



LISBON WATER DEPARTMENT

639 Lisbon Road

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

Commissioners' Meeting Minutes for May 23, 2016

Members Present: Bill Bauer, Ken Wells and Marie Hale

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

Audience: None

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

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 192016 (May 11, 2016) – Approved
- B. Warrant 202016 (May 18, 2016)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for May 09, 2016
 - a. Mr. Bauer stated the Minutes for May 9th were not ready so it is tabled to the next meeting.
- B. Abatement Request for 70 Pinewoods Rd
 - 1. Ms. Reynolds said that she sent the customer an e-mail letting them know what their abatement amount would be, how the Board approved it, a copy of the abatement policy. The customer wrote back and said that she would not like to exercise her right at this time as it wasn't what she thought it would be. She said she understood that there could be a more significant risk in the next 5 years so she didn't want to use up her option.
- C. New Standpipe
 - 1. Standpipe Design
 - a. Mr. Alexander said that he and Mr. Plourde had talked about the design at length 2 Friday's ago and he has a couple of questions and concerns. He said a single tank would be the way to go but there were other things. He said that he read a report from 2004 today that had a couple concerns that he wasn't sure if the Board was aware of. He said that there were concerns that the Ann St well and the Bauer well may require some upgrades because the increase in the pressure in the system. The report said they didn't have the specifications of the wells and that they would have to be looked at. He said one other thing in regards to the tank was the disinfection bi-products- THMs formation potential. He said that it was relative to water age. He said that in the plans they had installed some pumps to provide some thermal protection for the tank but with the addition of chlorine at the Moody well you have THMs form when you add chlorine to water. He said it oxidizes organics of carbon based. Mr. Bauer said he

thought that was only pertaining to surface based supply. Mr. Alexander said that there are ground water systems that have that same problem. He said that he and Mr. Plourde were just talking about that for here to see what they were. Mr. Plourde said that he couldn't recall the last THM test he took probably not long after the plant started.

- b. Mr. Bauer asked for clarification and Mr. Alexander said that chlorine oxidizes the carbon based organics, if there are any in the water, and as it ages it continues to form these THMs and the EPA and the State of Maine have just changed the test protocol and is now site specific. He said that one of the resolutions is to install aeration in the tanks.
- c. Mr. Wells asked why this is a concern now and if it was just the new tank and asked if we could have this now and Mr. Alexander said it could be. Mr. Plourde said that it could be an issue in the Lisbon Falls tank because it has very little movement but the Lisbon tank is constantly going up and down. Mr. Alexander said that it continues to form throughout the distribution system as well; that it isn't just tank specific. He said that a lot of systems treat it in the tanks or have some kind of removal for that problem at the plant so that it doesn't get created out within the system itself.
- d. Mr. Bauer asked if we should do a series of background tests to find out what we are dealing with. Mr. Alexander said that he would recommend it and said that we may already have some of the analysis done as part of our routine sampling; he just wasn't familiar with what we have done now. Mr. Bauer asked the rest of the Board if they wish to have Mr. Plourde go find out what we have on hand and what needs to be done to get the test results that we are looking for? Mr. Wells asked where we could take the samples from and that he guessed that they haven't been taken that often. Mr. Plourde said that they haven't been taken hardly at all because we were never a chlorinated system. He said that it is a chlorine induced problem and Mr. Wells agreed but said that we have been doing that for ten years or so now. Mr. Plourde said that it would be ten years this July so that it is something we have to be concerned about. Mr. Wells asked if it was something that gets worse with age and Mr. Alexander said that it was water age not the age of the system itself; the age of the water as it goes out through the system. He said from the time you pump it until the time it actually comes out of the tap. He said that we may not have a problem at all as he just doesn't know our system. He said that the sites have to be selected similar to our bacteriological sample program; you have to provide that plan to the Drinking Water Program as well. He said that he just wasn't sure if it just went under the radar. Mr. Wells asked if a good sample point would be the farthest away from the well and Mr. Plourde said or more a representation of the whole system and Mr. Alexander stated that it was particularly your dead-end lines or your low flow areas is primarily what they are concerned with; areas where you know you don't have water moving like on your 12" lines.
- e. They continued to discuss possible areas and asked Mr. Plourde and Mr. Alexander to figure out where they need to get the samples and Mr. Alexander said that he will reach out to the Drinking Water Program and see if it is available on their website and have them send the sampling protocol for our Dept. Mr. Plourde said that he can't remember exactly when the last THM sample was but he can recall doing it.
- f. Mr. Bauer said that he didn't think we were using a really high dosage and Mr. Plourde said that we weren't but he said like he was telling Bill that it seems it has taken this amount of time for the system to go through the chlorine as we never had any chlorine in the system up until this plant was put online. He said that we haven't

