



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Commissioners' Meeting Minutes for August 08, 2017

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

Staff Present: Shellie Reynolds & Bill Alexander

Audience: Town Councilor, Kris Crawford

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

I. AUDIENCE PARTICIPATION

A. None

II. EXECUTIVE SESSION

A. None

III. WARRANTS

- A. Warrant 29017 (July 19, 2017)-Approved
- B. Warrant 30017 (July 26, 2017)-Approved
- C. Warrant 31017 (Aug 02, 2017)-Approved
- D. Warrant 32017 (Aug 09, 2017)-Approved

IV. OLD BUSINESS

A. Reading and Approval of Minutes

1. 06/19/2017

- a. The Board tabled the approval of the June 19th minutes as they only received them after 4pm today and they did not have time to review them.

B. Highland Ave Main Project

- 1. Mr. Alexander said that he did the bid opening today at 1pm for the Highland Ave project. He said that Longchamps, ETTI, and St. Laurette submitted proposals and were represented. He said that he sent the request for proposal to 8 contractors and only received these three bids. He presented the Board with a copy of the bid tab which listed the results. He said that Longchamps was low bid but their bids did not include material costs so when you put them together the total cost of the project is more than the funds budgeted for this project. Ms. Reynolds said that we did not have extra funds in this year's budget to cover the shortfall.
- 2. The Board discussed the issue and Mr. Wells made a motion to send it out to bid again in January 2018. Mr. Lemieux 2nd the vote followed by a positive unanimous 3/0 vote.

- C. Mill St Update
 - 1. Mr. Alexander said that he met with Tim Sawtelle with Dirigo Engineering and said that Tim had met with DOT. He said that we still have the same issue of needing the State's design to finish ours.
- D. Sludge to TOL Sewer Update
 - 1. Mr. Alexander handed out information about the sludge samples collected so far. He said that he has figured out that the staff had been taking the samples in 2 different ways which explains the drastic difference in the sample results. He said that he will go up tomorrow or Thursday to go over the methods again that he wants them to use and to get 2 more samples.
- E. Filter Plant
 - 1. Ted Berry Filter Media Removal
 - a. Mr. Alexander presented the proposal from Ted Berry and asked the Board for approval of the proposal to be able to clean the basin when they are ready. He said that he wasn't sure of the exact date yet as he was waiting to hear back from Olver Associates about the sludge samples. He said that if they want to continue testing a few more months then he will go ahead and clean the basin now but if they want just a couple more weeks then he will wait until then.
 - 2. Hungerford & Terry Proposal Approval
 - a. Mr. Alexander presented the proposal from Hungerford & Terry for the rebuild of the filters. He explained the work and investigate the laterals and filter media.
 - 3. Ms. Reynolds explained that there were several things that needed to happen at the plant in a short amount of time and she would like the Board to approve an amount not to exceed for all the items coming up rather than Mr. Alexander having to wait for a meeting to get each item approved by the Board. She said that he has waited over 3 weeks now for this meeting to get these proposals approved before he could approve the vendors to move ahead with the work. She said that all of these items were discussed and approved in the budget last year and Mr. Alexander's spreadsheet shows a figure of \$30,000 for all these items. Ms. Hale made a motion to approve and not exceed the \$30,000 for the plant work. Mr. Wells 2nd the motion followed by discussion. Ms. Hale called for a vote with a result of positive unanimous 3/0 vote.
- F. Personnel Policy Updates
 - 1. Mr. Wells started the discussion for editing and changes
 - a. Page ii- to change Passenger Vehicles to Water Department Vehicles
 - b. Next Page –Add “Members” to Water Board
 - c. Page 5-employees must have approval of “Superintendent” to use comp time.
 - d. Page 5- add “AM” to the 7:00 under on-call
 - e. Page 7- change the paragraph under Health Insurance concerning the bonus for employees who elect not to take the health insurance to “will be compensated a sum determined by the Water Board.”
 - f. Page 9- format issue with bold print from regular print...make all regular print.
 - g. Page 9- under training to address overtime on training days...add “Overtime will not be paid on training session days without prior approval of the Superintendent” at the end of the training paragraph.

