



LISBON WATER DEPARTMENT

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

Commissioners' Meeting Minutes for September 14, 2015

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

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Roger Bickford, Marie Hale, Eric Metivier, Steve Clements from Ti- Sales

Late Arrivals: Gary Havlicek with Lisbon Junior Athletic League

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

I. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
 - 1. Cancelled

II. WARRANTS

- A. Warrant 32 for Aug 12, 2015 – Approved
- B. Warrant 34 for Aug 26, 2015 – Approved
- C. Warrant 35 for Sept 02, 2015 – Approved
- D. Warrant 36 for Sept 09, 2015 – Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for August 10, 2015
 - a. Mr. Doughty Jr made a motion to accept the minutes as written for August 10, 2015. Mr. Bauer 2nd the motion followed by a positive 3/0 vote.
- B. Audit Proposal Questions
 - 1. 2015 Auditor Choice
 - a. Ms. Reynolds stated that she was asked to get a proposal from RHR Smith and HMY for auditing services for 2015 and she presented the proposals to the commissioners to review.
 - i. The Commissioners discussed the two proposals. Mr. Bauer said that he did not have anything against RHR Smith but he didn't feel that we needed to change auditors, that HMY has always done an excellent job for us. Mr. Wells said that he has felt right along that we should have someone else do the audit every so often for checks and balances.
 - ii. Mr. Wells made a motion to accept the proposal from RHR Smith for \$3960.00. Mr. Doughty Jr 2nd the motion followed by a 2/1 vote with Mr. Bauer opposed.

- C. LWD Shared Services Invoice
 - 1. Ms. Reynolds said that we submitted invoices for July and August for shared services. She said that we charged for bill print charges, meter maintenance fees, labor for meter reading and a Customer Service fee of 5% of the annual pay for the Office Clerk & Business Mgr. She said that she gave the invoices to the Town Mgr and there were no objections.
- D. Capacity Grant
 - 1. Ms. Reynolds said that we received the reimbursement check from the Drinking Water Program last Friday for \$4,500.00.
- E. SRF Funding 2016
 - 1. 2016 SRF Funding Applications for Radio Read Attachments & New Standpipe
 - a. Ms. Reynolds said that she and Mr. Bauer had spoke with Mr. Lamie with the MDWP at the Thomas Pt Beech Clambake and he recommended that we try for funding for both the Radio Read Attachments and the New Standpipe project. He said that they were both projects that would qualify if there was enough funding available and our applications were chosen.
 - b. Ms. Reynolds said that we have missed the deadlines for this November election to get voter approval for the debt. She said that the projects need to be shovel ready and she didn't think that the Standpipe would be ready.
 - c. The Commissioners asked Mr. Plourde to get a new estimate from Dirigo Engineering.
 - 2. The Commissioners discussed the issue.
 - a. Mr. Doughty Jr. made a motion to apply for 2016 SRF Funding for both the radio read attachments and the New Standpipe. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.
- F. Cross Connection Program
 - 1. Ms. Reynolds said that she sent out the cross-connection program in an e-mail and Mr. Wells said that it was not the same as the one presented at the last meeting. Ms. Reynolds went and got the actual document that needed to be approved.
 - a. Mr. Wells made a motion to accept the revised copy dated 07/14. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote.
- G. Radio Read Attachments
 - 1. Steve Clements with Ti-Sales presented the Board with an information packet about their R900 radio read attachments and explained the information.
 - a. He said that there were many benefits such as being able to read our whole system in a few hours and that it can data log information for each location. He said that he thought about 2/3 of the attachments would just clip on the current outside reader and would be ready to go. He said that the rest would need to upgrade to include a third wire to be able to get the attachment to work. He said that their radio read attachments send a constant signal every 10-14 seconds and that you can access the information using a smartphone if you have it set up. He said that we would need to set up a transfer file with NDS which will have a cost to it but he was not sure what that would be. He said that Ti-Sales support staff would come on site to help set up the software.
 - 2. Mr. Clements stated that they would provide 1 pocket Pro-reader, 1 Trimble 5502 handheld unit, 1 belt-clip transceiver, the software with training, and 200 attachments for under \$25,000 and for the next \$25,000 he would provide another pocket Pro-reader, another Trimble 5502 handheld unit, another belt-clip transceiver, and another 200 meter attachments. He said that they recommend the software maintenance protection agreement for about \$750 a year. He said that software tends to change often and this would include all updates and if you get a new computer they would have to make the software

