



LISBON WATER DEPARTMENT

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Marie Hale, Chairman, Kenneth R. Wells & James Lemieux Commissioners

Commissioners' Meeting Minutes for July 11, 2017

Members Present: Ken Wells, Marie Hale, and Jim Lemieux

Staff Present: Shellie Reynolds & Bill Alexander

Audience: None

Meeting called to order by Ms. Hale at 5:30pm

I. AUDIENCE PARTICIPATION

A. None

II. 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. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 5:32pm. Ms. Reynolds left the meeting.
2. Mr. Wells made a motion to exit Executive Session at 6:21pm and asked Ms. Reynolds to return to the meeting.
3. Mr. Wells made a motion to discontinue the salary match on July 14th for the employee out on worker's comp leave. Ms. Hale 2nd the motion.
 - a. He said that he made a mistake at the last meeting when he agreed to extend the salary match continuation; that he only wanted to follow the policy. Ms. Reynolds explained that there was a typo in the document that was sent to the employee. She said that it said 12 weeks of continuation instead of the 4 weeks which is what our policy states. She said that she did not catch the difference when she sent it to the employee or when he returned it signed for the request.
4. Ms. Hale asked about getting a 2nd opinion and Ms. Reynolds recommended talking to MEMIC and have them take action if they deem it necessary. Ms. Reynolds recommended waiting until after this next appointment in a few days and then if there is no change in the employee's work status to talk to MEMIC and the Board agreed to wait until the next appointment outcome.
5. The Board discussed the issue and 2 members felt they should stand by their decision at the last meeting to do the salary match until we get a response from the provider concerning the new job analysis we submitted for light duty.
6. Ms. Hale called for a vote with a 1/2 vote with Mr. Wells for the motion and Mr. Lemieux and Ms. Hale against the motion. The Board agreed to revisit the issue when we receive new direction from the doctor.

III. WARRANTS

- A. Warrant 25017 (June 21, 2017)-Approved
- B. Warrant 26017 (June 28, 2017)-Approved
- C. Warrant 27017 (July 05, 2017)-Approved
- D. Warrant 28017 (July 12, 2017)-Not Ready for the Board

IV. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. 05/22/2017
 - a. Mr. Wells made a motion to accept the minutes as written. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Kelly Park Update
 - 1. Ms. Hale said that she went into Kelly Park as the gate was open and she noticed a red hydrant on Champagne Lane and asked who installed it. Mr. Alexander replied that ETTI installed it.
 - 2. She asked when the bill starts for that and Ms. Reynolds replied that it will begin as soon as she sets up the accounts for Premier Development as it is a private system until the Town takes over the road, then it becomes part of the Public Fire Protection.
 - 3. Ms. Reynolds asked Mr. Lemieux what it means being a private hydrant as we had an issue come in with another location that had a private hydrant and if the Fire Dept. could use them. He said that there are stipulations with certain locations and without more information he couldn't answer to the previous issue, but he believes the Kelly Park will be used by the Fire Dept. if needed.
- C. Highland Ave Main Project
 - 1. Mr. Alexander said that he just received the pdf of the plan and specifications from Dirigo Engineering and he needs to review them to confirm that they are what he and the Board were looking for. He said that he would forward them to the Board for any comment or suggestions.
- D. Power Contract
 - 1. Ms. Reynolds said that she forwarded the new bid prices from BUE and asked for direction from the Board. Ms. Hale asked what the previous price was and Ms. Reynolds said that the previous one for June was \$.07282 and the new quote came back \$.07389. Mr. Wells asked about the standard offer rate and if we would be doing better with this offer than with standard offer. Ms. Reynolds said that she would need to do a spreadsheet to compare all 8 accounts and their rates for all 12 months; and she proposed to do the comparison and if this offer from BUE is lower, then we will go with BUE. The Board agreed to wait for the comparison and Ms. Reynolds can choose the lower rate for a year. Mr. Wells made a motion to go with Next Era for a 12 month contract if it is the best option. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- E. Personnel Policy Updates
 - 1. Ms. Reynolds handed out the latest Personnel Policy draft with the updates. She sent 2 options with the only difference between the 2 policy options in the Temporary Office closure section. The Board discussed the differences quickly and made no decision.
 - 2. Ms. Reynolds said that all the items discussed in the workshop have been entered except the drug testing policy.
 - 3. Mr. Wells asked that we table the decision as he only just received the draft and would like to review the entire policy before voting on it and the rest of the Board agreed to table to the next meeting.

