



## LISBON WATER DEPARTMENT

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

### Commissioners' Meeting Minutes for May 11, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Roger Bickford, Dillon Pesce, and Eric Metivier, and late arrival Steve Warren

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

#### **I. AUDIENCE PARTICIPATION**

- A. None

#### **II. WARRANTS**

- A. Warrant 15 for April 15, 2015 – Approved
- B. Warrant 16 for April 22, 2015 – Approved
- C. Warrant 17 for April 29, 2015 – Approved
- D. Warrant 18 for May 06, 2015 – Approved

#### **III. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Ken Wells made a motion to accept the minutes as written for April 13, 2015. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive 2/0 vote with Mr. Bauer abstaining as he was not present at the last meeting.
- B. Capacity Grant
  - 1. Extension Approval
    - a. Ms. Reynolds said that we received written approval from the Maine Drinking Water Program to extend our deadline until August 1, 2015. She also said that she received and e-mail from Rebecca from Wright-Pierce saying that she still has not had any further information from Lewiston and asked if Mr. Plourde can make a personal visit to them. Mr. Plourde said that he would.
  - 2. Invoice
    - a. Ms. Reynolds said that we had received another invoice that was approved and paid.
- C. Cost Tracking with the Town
  - 1. Ms. Reynolds said she had received several e-mails from the Town Manager and forwarded it to the Commissioners for review. She said that they were lists of the services that they were managing, tracking, and or pay for us.
    - a. Mr. Bauer said that he thought this was just a “look and see” back and forth for 6 months. Ms. Reynolds said that we are actually billing each other and paying for services starting July 1 this year. She said that there was some discussion at the last meeting about whether the Town would bill actual time or a portion of the percentage they quoted. Ms. Reynolds said that they will be billing a portion of the percentage monthly and not actual time as it was too cumbersome to track every single thing. Ms.

Reynolds did ask them to track payroll because we don't know how much time it takes to process our payroll and benefits.

i. The Commissioners discussed the issue but took no action.

D. MS4 Compliance 2015

1. Mr. Plourde said that he and Mr. Wells went to a workshop with an engineer, Philip Ruck. He said that he contacted Mr. Ruck and asked if we needed to start this year and Mr. Ruck said that we should start, that he had intended to call Mr. Plourde to discuss it. He said that we should be taking chlorine samples before and after flushing. Mr. Plourde said that Mr. Ruck sent him a Flushing Best Practices and Protocol and he has reviewed it. He said that Mr. Lawton will sample the Lisbon hydrants this spring and Mr. Brunelle will do Lisbon Falls hydrants in the fall flushing.
  - a. Mr. Plourde said that he didn't expect to get a lot of chlorine residuals on the hydrants; our average is about .30 and that is on sites where it is getting pulled in.
2. Mr. Wells asked about a comment about the Water Dept. being billed for the water portion of the costs for this ordinance. Mr. Bickford said that we won't be billed; that it was inclusive. Mr. Wells stated that he has never seen anything about it and doesn't want to pay for it since we weren't consulted. He said that if we were an active participant then he wouldn't have a problem. Ms. Reynolds said that we have been active in this and Mr. Plourde added that we have been working with this for a couple of years.
3. The Commissioners discussed the issue and took no action.

E. Tree at Maple & Avery St.

1. Mr. Plourde said that he hasn't heard any more about it and he also asked Public Works if they have heard anything further and they have not.
2. The Commissioners decided to remove the issue from the agenda until we hear more about it.

F. Budget

1. Ms. Reynolds said that we had a budget workshop on 04/27 and they had discussed the budget adjustments for new expenses and revenue. She said that we need to accept the new amendments for the budget changes from the beginning of the year to now and then we need to forward it to the auditor.
  - a. Mr. Wells made a motion to accept the 2015 projected budget revenue of \$158,857.72 and expenses of \$1,439,614.68. Mr. Doughty Jr. 2<sup>nd</sup> the motion. The Commissioners discussed the issue and Mr. Wells asked where the new standpipe money is shown and Ms. Reynolds said that it is on line 82 at \$5,000 just for marketing. Mr. Wells would like to have a workshop with Council to see if they will support the project.
    - i. The Commissioners and Councilors discussed the issue and will discuss it further under Other Old Business.
    - ii. Mr. Bauer called a vote on the adjusted budget with a positive unanimous 3/0 vote.

G. Class II Water Operator Position

1. Ms. Reynolds said that we put the ad in the paper and on several sites. She said that we have stopped receiving new applications and that we should discuss the applications in an Executive Session. The Commissioners discussed a time and decided to have one tonight at the end of this meeting.

