarding Personnel. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 7:25pm
- 2. Mr. Wells made a motion to exit Executive Session. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 8:04pm. There was no action taken.

VIII. 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 8:05pm.