



## LISBON WATER DEPARTMENT

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

### Commissioners' Meeting Minutes for August 10, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Roger Bickford, Marie Hale

Meeting called to order by Mr. Bauer at 5:31pm

#### **I. EXECUTIVE SESSION**

##### **A. MRSA 13 § 405 (6) (A) Personnel**

###### **1. Employee Review**

- a. Mr. Wells made a motion to enter Executive Session. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 5:32pm.
- b. Mr. Bauer made a motion to exit Executive Session. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 5:47pm. Mr. Wells made a motion to set the wage offer for Jaret Randall. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a 2/1 vote with Mr. Doughty Jr not agreeing with the offer as he felt it was too low.

#### **II. AUDIENCE PARTICIPATION**

##### **A. None**

#### **III. WARRANTS**

- A. Warrant 28 for July 15, 2015 – Approved
- B. Warrant 29 for July 22, 2015 – Approved
- C. Warrant 30 for July 29, 2015 – Approved
- D. Warrant 31 for Aug 05, 2015 – Approved

1. Mr. Wells said that he saw a bill for IT services and he asked if that is above and beyond what the Town is charging us for. Ms. Reynolds said that it was outside of the Town's billing as they provide e-mail spam protection etc. She said that her computers were locked up with Outlook and needed immediate help. She said that to use the Town's provider she needs to call Mr. Leighton who makes a call to Symquest and then a work ticket is issued and you have to wait for them to call you back. Mr. Wells said he was fine with the invoice; he just wanted to know exactly what the Town was providing to us for the outrageous amount of money. Ms. Reynolds said that she will check and get back to him.

#### **IV. OLD BUSINESS**

##### **A. Reading and Approval of Minutes**

1. Minutes for June 30, 2015(Executive Session Only) and July 13, 2015

- a. Mr. Wells made a motion to accept both the minutes as written June 30, 2015 and July 13, 2015. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive 3/0 vote.
- B. Audit Proposal Questions
  - 1. Results of the Meeting with RHR Smith
    - a. Mr. Bauer said that meeting went well and that he was happy with their responses to our questions.
  - 2. 2015 Auditor Choice
    - a. The Commissioners asked Ms. Reynolds to get a proposal from RHR Smith in the Water Dept. name and they also asked her to get a new quote from Horton, McFarland & Veysey and then they will compare the options.
- C. Standpipe/Atlantic Salmon Fed Workshop with Council
  - 1. New Standpipe
    - a. Mr. Bauer said they had the workshop and that the Town was in favor of us pursuing the new standpipe approval for this November election.
    - b. Ms. Reynolds said that we may not need to go back to the voters as we may not need to borrow any more money than what we have already been approved for in the 2010 referendum question. She has sent an inquiry to the bond counsel to find out. She said that we have remaining 2010 bond funds currently as well as preliminary PUC approval to use the funds from the Standpipe Painting Reserve fund. She said that if the bond bank agrees to let us go back for the funds we didn't borrow in 2010, then we would have over \$1 million. She said that if we hold off for a couple years we will have enough that we may not have to go back to the voters to approve more borrowing. She said that it really depends on a new estimate.
      - i. The Commissioners discussed the issue and asked Mr. Plourde to get the new estimate and for Ms. Reynolds to check on the time line to get on the November referendum and they will await the decision of the bond counsel
  - 2. Mill St Main Replacement
    - a. Mr. Plourde said that he went to the site last Friday and he said the water level was really low. He presented a picture and you could see the main very plainly and it had a log on top of it. He said that looking at the joint it appears to be putting pressure on the main but was not certain.
    - b. Mr. Wells said that he didn't have the feeling that the Town would really budget money to help with the replacement of the main and Mr. Doughty Jr. agreed. Mr. Plourde said that it sounded promising at the workshop and they all hoped they would come through. Mr. Plourde said that Atlantic Salmon Federation would need a letter of intent so they don't lose the funds that they can apply to some of the expenses.
    - c. Mr. Wells said that we have budgeted what we agreed to \$25,000 for the next 2 years and if the Town doesn't commit then Atlantic Salmon Federation will have to come up with the rest as we are not putting any more into it. They will wait for the Council's decision.
- D. Dollar General Water Easement Release Deed.
  - 1. Ms. Reynolds said that the releasement is done and filed and we will get a copy from the registry.
- E. TOL Shared Services Invoice
  - 1. Ms. Reynolds said that we received our first invoice for the shared services with the Town. She said that they billed exactly what they quoted us in the discussions. She said that the copy she sent to the Commissioners was not correct as they had billed for services we had already paid for and has since received a corrected copy.
  - 2. Mr. Wells asked how much revenue we generated from metering the Town locations that had not been metered before. Ms. Reynolds said that it wasn't much as they have found