- compatible. He said that they have maintenance protection for the equipment as well, which would replace it if something happened such as someone dropping and breaking it.
- a. Mr. Wells asked if it was Windows 10 compatibility and Mr. Clements said that he did not know for sure but he thinks that it might be because he hasn't heard of any issues.
 - b. Ms. Reynolds asked Mr. Clements for a written quote and he said that he would provide one if we chose to go with their company; that he didn't want to get into a bidding war with competitors.
3. The Commissioners discussed the options but took no action at this time.

H. Water Abatement 3B Middle St Decision

1. Mr. Wells said that based on the information that he has read from them he is still voting no.
2. Mr. Bauer said that he was still voting no as well and that their only course of further action at this time would be for them to go to the PUC.
 - i. Ms. Reynolds confirmed that they would call the customer assistance division at PUC.
 - b. Mr. Bauer said that they were invited to come to the meeting tonight and Ms. Reynolds reiterated that they were invited to the last meeting as well.
3. Mr. Wells said that every time they send us information it is always different.
4. Mr. Bauer stated that he didn't feel that we were under any obligation for an abatement as it is a business and that the Board members were all in denial.

I. Unresolved Issues (tabled)

1. Mill St Main Replacement
 - a. Mr. Wells asked Ms. Reynolds if she contacted Atlantic Salmon Federation about the letter of intent and when they would need it. She had not contacted them yet.
2. New Standpipe
 - a. Mr. Plourde stated that in regards to the SRF applications, he would hate to have anything jeopardize the standpipe; he thinks the standpipe is more important than radio reads.
 - i. Ms. Reynolds said that the applications are sorted in order of importance with one higher on the list and one lower; she said that they may not make it to the radio read application before the funds are exhausted.
 - ii. Mr. Plourde said that he would hate to get the radio reads and not the standpipe. Mr. Wells said that he understands Mr. Plourde's point but we can still try at the November election for the Town's funds, as we are pursuing different options for lesser money for the bond.
3. Staff Evaluations
4. Clothing
5. Personnel Policy Changes
 - a. Overtime, Holiday

J. Other Old Business

1. Estimated Water Issues
 - a. Mr. Wells said that he still ran into a problem with the estimated water bill, and that it is still coming back to haunt us.

IV. NEW BUSINESS

A. Operations Manager's Report

1. RICE Regulations
 - a. Mr. Plourde said that Mr. Wells had given him some paperwork on regulations on generators and he said that in our case our generators do not fall in the category for these regulations.

- b. Mr. Wells said ok, but said that we still need to document any work on them and Mr. Plourde agreed.
- 2. Rockwell Collins Site
 - a. Mr. Plourde wanted to report that the remediation has begun on the Rockwell Collins site. He said that they have all the wells drilled and they are still working on the horizontal wells. He said that they will be working on it for a month or so getting it piped in. He said they are doing a well for their own water, but using ours to drill the wells.
- 3. Sanitary Survey
 - a. Mr. Plourde said that the State does a Sanitary Survey every 3 years and ours is scheduled September 22nd.
- 4. MS4 Meeting
 - a. Mr. Plourde said that he went to the Town Office and noticed that Public Works and Sewer were in the meeting room around 10am the other day. He asked them what it was about and they said it was a last minute meeting about the annual spill prevention and the storm water pollution prevention plan. He said that they thought the meeting was at 10am, but there was a mistake in the time and it was actually at 2pm so he returned at 2. He said it looks like we are not involved as we don't have any oil tanks, which was one of major issues. He said as for storm water pollution prevention the Town is getting audited that next week someone from the State is coming to audit Public Works and their Treatment Plant. He said he was not sure if they would look at our locations or not, and they didn't discuss the chlorine issue with hydrant flushing. He said that washing vehicles was now a point of contention.

