



LISBON WATER DEPARTMENT

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

Commissioners' Meeting Minutes for September 12, 2016

Members Present: Bill Bauer, Ken Wells, and Marie Hale

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: Debbie Fitzpatrick and Greg Chabot from RHRH Smith, Nick Henry from Horton McFarland & Veysey, and Don Fellows

Late Arrivals: Rob Williamson and Naleen Mayberry of Wright-Pierce

Meeting called to order by Mr. Bauer at 5:00pm

I. AUDIENCE PARTICIPATION

A. RHR Smith Audit Discussion

1. Ms. Reynolds said that we are having this meeting to resolve some differences of opinion between RHR Smith and Horton McFarland & Vesey concerning the 2015 audit. She said that she feels that she has managed to offend everyone with her requests.
2. Mr. Chabot said that he now has a better understanding of everyone's role in the process and that they are not offended and hopes that he didn't offend anyone either. He said that the audit is essentially complete and that he understands that Nick was hired as a transition to help Ms. Reynolds get comfortable with a new firm which he said is perfectly legitimate. Mr. Chabot said that Nick did a very thorough job and that they actually agree with and would implement a lot of Nick's suggestions. He said that they have never been in this position where someone else was reviewing their work and that there are different ways of doing certain things; that it doesn't make something right or wrong. He said that he apologizes if he seemed short when he finally intervened but his staff was frustrated as well with the extra work that Nick was requesting. He said that he would propose that going forward to have Nick prepare for the audit including the financial statements and then have RHR do the audit. He said that they would be willing to do that at a reduced fee.
3. Ms. Reynolds said that they had come to the same conclusion. Mr. Chabot said that they would love to continue as the auditors in that capacity.
4. Mr. Bauer asked Nick if HMRV would be willing to proceed in this manner and he agreed that it was a good idea. He said that he had spent a couple hours today going over the reports with Ms. Reynolds to help her get acquainted with where the figures come from and to see if there were areas that could be adjusted or eliminated and felt that it went very well.
5. Mr. Bauer asked if the other Board members had any comments and Mr. Wells said that he was fine now that they were working through their differences. He said that he would be more inclined to take Nick's opinion over RHR because he doesn't know them and he

is going to count on Nick to let them know that they are doing what is right and Mr. Chabot said that was fair.

6. Mr. Bauer said that this whole change came about to accommodate the Town with their audit comments. He said that we have had Horton, McFarland & Vesey for years and never had a complaint and still don't. He said that he appreciates that Nick has been giving us accounting advice and helping Ms. Reynolds and that the Board agrees to continue.
7. Ms. Hale agreed with Mr. Bauer and Mr. Wells said that he had been fighting to have another firm do our audit because he was told by his accounting family that every so often someone else should audit the records.
8. Mr. Chabot said that he had concerns that we were paying twice to have the same work done and Mr. Bauer said that he would not be happy with that either and that they didn't feel we were.
9. Everyone agreed that the first year is the hardest and that next year should be much easier.

B. Kelly Park

1. Mr. Bauer said that he asked Mr. Fellows to attend our meeting to hear the discussions about Kelly Park first hand for the benefit of the Planning Board. Mr. Wells asked if Mr. Fellows was here as a citizen or representing the Planning board and Mr. Fellows said that he was not here as a citizen nor would he make statements that he would get in trouble for.
2. Mr. Bauer asked Mr. Alexander to give us an update on where we were at with the Kelly Park issue. Mr. Alexander said that he met with Mr. Kelly on site on September 7th. He said that Mr. Kelly showed him where the water line was installed which is 8" HDPE SDR11 that extends from Rte. 196 on Premiere Drive up to the hammer head and then it is reduced to 4" HDPE pipe and that extends almost out to the gate near Moody Rd. He said that he told Mr. Kelly that he did read in the minutes that Mr. Kelly was told that he would have to install 8" ductile iron to connect to Moody.
3. Mr. Bauer said that they felt that they had no say over what Mr. Kelly installed as it was considered private property at the time and they weren't turning on the water, but when he came to us to tie into Moody we told him he had to use 8" ductile iron. He said that they asked Mr. Plourde to go to the location the next day and Mr. Kelly had already installed the 4"HDPE line.
4. Mr. Alexander asked, just to be clear, if the Board accepts the current 8" HDPE pipe that was installed from Rte. 196 to the hammer head and Mr. Bauer said that the Board would have to vote on it. Ms. Reynolds questioned that we have already let him tie into our system with it on the 8" connection; but Mr. Bauer said that they have never been turned-on so he feels that we have not given our final approval.
5. Mr. Fellows stated that the initial drawings showed nothing for the type of pipe except that it is 8", but on the second revision of the park where they put in the extra road it says 8" ductile iron. He said that the road hasn't been put in so he is assuming neither has the pipe. He said from the Planning Board the other night, Mr. Kelly said the 4" pipe was put in to alleviate the dead end stagnant water issue. The Water Dept. staff agreed that the 4" line was a dead end line but Mr. Fellows thought that it was used for irrigation; the staff assured Mr. Fellows that he was not tied into the public water system. They said there was talk that there was a private well on site for the irrigation but were not clear on the specifics. Mr. Bauer said that we would want to make sure that he was disconnected from that well before he connects to our system; Mr. Wells said that he could use a backflow device. Mr. Alexander said that he discussed with Mr. Kelly the need to ensure constant flow to the development that he should install 8" ductile iron and Mr. Kelly agreed and said that it made sense to do that through to Moody Rd. Mr. Bauer said that if he agrees to