F. 2017 Budget Update

1. Ms. Reynolds handed out copies of the most current budget and revenue status for the Board to review because we had asked the financial advisor what amount we should be looking at for a rate increase.
2. Mr. Henry had sent some suggestions based on the current budget and what we were looking to do in the future.
3. The Board discussed the options and the needs of the Water Dept. including the Main St main replacement project and decided to do one increase of 25% to include most of the cost of the Main St project and sustain us a few years before we would need to evaluate it again.
4. The Board discussed the timeline on when they would implement this increase and Ms. Reynolds recommended April or July 2018 to get past the winter and holiday strain.
5. Ms. Reynolds also explained that there were other options to pay for other projects such as a surcharge which will go away once the project is paid for.
6. Mr. Wells made a motion to start the process for a 25% rate increase to begin when Mr. Henry recommends. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
7. The Board reviewed other items on the Budget to clarify expenses.

G. Rate Case Options

1. Ms. Reynolds confirmed that, as discussed in the Budget update, we would begin the process for a 25% increase to be implemented in April or July of 2018, whichever Mr. Henry recommends.

H. Unresolved Issues

1. Main Street Main Project
2. Mill Street Main Project
3. Personnel Policy
 - a. Drug Testing
4. Oxford Networks Proposal
5. Plaque or Memorial for Bill Bauer
6. Comprehensive Plan Update for Planning Board
7. Sludge to TOL Sewer

I. Any Other Old Business

1. None

V. NEW BUSINESS

A. Superintendent's Report

1. Moxie Festival
 - a. Mr. Alexander said that he was invited by the Planning Board on Friday to participate in the Town's booth at the Moxie Festival. He said that he and Ms. Reynolds printed some information to hand out to the kids and public in general. He said that he went from 12-3ish and it went well; he discussed some water quality issues and resolutions with people who stopped by. He said that it gave him a better idea of what he would like to do next year to get more people and kids involved.
 - b. The Board expressed their gratitude for him taking time from his weekend to attend this for the Water Dept.; they really appreciated his positive attitude.

B. Business Manager's Report

1. Thomas Point Beach Conference with MWUA
 - a. Ms. Reynolds said that it was time to get the Board's approval to attend the Thomas Pt. Beach conference with MWUA. She did want it noted that she was not happy with the increase in cost to \$55 over last year's cost of \$40. Ms. Reynolds asked if we were going to reopen the office after and asked if we could remain closed as the staff does

not have much time to eat as they have been serving later around 1ish. She said that they have to rush back to open for an hour.

- b. Mr. Alexander said that he tries to get everyone to attend as it is a great opportunity to reach out to other water utility staff. He said that with his past employer those that didn't attend the function had to use comp time or vacation time or work.
 - c. Mr. Wells made a motion to approve the expense of the employees to attend the Thomas Pt. Beach function and closing the office at 11:30am for the day and any employee that does not attend the function would need to use vacation time, comp time, or work. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
 - d. Ms. Reynolds asked the Board if they would be attending, if they have a guest, and to let her know before the 26th as they need to RSVP by the 28th or it is more expensive.
- C. Commissioner Communication/Requests
 - 1. Mr. Wells-None
 - 2. Ms. Hale-None
 - 3. Ms. Lemieux-None
 - D. Complaint Log
 - 1. None
 - E. Customer Comments
 - 1. None
 - F. Other New Business
 - 1. Moody Pump
 - a. Mr. Wells asked about the pictures of the Moody Well pump. He asked if they would be cleaning the other well pump as well and Mr. Alexander said that it would not be done right away as we do not use it very often. Mr. Alexander said that they will finish the work tomorrow and that he plans on putting more processes in place to track the efficiency of the pump so that we can do maintenance as needed.
 - G. Next Meeting
 - 1. The next Commissioners' Meeting is Tuesday, August 08, 2017 at 5:30pm at the Lisbon Water Dept.
 - a. Ms. Reynolds mentioned to the Board that she heard the Town Council asked us to reconsider another day as they had a lot of Tuesday meetings in budget season. The Board said that they heard that as well but Tuesday is the only other day that works best for everyone at this time.

VI. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:38pm.