had the chlorine out there like we have now just because it has been 10 years we have been chlorinating the system. He said that it isn't that heavy a dose and it seems like he hasn't had to add as much chlorine to get his required dose. Mr. Alexander said that what he thinks that has been taking place is that it has been taking care of the biological growth that is out there, but there is other organisms out there and Mr. Plourde added that it has reached a level now that it doesn't need any more chlorine to take care of that.

- g. Mr. Bauer asked Mr. Alexander to clarify that if it is high enough we should consider having something in the new tank to aerate or move it and Mr. Alexander said or something at the plant. Mr. Alexander said that he just wanted to bring it up so that it is another operational consideration.
- h. Mr. Plourde asked what is the fix and Mr. Alexander said that you can treat it or filter it but it depends on how it is made up in the water. Mr. Alexander gave a brief explanation how THM's are formed and that the process is not instantaneous and happens over time and that the State has really changed the testing protocol for it.
- i. They continued to discuss the issue and went back to the discussion of the tank design. Mr. Bauer reiterated that both Mr. Plourde and Mr. Alexander are in favor of a single tank design rather than a tank within a tank and they agreed. Mr. Alexander said that the last time we spoke he wasn't really familiar with how the system is laid out and the engineer from Dirigo Engineering mentioned about the possibility that if any work was done you could bring in portable tanks; he said that he wasn't aware of that at all. He said also with the possibility of, if it became an emergency; speaking with Lewiston about having a contingency plan to run temporary pipe.
- j. Mr. Bauer said that the Board has looked at the dual tank option and that Mr. Wells was more in favor of the tank within a tank. Mr. Wells said that he agreed that the single tank was cheaper but we needed to look at the cost of getting water from Lewiston, the temporary line and if it would be the same amount as putting the dual chamber in there. Mr. Bauer said that the plans call to eventually have a connection to Lewiston and Mr. Wells agreed but said that was a long long ways down the road and Ms. Reynolds said that it probably shouldn't be with the concerns we have with Moody.
- k. Mr. Wells said that he was fine with the single tank but his philosophy was that you're building it now, plan for the worst, and hope you don't need it; but if it is a better deal for the rate payers just to go with a single tank and pay the consequences if something else happens then he is fine for that too.
- l. Ms. Reynolds said that there is no way to know that whatever affects the tank won't affect both tanks which means you would still be looking at a contingency option. She said outside of something catastrophic this type of structure is not supposed to have to take it down to repair it. Mr. Bauer asked what the difference was between a single tank and a dual tank. Ms. Reynolds said that she received an estimate from Tim Sawtelle and a 1 million gallon tank with no interior was \$1.85 million and it is about \$200,000 difference with the dual tank at \$2,050,000. Mr. Bauer said that he was hoping for more savings than that.
- m. Ms. Reynolds said that her discussions with Mr. Alexander and Mr. Plourde is if this is the best option, if this is the best site, and that it is a lot of money for a long term project and are we just settling. She asked if we should be looking further; should we be looking at a better tank option. She said that she didn't know if the setbacks on that property allow us to do anything different at that site. She said that the other thing that we are giving up is between our 2 current tanks is 1.5 million and we are going to

adjust to 1 million. Mr. Plourde said that Wright-Pierce and Dirigo Engineering have a difference in opinion because in the Wright-Pierce plan for hooking up to Lewiston they mentioned that the connection would not be feasible for firefighting purposes and that the current firefighting volume right now we have a fire volume deficit; that we should be increasing storage and that we would be getting rid of 500,000 gallons. Mr. Alexander agreed that that was one of his concerns as well and thought that maybe he was basing his analysis on 3,000 gal/minute which is the standard.