other ways to get water such as using their own hydrant meter location that doesn't exceed the minimum charge and filling the fire trucks at the hydrants at the scene.

3. Mr. Plourde asked what they will be paying towards meters. Ms. Reynolds said that we will be charging for ½ the time of reading meters each month as well as a meter maintenance fee for each zone every month and they budgeted \$28,000 this year towards the purchase of radio read attachments to reduce the cost of reading meters. She is not sure if they will budget more for the radio reads in the future.

F. Propane Bid Results

1. Ms. Reynolds said that we received and accepted the lowest bid for Fielding's at \$1.099/gal for the 2015/16 season.

G. Water Abatement 3B Middle St Decision

1. Ms. Reynolds calculated the abatement amount as requested at the last meeting and it would be \$525.21. She said that they only owned it just about a year and there was not enough history to determine what a common usage for them is so she averaged all the quarters except the billing with the leak.
  - a. Mr. Wells said that by our Terms & Conditions there isn't enough history and because we estimated the one quarter it would have shown that the leak was still happening. The Commissioners discussed the customer admissions in their letter and discussed the issue.
2. Mr. Wells made a motion to not give a water abatement for 3B Middle St based on their own letter admitting that they did not fix the leak when they first learned of it and the Board does not see that there is an extreme hardship. Mr. Doughty Jr 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

H. Farnsworth St Project Update

1. Mr. Plourde said that the project was completed and we received a final bill for the same amount as the estimate.
2. Mr. Bauer asked if the Town was repaving the street and Mr. Plourde confirmed that they were not paving the street. He said that one customer in particular has really complained about that and wanted us to do more as she feared that there would be more puddles. He explained to her that because we have a road opening permit for it then we would have to make repairs as directed by the Road Commissioner for the next 2 years.

I. Personnel Policy

1. Overtime
  - a. Tabled
2. Holiday
  - a. Mr. Wells made a motion to remove them from the agenda and move to a workshop at the end of the year when they address annual pay increases. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

J. Capacity Grant

1. Ms. Reynolds said that we received a draft from Wright-Pierce and we submitted it to the MDWP for approval. We received approval and the reimbursement check last Friday. She said that we are done until we receive the rest of the info from Lewiston and Wright-Pierce can just plug it in to complete the details.

K. Radio Read Attachments

1. Ms. Reynolds said that we need to decide if we are going to move forward with this program this year and if we are going to stay with the Sensus equipment or change. She said that we were hoping to do one whole zone this year and to bill the Town for their share.
2. Mr. Plourde said that he told the supplier for Ti-Sales that we would hear his proposal. Ms. Reynolds said that she does not want to spend any money on software or equipment

other than the radio read attachments and that she doesn't want to maintain 2 different softwares because they are not interchangeable for the different equipment.

3. Ms. Reynolds said that she and Mr. Plourde were on the fence about what locations to utilize the radio reads whether we do it by zone or whether we put them in difficult areas. Mr. Wells said that we would need to work this out together.
4. The Commissioners discussed the issue and said that we should bring back our recommendations. Mr. Bauer wanted to be part of the Ti-Sales presentation meeting.