V. AUDIENCE PARTICIPATION

A. LJAL Request for Water

1. Gary Havlicek from Lisbon Junior Athletic League began by thanking us for the temporary supply of water for the LES field when they had their tournament in June and it went great and he wanted to thank us.
2. He said the second thing he came to talk about was that they will be building 3 brand new baseball fields in the back. He said that Dennis Douglas has been on top of this project for the last several years and they have been getting a ton of fill delivered and they already have the baseball diamonds set up. He said that he has several hours of volunteering, but they need water for the sod that they are getting. He said that they need to get the water approximately 15' underground from the fire hydrant that is already there to get to the existing snack shack. He drew a demonstration on the white board and explained what they were looking for. He said that if the Water Dept. digs up the fire hydrant because it is leaking pretty bad, could they somehow tap into that and get their own water service just to the building right across the road. He said eventually they were going to end up running 100 ft. of black piping out to a new snack shack building they would be building after next year's expenses. He asked if the Water Dept. does dig out the road; could they put a pipe in.
 - a. Mr. Plourde said that we have already dug up and repaired the leak last Monday. He said that he went and saw Dennis and he said that they had someone who would donate a well. Mr. Havlicek said that they do have that option and all they need to do is buy the pump, but it would be \$1,000. He said they had some concerns about the water quality and he thought that it would be just as easy to get city water. Mr. Wells asked if they would water their fields from the well and Mr. Havlicek said they would but they want potable water for the snack shack. He said that they are their own entity and would even go on a meter.
 - i. Ms. Reynolds said that it would have to be metered and Mr. Doughty Jr said as just a seasonal service. Ms. Reynolds asked Mr. Plourde what we would require for a seasonal and he said that it would probably need a meter pit. Mr. Havlicek said that they have a crew of guys that could help out. Mr. Plourde said the most significant cost would be digging up the road and replacing the pavement.
 - ii. Ms. Reynolds said that this service would be on school property. Mr. Doughty Jr said that they would probably have to get permission and would need to get a digging permit to open the road from the Town. Ms. Reynolds said that unfortunately her concern is the lien process, that someday the service would move on from LJAL and the liens have to be in the assessed owners name.
 - iii. Mr. Havlicek said that he would like to work with us to do something; some of us must have ties to LJAL. The Commissioners discussed the project and Mr. Doughty Jr said that he is all willing to help as long as it is possible through the school department and he said the biggest cost for us would be putting the tap, some copper, the curb stop, and paving. Mr. Havlicek asked if it would be more than \$1,000 and the Board wasn't sure until Mr. Plourde did the estimate. Mr. Wells asked if they would be getting someone to donate the asphalt and Mr. Doughty Jr asked if they would be able to get someone to donate the excavation and we would probably do the labor to connect.
 - iv. The Commissioners discussed the issue and will wait for Mr. Havlicek to get back to us with their decision to proceed and permission from the school.

VI. NEW BUSINESS-continued

A. Business Manager's Report

1. Business Manager's Monthly Report

*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. Ms. Reynolds said that she did not have time to create the report.
- 2. Sewer Clerk/Deputy Tax Collector Resignation
 - a. Ms. Reynolds said that the Sewer Clerk/Deputy Tax Collector resigned and took a job with the school. Ms. Reynolds said that her last day was 9/11. She said that she was not sure where we stood with the billing this month and that she said that she was willing to help in any way she could.
 - b. Mr. Bauer said that he hoped we would be reimbursed for her time for any sewer work and Ms. Reynolds said that she was pretty sure that we would be able to bill the time in the shared services invoice.
 - c. Mr. Wells said that he spoke with Ms. Reynolds about taking over the sewer billing permanently and the Board agreed to approach the Town Manager and the Public Works Director.
- 3. TOL Water Receipt Process
 - a. Ms. Reynolds said that the Town Manager and the Finance Director have discussed with her to stop transferring the water receipts and go back to exchanging bags for water payments.
- 4. Unisom Cell Tower Inquiry
 - a. Ms. Reynolds said that she had been contacted by Eric Webb with Unisom Mgmt. and they would like to talk to us about our cell tower leases. He said that they market to get more carriers for your location to increase revenue. She asked the Board if they would like to have him come to a meeting to discuss the services he offers.
 - i. The Commissioners agreed to have him come to a meeting.
- 5. MePERS Seminar
 - a. Ms. Reynolds said that there was a MePERS seminar in Orono this Friday and wanted the Commissioners consent. They approved her to go and told her to track the mileage unless she could take one of the work trucks.
- 6. Office Hours/Schedule
 - a. Ms. Reynolds said that the office staff would be going back to a 5 day work week and that she wanted to close at 5:30pm on Thursdays as there have been only a couple people in the last year that have come in after 4:30.
 - b. The Commissioners agreed with Ms. Reynolds changes.
- B. Customer Communication
 - 1. Complaint Log
 - a. 15 Charity St-charges too high
 - i. Mr. Bauer said that the customer feels the bill is too high. Mr. Plourde said that Mr. Brunelle went to customer location and they had a toilet leak. Ms. Reynolds said that we will contact them next month if the reading is high again.
 - b. 19 Dumas St-F/R Issue for payment of new meter
 - i. Ms. Reynolds said that we were contacted by a closing company for current balances for 19 Dumas St but they didn't know the exact closing date and would be calling back. She said that the closing company never called back for a final read or payment sheet from us. The closing company used the prior information. She said because they didn't call us back the letters to perspective owner about water being off, condition of meter, etc. were not sent to closing. She said that the new owner didn't want to pay for the new meter and felt it should have been done at closing and that it wasn't her fault. Ms. Reynolds said that we didn't have access to the property, that the meter ended up being damaged and the closing company told us that she bought it "As Is" and

