



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 Fax (207) 353-3004

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

### Commissioners' Meeting Minutes for November 09, 2015

Members Present: Stanley Doughty Jr. and Ken Wells

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Marie Hale, Roger Bickford, and George Jonosco

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

#### I. AUDIENCE PARTICIPATION

##### A. 143 Lisbon St Abatement Request

1. Ms. Reynolds stated that Mr. Jonosco submitted a letter of request for an abatement for 143 Lisbon St. Ms. Reynolds presented the customer history, the abatement policy, and the letter.
2. The Commissioners read the request and discussed the issue.
  - a. Mr. Jonosco said that the leak was on the irrigation for the nursery that they no longer have and the leak was repaired immediately.
  - b. Mr. Wells asked Ms. Reynolds what the abatement would be and she said that it would be for \$148.81.
  - c. Ms. Reynolds brought to the Commissioners attention that the first line in the policy states for a residential customer and that this is for a commercial account, but they have the option to override.
  - d. Mr. Wells said that it wasn't really a commercial property with the business gone and the house rented.
  - e. Mr. Wells made a motion to approve the abatement request for 143 Lisbon St per our Terms & Conditions policy. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive 2/0 vote.

##### B. MRWA conference

1. Ms. Hale said that she saw that MRWA was having a seminar for 3 days and asked if she should participate in some of it.
  - a. Ms. Reynolds stated that the item was already on the agenda under Mr. Plourde's new business.
  - b. Ms. Hale asked if she should wait to discuss it then and Ms. Reynolds said that would be great.

#### II. WARRANTS

\*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.

- A. Warrant 42 for Oct 21, 2015 – Approved
- B. Warrant 43 for Oct 28, 2015 – Approved
- C. Warrant 44 for Nov 04, 2015 – Approved

**III. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Minutes for October 19, 2015

- a. Mr. Wells made a motion to accept the minutes as written for October 19, 2015. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive 2/0 vote.
- B. SRF Funding 2016
  1. 2016 SRF Funding Applications for Radio Read Attachments & New Standpipe
    - a. Ms. Reynolds said that she forwarded the e-mail to the Commissioners from Norm Lamie stating that we made the primary list for the standpipe project. She said that she is still waiting to hear from Skelton Taintor on whether we can go back to the bond bank for the remainder of the 2010 bond funds that we did not borrow. She said that if we get that approval then we will not have ask for more than \$1 million on the referendum question this time. She said that we have about \$300,000 in the standpipe painting reserve account, about \$200,000 remaining unused 2010 bond funds, and if we get approval for the \$750,000 from Skelton Taintor then we will only have to ask for \$756,000 on this referendum question.
      - i. Mr. Wells asked what the limit was for the June election and Mr. Bickford and Ms. Reynolds confirmed that the limit was less than \$1 million. Ms. Reynolds said that this would be the only way we would be able to do the project as the November election would be too late to complete the project by the end of 2016 as required for the SRF funds.
      - ii. The Commissioners discussed the issue
    2. Ms. Reynolds stated that the radio reads made the bottom of the secondary list, but she doesn't anticipate that the funds will last that long.
- C. Lisbon Standpipe Inspection 10/14/15
  1. Mr. Plourde said that the inspection for the Lisbon Falls standpipe was better in that the only comment was that it was to clean and inspect in 3 years.
  2. He said that the Lisbon standpipe report had quite a paragraph. The report said that the Lisbon standpipe was in fair overall condition. Structurally the floor in the tank is in fair condition with concentration cells and blistering. The floor to walls seam appeared to be in good condition; there appeared to be no signs of leaking. Top to bottom the walls are in fair condition and structurally sound throughout the tank; there was adhered sediment on the walls. The exterior of the tank is also in good overall condition. The roof and wall panels appeared to be structurally sound as well as the weld seams connecting them together. The roof to wall seam had a light showing through. On the surface of the water there was wasps floating. They would recommend a more fine screen on the vent. On the floor of the tank there were three penetrating pipes that were capped off and were in fair condition. Mixed in with the sediment there was filter media, crushed anthracite, sand, and found a few rocks about the size of a baseball. The inlet was in poor condition with concentration cells and surface corrosion surrounding it out to 5ft. The manway is in fair condition as a few concentration cells showing surface corrosion but no leaks present. A blast and recoat is recommended not immediately but in 3 years from now. They recommend a cleaning and inspection every 3 years.
  3. The Commissioners discussed the report and they were given copies of the report. They agreed to proceed with the new standpipe project and to try to get on the June referendum.
- D. Sanitary Survey 09/22/15
  1. Mr. Plourde said that the Sanitary Survey was done on 09/22 and that the inspector was happy with everything but one thing and that was the bug screen on the vent for the clear well. He said that he has already fixed it with a finer screen than the one that was installed by the original contractor. He said that he does not have the written report yet.
  2. He said they did talk about Well#1 at Moody and that they can run that well but he considers it a dirtier well because it would take 1/3 more chlorine than the newer well that