that then they have no problem there, but the main concern right now is if the Board wants Mr. Kelly to change out the 8" HDPE line to 8" ductile iron. Mr. Bauer agreed that we have installed that type of pipe but under difficult circumstances for instance the bridge on Upland Rd and in Sabattus River.

6. Mr. Wells addressed the issue that our staff doesn't know how to maintain or repair it.
7. Mr. Fellows said that he has done research on both types and there are issues with both. Mr. Alexander did comparisons as well and the thinner wall ductile iron pipe performance is superior to the HDPE pipe. He also spoke to Mr. Kelly about his personal experience with the pipe and it is not as good as the ductile iron. He continued to explain the details of his research and experiences and his concerns that there are only a few contractors that can repair this type of pipe and how quickly they could respond to an emergency.
8. Mr. Bauer said that the Water Dept. seems to be the stumbling block at the moment. Mr. Fellows stated that the zoning prohibits this development from being a private system; that they have to tie into public water and sewer so the Planning Board needs to have our capacity to serve letter to move forward with the approval of the project. Mr. Alexander said that he is still waiting for information from Sitalines to complete the letter. He also said that there is an option to negotiate a guarantee in the provisions for accepting a subdivision.
9. The Board continued to discuss the details and agreed for Mr. Alexander to communicate with Mr. Kelly; that the Board would tentatively accept the 8" HDPE line that is currently installed in Premiere Drive, if Mr. Kelly agrees to install all other infrastructure in ductile iron pipe.
10. Mr. Alexander stated that he will create the documentation that outlines the Water Department's accepted materials and specifications; he will bring it to the Board for approval and then post it online so it is readily available to the public and contractors.

C. Wright-Peirce Corrosion Control Discussion

1. Mr. Alexander said that he asked Wright-Pierce to come and address any questions or concerns with the implementation of a corrosion control system and the difference in the chemical options.
2. Mr. Williamson said that for our situation there is only one good option to control the corrosion issue and asked Ms. Mayberry to explain.
3. Ms. Mayberry said that when they look at these types of studies they look at the components in the water and how to treat for them. She explained the equipment requirements for our system and the different chemical options. She explained that the chemical adheres to the inside walls of the pipe to prevent corrosion and will do this throughout the system which helps with customer plumbing as well. She also explained that you can't use the polyphosphate as it would need to be added prior to filtration but due to the type of filtration media we have we would need to use an orthophosphate after the filtration process. She said that our PH level in our water is at an optimum level for this chemical so we do not need to adjust our PH at this time.
4. Mr. Williamson said that he understood that Mr. Alexander would manage the installation but Mr. Alexander explained that there are other issues in the system that need his immediate attention so he will have to have it installed by a contractor. He said that he would like to have it installed prior to the next hydrant flushing process to help pull the corrosion inhibitor into the line quicker and Mr. Williamson agreed that that was the best opportunity.
5. Mr. Alexander, Mr. Williamson and Ms. Mayberry discussed the details of the system and the Board agreed to have Wright-Pierce submit a proposal to do a bid package.

