



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Commissioners' Meeting Minutes for October 15, 2015

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

Staff Present: Shellie Reynolds

Audience: None

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

I. AUDIENCE PARTICIPATION

A. None

II. EXECUTIVE SESSION

A. None

III. WARRANTS

- A. Warrant 37 for Sept 16, 2015 – Approved
- B. Warrant 38 for Sept 23, 2015 – Approved
- C. Warrant 39 for Sept 30, 2015 – Approved
- D. Warrant 40 for Oct 07, 2015 – Approved
- E. Warrant 41 for Oct 14, 2015 – Approved

IV. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for September 14, 2015

- a. Mr. Wells made a motion to accept the minutes as written for September 14, 2015. Mr. Dougherty Jr 2nd the motion followed by a positive 3/0 vote.
- B. SRF Funding 2016
 1. 2016 SRF Funding Applications for Radio Read Attachments & New Standpipe
 - a. Ms. Reynolds said that both applications for the Radio Read Attachments and the New Standpipe were submitted and that we should hear something early next year.
- C. Cross Connection Program
 1. Ms. Reynolds said that she had printed the cross-connection program and had the Commissioners sign it. She said that she also posted it on our website and removed the old one.
- D. Unison E-mail
 1. Ms. Reynolds said that she had forwarded an e-mail from Mr. Webb to the Commissioners about him coming to meet with them about the services they offer. The Commissioners discussed the issue and will invite him to a meeting in the beginning of next year.
- E. Lisbon Standpipe Inspection 10/14/15
 1. Ms. Reynolds said that the inspection was done. Mr. Wells said that he could not read the copy in the e-mail. Ms. Reynolds will get Mr. Wells a paper copy of both standpipe reports.
 2. The Commissioners discussed the report and will address both standpipe reports when Mr. Plourde is present.
- F. Sanitary Survey 09/22/15
 1. Ms. Reynolds said that the survey was done and Mr. Plourde will go over the report when he is present.
- G. Moody Well #1
 1. Ms. Reynolds said that Mr. Plourde wanted the Commissioners to know that this issue was addressed in the sanitary survey report and he will discuss it when he is present.
- H. Moody Road Filter Levels
 1. Ms. Reynolds said that Mr. Plourde will be checking the levels this winter when there is down time. Mr. Wells said that he was ok with that.
- I. Shellie's Vacation 12/12/15-01/01/16
 1. Ms. Reynolds was asked to confirm the dates and she said that she will be going to Germany from 12/12/15 thru 01/01/16 and back to work on Monday the 4th. She said that she and Ms. Masse have the ability to skype to get through billing and any other issues that may come up.
 2. The Commissioners approved Ms. Reynolds vacation.
- J. Unresolved Issues (tabled)
 1. Clothing
 2. Mill St Main Replacement
 3. New Standpipe
 4. Staff Evaluations-workshop 11/06/15
 5. Personnel Policy Changes-workshop 11/06/15
 - a. Overtime, Holiday
- K. Other Old Business
 1. 3B Middle St
 - a. Ms. Reynolds said that she had received an email concerning 3B Middle St. She said that she copied the Commissioners with the response and will send a copy of the minutes confirming their decision. The Commissioners agreed with the email.

V. NEW BUSINESS

A. Operations Manager's Report

1. Water Request for Town Lot behind 4 Campus Ave
 - a. Ms. Reynolds said that Mr. Stevens from the Town Rec Dept. came to the Water Dept. to discuss getting water to the Town Lot behind 4 Campus Ave. They have 4 garden boxes there currently and want to increase it to 24 boxes. Ms. Reynolds discussed the request with Mr. Plourde and he gave Ms. Reynolds an estimate of about \$1,600 which includes a meter pit and yard hydrant with backflow protection.
 - b. Mr. Doughty Jr asked why we couldn't put in a seasonal set up with a locking ball valve, meter and backflow covered by a box.
 - c. The Commissioners discussed the issue and would like Mr. Stevens to come to a Commissioners meeting with Mr. Plourde and see if we can work something out.
2. New Service on Hinkley St
 - a. Ms. Reynolds said that there are 2 new services on Hinkley St.

B. Business Manager's Report

1. Sewer Billing for Zone 3 09/22/15
 - a. Ms. Reynolds said that she did the sewer billing for the Sewer Dept. and that it took roughly about 8 hours over a few days. She said that the Town Manager said to make sure we billed for the time and they really appreciated the help.
 - b. Ms. Reynolds said that they have hired a new person, Megan Levigne, and that she will be doing the billing this month with some help.
2. Mr. Hale Library Donation
 - a. Ms. Reynolds said that David Hale passed away September 30th and the Water Dept. made a donation to the library in his name. Mr. Bauer said that we did that at his direction.
3. 2016 Audit
 - a. Ms. Reynolds presented an idea for the 2016 audit. She said that she would like to solicit a bid from RHR Smith to just do the audit only for 2016 with no other services and then to use Nick with Horton McFarland & Veysey as our accountant.
 - i. Mr. Bauer said that he liked the idea.
 - ii. Mr. Wells asked to wait to discuss it until later in the year and to get competing quotes from both companies again.
 - iii. Ms. Reynolds said that she thinks it is a good idea to keep it separate. She feels that she can get more services out of HMRV as our consulting accountant.
 - iv. The Commissioners discussed the issue and asked Ms. Reynolds to put her thoughts along with the pros and cons of what she was trying to accomplish and send them out in an e-mail so they have time to review the information.
4. Holiday Dinner/ Farewell for Mr. Doughty Jr
 - a. Ms. Reynolds said that she has made a reservation at Davinci's for Sunday, December 6 at 5pm. She gave alternate dates if 12/6 was a problem.
 - b. The Commissioners agreed with the date and asked Ms. Reynolds to invite all the staff, the new commissioner and, the Town Manager.

C. Customer Communication

1. Complaint Log
 - a. 105 Upland Rd-Dirty Water
 - b. (2) Calls 75 Pinewoods Rd-dirty water
 - c. 2 Pinewoods Rd-dirty water
 - d. 5 Willow Circle-dirty water
 - e. 49 Pinewoods Rd-dirty water
 - i. Ms. Reynolds said that she spoke with Mr. Plourde about these complaints and he thinks that they are all tied to 1 unauthorized hydrant use and another use of

the same hydrant for a Fire Dept. training. We were not contacted for either use so the complaints were a surprise. The water has cleared up.

- ii. The Commissioners would like Mr. Plourde to remind the Fire Dept. to let us know of these trainings and asked Ms. Reynolds to send written notification to the customer that had unauthorized use.

2. Customer Comments

- a. None

D. Other New Business

- 1. None

E. Next Meeting

- 1. Water Commissioners Workshop on November 6, 2015 at 8am at the Lisbon Water Dept.
 - a. Personnel policies, annual compensation, staff evaluations
- 2. The next Commissioners' Meeting is Monday, November 9, 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 6:15pm.