H. Unresolved Issues (tabled)

1. Personnel Policy Changes
  - a. Overtime Policy
2. Audit Proposal Concern Questions
3. SCADA Alarm Back-up Options

- a. Waiting for estimates from Summit Engineering
- 4. Water Leak at Campus Commons-charges
- 5. Bauer Transfer Switch
- I. Other Old Business
  - 1. Standpipe Workshop
    - a. The Commissioners and Council discussed the different issues surrounded with the Lisbon Standpipe location including cell tower revenue loss.
      - i. The Commissioners and the Councilors want a workshop first. Mr. Pesce recommended that one of the Commissioners come to a Council meeting and present the workshop idea to the rest of the Council. Mr. Bauer will try to come to the June 2<sup>nd</sup> meeting.
  - 2. Ted Berry-Sludge Removal
    - a. Mr. Plourde said that Ted Berry will be coming on 5/20 to remove the sludge.
  - 3. Mill St Main Replacement Estimate
    - a. Mr. Plourde said that he received an estimate to replace the Mill St main prior to road re-surface. He said to change all of it from Rte. 196 to the bridge would be \$61,450 for 8" pipe and an additional 15% more for 12" pipe. For just the 125' of the actual break to change it to 8" ductile iron pipe would be \$28,125; none of the costs include paving. He said to just have the contractor correct the pavement issues would be \$14,000. Mr. Plourde recommended just fixing the paving issues for \$14,000. He said that the previous type of break is not common and he doesn't foresee another break like that in that area.
      - i. The Commissioners discussed the issue.
        - a. Mr. Wells made a motion to accept the bid to repair the pavement only for the amount of \$14,000. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
  - 4. Cummins Maintenance Agreement
    - a. Mr. Plourde said that the maintenance agreement with Cummins is cheaper than just having the oil and filter changed.
      - i. The Commissioners discussed the issue and Mr. Wells made a motion to accept the Planned Maintenance Agreement with Cummins Northeast for \$851.99. Mr. Doughty Jr. 2<sup>nd</sup> the motion. Mr. Bauer asked for discussion. Ms. Reynolds asked if it was for just one location or all locations. Mr. Plourde said that this agreement is just for Moody. Mr. Bauer called for a vote showing a positive unanimous 3/0 vote.
  - 5. Farnsworth St Estimate
    - a. Mr. Plourde said that he received an estimate from Longchamps to do the Farnsworth 2" main replacement for \$29,684 which includes paving.
      - i. Mr. Wells made a motion to accept the estimate from Longchamps for the Farnsworth St 2" main replacement project for \$29,684. Mr. Doughty Jr. 2<sup>nd</sup> the motion. Mr. Bauer asked for discussion.
        - a. Mr. Wells asked how long the project was and how many services. Mr. Plourde said that he didn't have the exact specs with him, but there is a total of 6 services.
        - b. Mr. Bauer called for a vote showing a positive unanimous 3/0 vote.
          - 1. The Commissioners asked Mr. Plourde to check with the Public Works Director to see if we need to repave the road.

6. Stand-by Generator for the LWD Office Building
  - a. Mr. Plourde said that he has pricing for a stand-by generator for the office. He looked up a commercial generator for 25kw and it varied from \$17,000-\$26,000. For an 8kw residential generator it varied from \$2,000-\$5,000. Mr. Wells said that there are a lot available on Craigslist but, he would like to wait until we get the estimates back for the SCADA improvements first.
7. Androscoggin Main Replacement
  - a. Mr. Plourde said that the new main is on and that there is no water going through the old asbestos line. There is still some small work left to do but it is pretty much done.
  - b. Mr. Wells said for Mr. Plourde to thank Longchamps for completing the work on Frost Hill; that is looks nice.