Kommentar [SR1]:

was put in in 2006. He said that there is more arsenic in that well but the filter plant would take that out. He said that he feels we should be running the newer well. He said in order to run Well#1 they would need to do a bacteria sample once a month and a nitrate sample once a year, because it is not being used. He said in an emergency we could use it but we would have to put out a boil order to use it.

3. Mr. Wells said that Mr. Bauer stated that he would like to see it run and alternate between the 2 wells like it was designed. Mr. Plourde said that he can do that but it is less economical. Mr. Wells asked if the cost would go down over time after being run and Mr. Plourde said that he can go back and look at the history. He said that because the first couple years of the new well we used to run it until they realized how much it was using in chlorine. He said he was not sure if it would get worse or better. He said that the new well is approximately 20ft deeper. Mr. Doughty Jr. asked if we put it in some sort of rotation would that eliminate the need for the boil order and Mr. Plourde said that it would. Mr. Plourde said that the one thing he hasn't asked is the amount of the rotation say 2/3 new well and 1/3 old well. Mr. Doughty Jr. said that he would definitely like to start something so we wouldn't need to use a boil order.
4. Mr. Wells asked Mr. Plourde to look at the old data to know what to look for. Mr. Plourde said that as long as Maine Electronics has their interceptor wells we shouldn't have too much of problem but if anything were to change he feels the old well would have more of a tendency to pick anything up only because the channeling had already been established. He said the new well never had any VOC's pumped out of it because they were intercepted by Maine Electronics. Mr. Wells asked if we should look into drilling the old well a little deeper and Mr. Plourde said that he could research it.

E. Workshop Discussion

1. Staff Evaluations

- a. Ms. Reynolds said that at the workshop they discussed the staff evaluation forms and that Mr. Wells had asked to make a few changes and she said she made the changes and presented the form for the Commissioners to review.
  - i. Mr. Wells asked to put a totals line and average for each section.
  - ii. Mr. Wells made a motion to accept the new staff evaluation form with the format changes. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a unanimous positive 2/0 vote.

2. Personnel Policy Changes

- a. Ms. Reynolds said that the outcome for the holiday and overtime changes were not needed as there was no staff on 10 hours days any longer and it would be addressed if that changes.

F. Unresolved Issues (tabled)

1. Clothing
2. Mill St Main Replacement
3. New Standpipe

G. Other Old Business

1. None

**IV. NEW BUSINESS**

A. Operations Manager's Report

1. BF Certification

- a. Ms. Reynolds said that she brought this up because Mr. Plourde has a work restriction of no bending, squatting, kneeling, or using a ladder with his right knee. She said that she talked about having another employee do the labor while he supervised. Mr. Plourde agreed with this idea and he has taken both Mr. Randall and Mr. Brunelle and

he would like to see both of them go for the certification. He said that there is a class this month but it is probably too soon. Ms. Reynolds said that the class was November 17th-20<sup>th</sup> in Portland for \$690.

- b. Mr. Wells and Mr. Doughty Jr asked if the applicant failed the test would they get to take it until they passed it and is there was an additional cost. Mr. Plourde said that he would find out.
- c. Ms. Reynolds said that she doesn't have the list for next year and maybe that will be a better option.
- d. Ms. Reynolds asked if Mr. Plourde had his class materials here from when he went and he said that he did. She asked if he could set it out where both employees have access to it and maybe they will get a jump on studying.

2. Sludge Removal

- a. Mr. Plourde said that it was time to get the sludge pumped from the basins at Moody and he presented a quote from Ted Barry for \$6,400; the same amount as the last 2 times.
- b. Mr. Wells asked if the waste was different and if we got a report on what it was and Mr. Plourde said that there is no filter media anymore and yes we do get a report.
- c. Mr. Wells made a motion to accept Ted Barry's proposal to clear the sludge at Moody for \$6,400. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a unanimous positive 2/0 vote.