unseen and that she took responsibility at the closing “As Is”. We told the customer to call the closing company to work it out but we would not turn on water without someone paying for the new meter first.

- ii. Mr. Wells asked if we had a stand and Ms. Reynolds said that we do because the closing company did not have a final reading sheet from us; they used the account history and she explained this to the customer and the closing company. The closing attorney was supposed to get back to us but we haven’t heard from them.
- iii. Ms. Reynolds said that the customer paid for the meter today because she needed the water on, but has not heard anything further about it. Mr. Plourde said that the water was turned on. Ms. Reynolds said that the new owner was very ugly and persistent.
- iv. The Commissioners discussed the issue but took no action.
- c. Several Complaints about the wait at the Town Office to pay bills
 - i. Mr. Bauer said that the office has had several complaints about the Town Office and Ms. Reynolds confirmed this and that the Town Mgr had contacted her about this agenda item.
 - ii. Ms. Reynolds said that she told the Town Mgr that the Board wanted to know about all complaints we received and that she has been explaining to the frustrated customers that there have been several changes lately but it will get better.

2. Customer Comments

- a. 1 Positive Comment Card-Office staff really helpful/friendly

C. Other New Business

1. Shellie’s Vacation

- a. Ms. Reynolds said that she is planning a trip to Germany in December for about 3 weeks. She said that we have skype set up here at the office so that she is available if Ms. Masse needs her. The Commissioners did not have a problem with it and for Ms. Reynolds to let them know when it was definite.

2. New Employee Training

- a. Mr. Wells asked how the new guy was working out and Mr. Plourde said that it was going good. Mr. Wells said that he would like Mr. Plourde, Mr. Lawton, and Mr. Brunelle to make a list of things he needs to be trained on so that he could check them off as he was trained. He said that he would also like him to have time with all the operators not just Mr. Brunelle because everyone has different strong points. He also asked if he would be willing to do the backflow testing and Mr. Plourde thought that he would be interested. Mr. Plourde said that Mr. Brunelle was also showing an interest for that.

3. Well #1 at Moody

- a. Mr. Bauer asked Mr. Plourde if they were using the other well at Moody and would like to talk about it at the next meeting.
- b. Mr. Plourde said that they exercise it but they don’t use it because it would need more chlorine as it is a dirtier well. Mr. Bauer said that he would like to talk about it at the next meeting.
- c. Mr. Wells asked if they have checked the filter levels lately and Mr. Plourde said that they were last checked in January and they were real good. He said that he will check them again.

4. Class II License Date

- a. Mr. Wells said that he would like to set a date for Mr. Brunelle to have passed his next Class II license.

- i. The Commissioners discussed the date and agreed to 6 months from October 1st which would be by the end of March.

D. Next Meeting

- 1. The next Commissioners' Meeting is Monday, October 19, 2015 at 5:30pm at the Lisbon Water Dept.

VII. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:32pm.