- n. The Board continued to discuss the issue and decided not to make a decision tonight, tell Dirigo Engineering not to continue with any engineering until we are sure of what we want, have Ms. Reynolds approach the current owner further up the hill to see if they would consider anything, and then make the decision to continue or not.

D. Audit 2016 Proposal

1. Ms. Reynolds said that this item has been on the tabled items for a while and she said that she and Mr. Wells had been discussing using HMV as our financial advisor and keeping RHR as our auditor only. Mr. Bauer asked if HMV was on an hourly basis or a contract and Ms. Reynolds said that they can be hourly and Mr. Wells said that next year would probably be a contract basis once we know what we were looking at. Mr. Wells said that there was a lot more work with this new auditor for Ms. Reynolds and the other auditor just did all the work which was probably the difference in price.
2. Ms. Reynolds said that the previous auditor had the history to work from whereas the new auditor didn't. She said that she likes the separation between the auditor and having a financial advisor to answer all the financial questions for budget or helping us establish a capital improvement plan or where our rates should be to support a maintenance plan. She said that we would stay on the Town's good side by having RHR do the audit.
3. Ms. Reynolds suggested picking a budget saying this is the amount of money we want to spend and these are the things we would use them for. Mr. Wells asked if we were already consulting with them and she said that we were and he said that we could use that as a guideline for next year's budget.
4. The Board discussed the issue and agreed with using Horton McFarland & Vesey for accounting purposes.

E. 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. Mr. Plourde said that he took arsenic samples on raw water on both wells and Well# 1 came in at 15 and Well# 2 came in at 10. Mr. Wells asked what it they were before and Mr. Plourde said that he didn't dig up the info but it wasn't quite that much. He said that Well #2 has been right around 10 and Well#1 has been around 13. Mr. Wells said that he only asked because the new injection wells are running over at Rockwell and to see if that was causing disturbance. Mr. Plourde said he said he spoke prematurely; that the wells were not online yet.

- b. Mr. Wells asked the Board if they minded taking another sample from both wells around a month after the monitoring wells came online and they agreed to do the sampling.
- 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

Mr. Wells suggested that they remove items from the Unresolved Issues List

The Board agreed to remove:

- a. Meter Change-Out Program as we have maxed the budget this year.
 - b. Radio Read Attachments as we are not going to purchase any this year and will look at it with the 2017 budget discussion.
 - c. Clothing as he will let the Superintendent deal with it and not the Board.
 - d. Cell Tower Lease Options as the Board is happy with the current leases we have.
 - e. Service at 1 Higgins St as the estimate has been done and approved; it's just that the work hasn't been completed yet. Mr. Wells asked if we had heard from the PUC about disconnection and Ms. Reynolds said that they have not responded to us yet.
 - f. New Truck as we have made repairs on the old truck and to hold the money for next year's budget.
 - g. GIS request as we have agreed to work with them.
- F. Any Other Old Business
- 1. None

IV. NEW BUSINESS

- A. Operations Manager's Report
 - 1. Mill St Bridge Project
 - a. Mr. Plourde said that he doesn't have anything to report but Mr. Wells said that he did. He said that he and Ms. Hale attended the meeting and he commented at the meeting about how come they were allowed to put a natural gas line on the bridge. The Rep from DOT said that they could work something out with us if we wanted to put the water pipe on the bridge if we pay the cost. He said that we would have to submit a design prior to their next public meeting. Mr. Wells and Mr. Bauer asked Mr. Plourde to send an e-mail to Mr. Leighton saying that we are strongly interested in attaching a water line to the Mill St. bridge and cc the Town Manager.
 - b. Mr. Plourde asked if the Atlantic Salmon Federation doesn't go any further if this was still something we want to do.
 - c. The Board discussed the issue and agreed to move forward with the e-mail to Mr. Leighton and to get the contact information so that we can work with the State directly.
 - 2. Lewiston Emergency Connection
 - a. Ms. Reynolds said this item was on here as a contingency for the single tank option and was discussed above.