II. WARRANTS

- A. Warrant 332016 (Aug 17, 2016)-Approved
- B. Warrant 342016 (Aug 24, 2016)-Approved
- C. Warrant 352016 (Aug 31, 2016)-Approved
- D. Warrant 362016 (Sep 07, 2016)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for August 08, 2016
 - a. Ms. Hale made a motion to accept the minutes as written for August 08, 2016. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Propane Bid
 - 1. Mr. Alexander said that we sent out 4 requests for bids and received 3 replies back with MW Sewell being the low bid. He said that there is no fee to swap the tanks and there is no fee if we use less than 5,000 gallons in the year.
 - 2. Mr. Wells asked if we would ask Fielding's if they would match the lowest price and if not then he was ok going with the cheapest one and Ms. Hale agreed.
 - 3. Ms. Reynolds asked why they would do this when MW Sewall had the lowest bid and Mr. Wells said that we have done this in the past.
 - 4. Mr. Bauer said that it was a solicited bid and doesn't think we should do that. Mr. Alexander said that Fielding's did try to contact him by phone but he would not discuss the bids and asked them to give us their lowest price; it was not the lowest bid. The Board agreed with Mr. Alexander's process.
 - 5. Mr. Wells made a motion to go with MW Sewall for propane for the 2016/2017 season. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- C. Sludge Removal Option with TOL
 - 1. Mr. Alexander said that he and Ms. Reynolds met with the Town on August 18th to discuss the report by Olver Associates. He said that he had a question about the arsenic samples they used to base their report on and they said the variance is to be expected. He said that he talked to the staff about collecting the samples at the same time in the process every time to establish a baseline for information.
 - 2. Mr. Wells said that he asked Mr. Plourde to collect arsenic samples on the raw water due to Maine Electronics new process. Ms. Reynolds said that we were doing it every 6 months. Mr. Wells said that that was for the backflow test but he would like the arsenic tested every month for a while just to make sure they don't affect us and Mr. Alexander said that they would be doing that from now on along with the sludge sample.
 - 3. Mr. Wells said that the report looked like they were going to allow us to do this and Mr. Alexander agreed that they were.
 - 4. Mr. Alexander said that there was a question about why we wouldn't be billed a commercial rate and he believed that it was because they don't have different rate structures and that they were also having that study done. He said that Olver Assoc said that the arsenic coming from the Water Dept. wasn't any different than what they were already seeing at their collection system. Ms. Reynolds said that it could change if their rate structure changes.
- D. Highland Ave Main Replacement
 - 1. Mr. Alexander said that we found out that we have until fall of 2017 to use the bond funds for this project. He said that he asked for bid documents from Wright-Pierce and Dirigo Engineering. He said that he has received them but has not reviewed them yet.
 - 2. He asked the Board if they had any questions or comments. Mr. Bauer said that he feels it is a good project and Mr. Wells said that he thought we were already scheduled to do this

work this year. Mr. Alexander explained that when he came on board here he reviewed the project and discussed it with the staff and he made some adjustments and requested new bid documents.

3. The Board discussed the project and approved moving ahead when we can.

E. Backflow Certification

1. Mr. Alexander said that he has signed up for a Backflow certification course in November.
2. He said that he spoke with Mr. Brunelle about his certification and recommended that he sign up for the full 1 day class but Mr. Brunelle said that he didn't want to; that he only needs to take the hands on test. Mr. Alexander told him that he needed to pass this certification and Mr. Brunelle agreed and said that he should be able to do it. He said he told Mr. Brunelle that the Water Dept. will reimburse him once he does pass and the Board agreed that decision. He said that Mr. Brunelle's test would be on November 14th and the rest of the week is the rest of the training for everyone else.

F. Unresolved Issues

1. Mill St Main Project
2. Main St Project
3. Route 196 Project
4. Standpipe Property Options
5. Moody Well #1 Use
 - a. Mr. Alexander said that he would like to hold off on this until the plant is 100%. Ms. Reynolds will remove it from the agenda until Mr. Alexander is ready to run it.
6. Update T & C's
 - a. Abatement Policy, credit card
7. Personnel Policy Changes
 - a. Water Operator Licensure
 - i. The Board agreed to discuss this when we receive the written recommendations from Mr. Gaudet.
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone

G. Any Other Old Business

1. None

IV. NEW BUSINESS

A. Superintendent's Report

1. Kelly Park & Planning Board Decision
 - a. This was discussed previously in the meeting with Mr. Fellows.
2. Water Main Break on 08/15/16 on Bibber St.
 - a. Mr. Alexander presented a picture of the pipe and the damage from the Bibber St. main break. He said that the leak was detected on Sunday but was not creating damage so they left it until Monday and then repaired it.
3. Filter Plant Maintenance
 - a. Mr. Alexander gave a brief report to the Board on the status the filters at the plant. He said that he felt they were having some break through on some of the filters so he took some core samples.
 - b. He presented photos of filters 2 and 3 and pointed out good areas and then the compromised areas. He described in detail the different ways that this can happen. He said that the bed depth of filter 2 was 7" out of 30" and that there was no anthracite

layer left in the bed. He said that they took it off line to ensure the water quality leaving the plant was meeting the secondary treatment standards.