- h. Page 9- change the reimbursement policy to say “Courses for which reimbursement may be provided must have prior approval from the Water Board and must be directly related to improvement of required job skills/knowledge.
 - i. Page 11-cofirm the “10 work weeks of job protected Maine FMLA leave in a 2 year period”
 - j. Page 15- Temporary Office Closures-to change policy to “Non-essential employees will have the option to not report to work, but will need to use benefit time to cover the unworked portion of the 8 hour work day. Essential employees will be compensated at their regular rate of pay and if then released from duty they may leave but will need to use benefit time to cover the unworked portion of the 8 hour work day.”
 - k. Page 16-under Attendance and Punctuality-3rd paragraph change “Water Board” to “Superintendent”
 - l. Page 16-under Policy for Firefighters on Payroll-remove the word “municipal” before “work site”.
 - m. Page 17- under Use of Water Department Equipment Water Department Vehicles- identify the vehicle occupants by changing the wording to “All vehicle occupants will be Town of Lisbon and/or Water Department personnel only.”
 - n. Page 19- under Gifts and Gratuities-add “All gifts or gratuities must be reported to the Superintendent” to the 2nd paragraph.
 - o. Page 19- under Longevity Compensation- edit (b) by beginning the paragraph with “With prior Water Board approval,” longevity compensation will be paid.....
 - p. Page 21- under Injuries in the Line of Duty-under the last paragraph add “and/or Police report” after worker’s compensation agent...for who can identify being under influence.
2. Mr. Wells made a motion to accept Option B of the Personnel Policy with the discussed changes. Mr. Lemieux 2nd the motion with a final copy going out to the Board prior to distributing it to the Board. Ms. Hale called for a vote with the result of 2/1 vote showing Mr. Wells and Mr. Lemieux for the motion and Ms. Hale against Option B but approving the other changes of the Personnel Policy.

G. Unresolved Issues

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

H. Any Other Old Business

- 1. None

V. NEW BUSINESS

A. Superintendent’s Report

- 1. Summer St Service Replacements
 - a. Mr. Alexander said that there are 5 services that need to be renewed on the Water Dept. side. He has asked for pricing from vendors with \$1,200 for short and \$1,600 for long side services for approximately \$10,000 total. Mr. Wells made a motion to approve Mr. Alexander moving ahead with the service replacements on Summer St. Ms. Hale 2nd the vote followed by a positive unanimous 3/0 vote.

2. 8 Kennis St Leak
 - i. Mr. Alexander said that there is a leak on the Water Dept.'s side of the service at 8 Kennis St and he has contracted Longchamps to fix the issue.
 - ii. Ms. Reynolds said that this started when the property representative tried to shut off water in the basement of 8 Kennis St and they could still hear water running but could not immediately identify the source and came to us to help them.
3. Illegal Connection at 27 Grove St
 - a. He said that in the process of investigating the leak at 8 Kennis St. they found that the neighbor had an illegal connection to fill his outdoor pool. He said that Mr. Plourde spoke with the tenant and told him that it had to be removed before he returned the next day and it was.
4. Meter Creation for Testing Service Pressure
 - a. Mr. Alexander said that we have had quite a few concerns regarding low water pressure issues and he asked Mr. Plourde to create a device with a meter to measure pressure at customer's locations. He showed the Board the device and said that Mr. Plourde did an excellent job.
- B. Business Manager's Report
 1. None
- C. Commissioner Communication/Requests
 1. Mr. Wells-Mr. Wells said that there is a new law that says you can't fire a person if they test positive for Marijuana beginning in February 2018. He wasn't sure of the details but wanted us to be aware.
 2. Ms. Hale-None
 3. Ms. Lemieux-None
- D. Complaint Log-Mr. Alexander explained and discussed the following complaints with Board.
 1. 07/17-30 Maple-dirty water
 2. 07/17-23 Spring St-Tenant in Trailer Park-Zegorouros-dirty water
 3. 07/19-8 Frederick St-water test results
 4. 07/21-229 Lisbon St-dirty water
 5. 07/24-26 Pinewoods Rd-low pressure
 6. 07/31-23 Webster Rd-dirty water
 7. 07/31-27 Faith St-low pressure
 8. 08/01-6 Poplar Cir-dirty water-brought used filter
- E. Customer Comments
 1. None
- F. Other New Business
 1. Maine Electronics-New Annual Report from Drummond
 - a. Mr. Alexander said that we received the new Annual Report for Maine Electronics from Drummond and Associates. He said that he has not had time to review the whole report yet.
- G. Next Meeting
 1. The next Commissioners' Meeting is Tuesday, September 12, 2017 at 5:30pm at the Lisbon Water Dept.

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 8:00pm.