3. MRWA Conference Dec 8,9,10 in Bangor

- a. Mr. Plourde said that there is a MRWA conference in Bangor on Dec 8,9,10 and he shared the book with Ms. Hale. He said that there was a dinner and class for elected officials on Tuesday. Mr. Wells said it wasn't worth it and Ms. Reynolds said that it would be a 2 hour drive for 3 hours. Ms. Reynolds said that it is the same information that Ms. Hale would need to review and pass from MMA. Ms. Hale decided not to attend in Bangor.
- b. Mr. Plourde said that there are some classes that he would like to take and he also doesn't have any training hours for this year. He said that he would like the Water Dept. to pay for a hotel if he went for 2 days. Mr. Wells asked if we have a policy for this and Ms. Reynolds didn't think we did so it would be up to the Commissioners. Mr. Wells said he had no business experience with this so he deferred to Mr. Doughty Jr. Ms. Reynolds asked if Mr. Plourde new the costs to help them make a decision. Mr. Plourde quoted a price for the Fireside Inn \$85/night and Hollywood Casino \$109/night.
- c. The Commissioners discussed the issue and Mr. Wells made a motion to pay for Mr. Plourde to attend the conference in Bangor and up to \$85 for one night. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. Ms. Reynolds asked Mr. Plourde to make that reservation with his Water Dept. credit card.

B. Business Manager's Report

1. New Water Commissioner-Marie Hale

- a. Mr. Doughty Jr. welcomed our new Water Commissioner, Marie Hale. Mr. Wells asked if she had been sworn in yet and she said that she went to Ms. Lycette and she asked that Ms. Hale wait to do it with the others. December 8<sup>th</sup> is the inauguration at the Town Council meeting where all the other elected officials will be sworn in. Ms. Hale agreed to wait.

2. Bank Statement Approvals

- a. Ms. Reynolds said that she needed a volunteer to approve the bank statements. Mr. Doughty Jr. said that he was gone until after December 1<sup>st</sup>. Mr. Wells said that he could do it this Friday at 8:30am after Ms. Reynolds got to the office.

3. E-mail Issues 10/19-10/30
  - a. Ms. Reynolds said that we had no outgoing e-mail from 10/19-10/30. She said that RoadRunner ran a sweep of their servers over the weekend and that they no longer allowed different servers for incoming and outgoing e-mail so they dumped us. She said it took several days to get support to get back in touch with us due to miscommunication issues. She said that Symquest resolved the first one and then she had Pro-Pc come and fix and clean up the rest of the Outlook issues.
  - b. Mr. Wells recommended setting up a g-mail account for the Water Dept. Ms. Reynolds will look into it.
4. Discrimination Training
  - a. Ms. Reynolds said that we all did the mandatory discrimination training at the Town.
5. NDS Read Only Seat
  - a. Ms. Reynolds explained that through the process of billing the Sewer, it was very difficult to try to resolve some billing issues without being able to see the water side of things. She went to the Town Manager and explained that it would be very helpful if the Town had read-only access to Edifice and asked if she would pay for the additional cost for the additional seat with Northern Data Systems. The cost of the set up was \$495 and the annual support fee is \$306 and the Town Manager agreed to pay all costs. Ms. Reynolds explained that the agreement would be under us as we are the client. Mr. Wells asked if that was for us to see them or them to see us and Ms. Reynolds said that we already can see them that it was set up when she did the Sewer billing last month.

C. Customer Communication

1. Complaint Log
  - a. 26 Webster Rd-dirty water
    - i. Mr. Plourde said that he went to the location and found that their boiler was set high and he recommended that they lower as this has worked for others in the past. Ms. Reynolds said that we haven't heard from them again so it must have worked.
2. Customer Comments
  - a. None

D. Other New Business

1. National Fire Protection 70E Rules & Regulations 2015
  - a. Mr. Wells said that he would like Mr. Plourde to purchase the new 70E Rules & Regulations for 2015 and that he found it cheapest on Amazon. Mr. Plourde said that he would do it.
2. Status of the New Hire
  - a. Mr. Wells stated that at the workshop they discussed putting Mr. Randall on the on-call rotation with Mr. Plourde since Mr. Plourde is on limited duty. He said it would be good to get him started and trained. He said that they already discussed the increased cost for the overtime and they approved it. Mr. Plourde agreed and would discuss it with Mr. Randall

E. Next Meeting

1. The next Commissioners' Meeting is Monday, December 7, 2015 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

A. MRSA 13 § 405 (6) (A) Personnel

1. Mr. Wells made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote at 6:34pm.
2. Mr. Wells made a motion to exit Executive Session at 6:44pm. Mr. Doughty Jr 2<sup>nd</sup> the motion and stated that no votes were taken.

**VI. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 6:46pm.