- b. Mr. Alexander suggested that we reach out to Lewiston specific to the tank and Mr. Wells said that we just had a study done by Wright-Pierce that laid out the plan. Ms. Reynolds said that Mr. Alexander may have better luck reaching Mr. Gagne than we have had in the past. Mr. Alexander said that Topsham/Brunswick has this with Bath and they share the cost of the interconnect. He said that they don't charge each other for water; it just flows freely wherever it is needed and that it all evens out and that it has been ongoing since the early 80's.
- c. Mr. Plourde said that figures from our report for the emergency line were \$696,300 above grade and \$735,000 for below. Ms. Reynolds clarified that the cost was for the vault above or below ground that the line was always below ground.

B. Business Manager's Report

1. Reconnect Fee Process

- a. Ms. Reynolds said that we have had quite a few shut-offs and turn-ons and in our Customer Rights & Responsibilities it states that we will collect the reconnect fee prior to turning on the water. She said that it is putting the water operators, they feel, in a hardship if they go there and the money wasn't paid in advance. She said that if a contractor is there they need the water back on to see if their work is adequate or if there are still leaks. She said the question came up about whether we could bill them for it. She said that she looked in Chapter 660 to see and it doesn't say that they have to be collected in advance but it is in our Rights & Responsibilities which is filed with the PUC. Mr. Plourde said that he thinks it was changed with the previous General Manager. Ms. Reynolds said that we either have to change it or follow it and we would like to know what the Board would like to do.
- b. Ms. Reynolds said that her concern was if they didn't pay the fee would we be able to include the fee in the disconnect process. Mr. Bauer said that he had looked that up in the past and found they could only shut-off for water usage or a hazard or something similar. Ms. Reynolds said that Chapter 660 now defines things as basic service, which are things only the utility can do and non-basic service which is everything else. She explained that unless the Board was open to changing the policy she didn't need to do any more research.
- c. The Board discussed the issue and agreed that they would consider changing it if it can be included in the disconnect process and asked Ms. Reynolds to do some more research for an answer.

2. Rate Case Options

- a. Ms. Reynolds said that in the past we have used MRWA to do our rate cases and that she has since found out that Horton McFarland & Vesey also do rate cases. She said that she asked them to send us an estimate and it came back between \$3,000-\$4,000 which was the same as what we have paid MRWA in the past. She said that it should be less and they are already familiar with our financial situation to better inform us on what we should be looking for as a rate increase. She said that MRWA just works off the data we provide, that they do not give financial advice. Mr. Bauer stated that it sounds like HMV will give us more information.
- b. Ms. Reynolds said that this was on the agenda in case we chose to move forward with the projects so she doesn't need an answer now but wanted to make the Board aware of the options.

3. Bond Counsel

- a. Ms. Reynolds said that this item was on the agenda also in case the Board chose to move forward with the projects. She also said that Mr. Karass, the Town Finance director, said that they are going for a bond in the spring as well and wanted to know if

we wanted to use the same bond counsel to see if that reduces the cost for us both. She said that we had done that in the past and there wasn't a significant savings. She said that she didn't need an answer now anyway but again wanted the Board to be aware of the offer from the Town.

C. Commissioner Communication/Requests

1. Ms. Wells-None
2. Ms. Hale-None
3. Mr. Bauer
 - a. Mr. Bauer said that he was contacted by a Florence Brewer near Woodland Ave about dirty water and Mr. Plourde said that he would contact her.

D. Complaint Log

1. Several complaints for dirty water
 - a. Mr. Plourde said that they were all related to flushing but they were done now so it should clear up. Ms. Reynolds said that we haven't had any more since flushing had stopped.

E. Customer Comments

- a. None

F. Other New Business

1. Dirigo Engineering Invoice
 - a. Ms. Reynolds presented an invoice from Dirigo Engineering for work on Phase I for \$30,000. She asked if they wanted to pay this invoice or if they wanted to wait until we had a definite plan. Mr. Wells asked if it was for work already done and if it was for progressive payments.
 - b. The Board asked Ms. Reynolds to verify progressive payments and if it is then she could go ahead and pay it.

G. Next Meeting

1. The next Commissioners' Meeting is Monday, June 13, 2016 at 5:30pm at the Lisbon Water Dept.

V. 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 7:04pm
2. Mr. Wells made a motion to exit Executive Session. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 7:34pm.
3. Mr. Wells made a motion to hire Bill Alexander for an undisclosed amount of salary, pro-rated vacation time and a start date of June 6, 2016. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

VI. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:35pm.