#### IV. NEW BUSINESS

##### A. Operations Manager's Report

1. Water Main Break on Androscoggin St
  - a. Mr. Plourde said that we had a water main break on the old main on Androscoggin St. He said he felt it was just a sensitive area. He said that Longchamps was already there so it was a quick and cheaper repair. He said that we still had a call out as Mr. Plourde was on call.
2. Cell Phone Charges
  - a. Mr. Plourde said that he had asked that his Water Dept. cell phone bill be completely paid for by the Water Dept. He said that he has been paying almost \$20 a month for an unlimited data plan that he doesn't need. Ms. Reynolds said that we can't eliminate the data plan because of the type of phone he has; that the carrier requires you to have a data plan with that type of phone. Ms. Reynolds asked if the SCADA was ever going to be accessed with their phones and if it is then Mr. Plourde will need that type of phone.
  - b. The Commissioners discussed the issue and decided that they will pay the full bill for Mr. Plourde since he is the designated operator for the Water Dept., on-call 24hrs a day, and that we are not sure at this time if he will need it for SCADA in the near future.
3. New Service on Hinkley St
  - a. Mr. Plourde said that he was approached about a new service line on Hinkley St.
    - i. The Commissioners and Mr. Plourde agreed that it should be a main extension or a customer agreement that it would be transitioned to a main if any other new requests for service come after his location. The distance from the current main to the customer's location is 300'. The Commissioners discussed the issue.
      - a. The Commissioners agreed that a curb stop would be installed at the end of the main at the public road and the rest would be considered a private service line to the customer's location with the meter in the customer's house all at the customer's expense. They recommend that he use around a 2" line to maintain pressure with the distance.

##### B. Business Manager's Report

1. General Dollar Water Easement Release Deed
  - a. Ms. Reynolds said that she forwarded an e-mail from Dollar General concerning a water easement at 167 Lisbon St. She said that she spoke to Mr. Plourde about the water main that used to run across the property and he said that the water main was moved across the street in 2012. He said that we no longer need the easement.

- b. The Commissioners discussed the issue and decided to forward the request to the Town Manager for legal advice.
- 2. MePERS Percentages for 2015
  - a. Ms. Reynolds said that the rates for July 2015 will be going up to 8% for the employee and 8.9% for the employer. She said that the IUUAL will expire this month and it will not cover all of May's premium, so it is now a budgeted expense in the current budget.
- 3. Health Insurance Changes
  - a. Ms. Reynolds stated that the Town is looking at getting off the self-insured insurance plan and going back with MMA to relieve the Town of liability. She said that there is a significant liability with being self-insured. She said that there will be a rate increase regardless if they stay with Ultra Benefits or go to MMA. She said that the increase is quite significant. The last quote from the Town manager for Ultra Benefits was \$2100.00 for employee family and MMA will be slightly lower than that.
  - b. The Water Dept. employee percent
    - i. Ms. Reynolds said that she was asked to put the insurance on the agenda for the Commissioners to discuss the percentage that our employees pay vs. the percentage that the town employees pay. She said that she would rather see that discussion take place at the end of the year instead of in less than a month. She said that it will be a huge impact on the employees with just the premium increase and if you increase the employee share at the same time it would more than double what the employees currently pay. She said that she would not want to see both hits for the employees for July 1<sup>st</sup> this year. She would rather address it at year end when discussing pay increases.
- 4. Time Clock
  - a. Ms. Reynolds said that we are out of time cards. She said that at one point there was discussion of getting a time clock and before she re-ordered them she wanted to make sure that nothing was changing. She said the cost for the time cards last time was \$63 and they lasted around 4 years.
  - b. The Commissioners discussed the issue and said to just re-order the time cards.
- 5. Androscoggin St Project Payment App# 3
  - a. Ms. Reynolds said that we received and paid project application# 3 for Androscoggin St for \$68,766.
- 6. Ms. Reynolds Vacation
  - a. Ms. Reynolds said that she was going on vacation May 14<sup>th</sup> and coming back May 22<sup>nd</sup>. She said that she will exceed the maximum amount of banked vacation time and will have to be paid out if she doesn't use some and she would rather use some than be paid.
- 7. Utility Study Invoice
  - a. Ms. Reynolds said that we received and invoice from Eaton & Peabody that was issued last February and appears to have been lost in the cracks for \$92.09 to be split with the Town.
    - i. The Commissioners discussed the issue and directed Ms. Reynolds to just pay our share.

#### C. Customer Communication

- 1. Complaint Log
  - a. 26 Crosman St-sink hole
    - i. Mr. Plourde said that we have done some work there but it needs to be inspected.
  - b. Water prices are too high

- c. Front entryway is confining
  - d. Dirty water-Androscoggin St Break
  - e. 3 Russell St- another complaint from customer about low pressure, bad smell & taste, and high price for low users.
    - i. Mr. Plourde said that we do flush the blow-off to help with the smell and taste.
- 2. Customer Comments
  - a. New resident said that all are doing a right fine job!
  - b. Please get an online system to pay bills
- D. Other New Business
  - 1. None
- E. Next Meeting
  - 1. The next Commissioners' Meeting is Monday, June 8, 2015 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

- A. Mr. Wells made a motion to enter Executive Session to review and discuss employment applications received. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 7:17pm.
  - 1. Mr. Doughty Jr. made a motion to exit Executive Session with no action taken. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 7:53pm.

**VI. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:54pm.