L. Unresolved Issues (tabled)

1. Staff Evaluations
2. Clothing
3. Cross Connection Program

M. Other Old Business

1. Cross Connection Program
  - a. Mr. Plourde presented the last edited copy of the program that Ms. Austin had done. He said that he went through it and he approves this copy and he would like the Commissioners to review it for approval at the next meeting.
  - b. Mr. Bauer said that they would review it and vote on it at the next meeting.

**V. NEW BUSINESS**

A. Operations Manager's Report

1. Operations Monthly Report Submittal
  - a. Mr. Plourde said that he didn't produce an actual report but he brought info of what was done since the last meeting.
  - b. Ms. Reynolds asked to clarify the time frame whether it was from meeting to meeting or a calendar month. The Commissioners agreed to a calendar month.
  - c. Mr. Wells said that he didn't want details; he wanted a summary of the hours and what was done. He said to have an expense code for every job that would accumulate for a monthly total.
  - d. Mr. Plourde reviewed the information of the work completed since the last meeting. Mr. Wells reiterated that he wants the info put in a spreadsheet so that he will have totals at the end of the year. Mr. Plourde said that he does not have the time to do another spreadsheet and Mr. Wells said that he did not expect it to be done tomorrow, but for him to work on it.

B. Business Manager's Report

1. Business Manager's Monthly Report
  - a. Ms. Reynolds said that she did not have time to create the report, but that they now have daily log books to track how time is spent and she will put that info into a spreadsheet.
  - b. Mr. Wells said that the reports do not have to come to the meetings, but can be e-mailed to them. He said that he understands we have a lot to do so if we get backed-up to forward it when we finish it.
2. HMV Financials 2014
  - a. Ms. Reynolds said that we received the 2014 financial statements from Horton McFarland & Veysey right after the last meeting. She said that she needed Mr. Bauer to review them and sign them and get them back so we can return them to HMV no later than September 25<sup>th</sup>.
3. SRF Funding 2016
  - a. Ms. Reynolds said that we received a letter from the Maine Drinking Water Program for applications for 2016 projects. She asked if we wanted to look into this funding for the new standpipe. She said that one drawback was that we would need a single line audit which would be an additional \$2,500.

- b. The Commissioners discussed the issue and asked Ms. Reynolds to look into financing the radio reads as well.
    - 4. Water Abatement at 382 Lisbon St
      - a. Ms. Reynolds said that she was contacted by the lease to own tenant of 382 Lisbon St about an abatement for a water leak that they have since fixed, but we did not receive a written request and they have not shown up to this meeting either.
        - i. The Commissioners discussed the issue and will address it when the customer submits a formal request.
  - C. Customer Communication
    - 1. Complaint Log
      - a. 1 Farnsworth St
        - i. Ms. Reynolds said that the daughter of the parents that live a 1 Farnsworth St. was very upset that we asked her parents if we could use a temporary water connection for the location next door. The parents gave their permission, but the daughter felt we took advantage of them. I had explained that we would give them a refund for any usage which was 200cf for \$3.76.
      - b. 31 Andrea St
        - i. Ms. Reynolds said that the location did not have inspection info so went to inspect and they did not have a backflow device. The water operator explained to them what they needed and then left. We went back to re-inspect at least 3 more times until they had it correct. The customer recommended that we give them a diagram and Ms. Reynolds agreed that we would do that from now on. Mr. Plourde said that he had nothing to do with it but he knew that there was not a licensed plumber doing the work.
    - 2. Customer Comments
      - a. None
  - D. Other New Business
    - 1. Annual Rate Commitment
      - a. Ms. Reynolds said that she attended the F.L.U.S.H. meeting last week and we discussed the new legislation that eliminates the need to commit the rates every year. She said as of October 1, 2015 we will no longer have to do that.
  - E. Next Meeting
    - 1. The next Commissioners' Meeting is Monday, September 14, 2015 at 5:30pm at the Lisbon Water Dept.

## **VI. ADJOURNMENT**

- A. Mr. Doughty Jr made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:00pm.