- c. He said that the backwash process and the feed pumps needed to be checked, tested, and fine-tuned if necessary. He said that it is not uncommon to see differences but it still needs to be adjusted as needed.
 - d. He said that filters 1 and 4 were in better shape than the others.
 - e. He presented a chart to the Board that shows the progress of the filter media and he said that he is waiting for the core sample results from Hungerford & Terry to determine the next step whether they need to empty to the vessels and start from scratch or if they can just replenish what has been lost. He said that if adequate chlorine levels are not maintained then the manganese coating, which is required to trap the iron and the arsenic, is stripped then you are left with just sand.
 - f. The Board discussed the issue and will wait for the results from the samples and Mr. Wells will send him a contact for the confined space entry requirements.
4. Chlorine Residual Analyzer
- a. Mr. Alexander said that there is 80' or more distance in the current configuration of ¾" copper pipe where the tap is that leaves the building to the chlorine residual analyzer. He said that he would like to run a smaller 3/16" line directly to the analyzer and PH monitor. He said that he would like to see a more representative sample of what is going on at that time when the water is leaving the building. He said the current configure is an hour or 2 old instead of a few minutes. The Board agreed that this was a great project for the winter months.
5. Superintendent Report
- a. Mr. Bauer gave his compliments to Mr. Alexander on his report for the Board. Mr. Alexander said that he appreciated the feedback and that his goal is to get the information to the Board ahead of time so that they have time to review it.
 - b. Ms. Reynolds said that it is their goal to shorten the meetings and by getting the information out early the staff has time to research any questions and the Board just has to formalize the issue or make motions to approve items at the meetings. The Board agreed that this would be great.

B. Business Manager's Report

1. New TOL Finance Director-Lydia Colston

- a. Ms. Reynolds said that Mr. Karass had given his notice and the Town has hired Lydia Colston as the new Finance Director for the Town and that she is due to start September 26th. Ms. Reynolds said that they have also hired one other full time person for the counter as well as a part time person so things should improve over there.

C. Commissioner Communication/Requests

- 1. Mr. Wells-None
- 2. Ms. Hale

- a. Ms. Hale inquired about the dirty water on Pinewoods Rd. Mr. Alexander said that he went right out and found that there were 2 things they found that contributed to that. He said that saw that someone had hooked up to the last fire hydrant on that road and the neighbors said that the Fire Dept. had used it the night before for an issue inside the trailer park.
He said that they also told them that they had seen another unmarked truck hook up to the hydrant either early in the morning or later at night. He said that they had seen a similar activity on the Littlefield Rd.

He said that he asked the neighbor to call the police if they see the truck again. He said that he also touched base with the Police Dept. and the Fire Dept. to let us know if they see anything or if they use a hydrant.

3. Mr. Bauer

- a. Mr. Bauer asked Ms. Reynolds if she was ok with what transpired with the auditors earlier and she said that she was.
- b. Mr. Bauer asked Mr. Alexander if he was comfortable working with Mr. Kelly and he said that he was and that he expressed his concerns and Mr. Kelly seemed very receptive and cooperative. He felt they have the same goals in mind.
- c. Mr. Bauer said that he had a parent call to ask if we were checking for corrosion control in the schools at the faucets and fountains and such.
 - i. Mr. Alexander said that he knows that other utilities have offered to their School Dept. to take samples at the fountains or provide the bottles and have them analyzed, but it is a School Dept. problem. He said that our corrosion control program will provide a benefit to that because it will coat all pipes not just the pipes in our system. Mr. Alexander reiterated that it is a School Dept. issue and that we could certainly offer to help them but the samples are around \$20 a piece.

D. Complaint Log

1. 08/15/16-9 Bibber St-low pressure from water main break
2. 08/16/16-5 Prince St-yellow water and low pressure
 - a. Mr. Alexander said that the staff repaired the blow-off assembly on that street and discovered the valve was not completely open so they opened it and then flushed the line.
3. 08/26/16-70 & 84 Pinewoods Rd-dirty water

E. Customer Comments

1. 08/16/16-Front Office Staff very friendly
2. 08/25/16-Inside staff is super!

F. Other New Business

1. None

G. Next Meeting

1. The next Commissioners' Meeting is Tuesday, October 11, 2016 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

A. M.R.S.A. 13 § 405 (6) A Personnel

1. Mr. Wells made a motion to enter Executive Session citing M.R.S.A. 13 § 405 (6) A Personnel. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 7:13pm.
2. Mr. Wells made a motion to exit Executive Session at 8:03pm with no action taken. 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 8:04pm.