



## LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 Fax (207) 353-3004

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

### Commissioners' Meeting Minutes for September 12, 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 5:41pm

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. EXECUTIVE SESSION**

A. None

#### **III. WARRANTS**

- A. Warrant 33017 (Aug 16, 2017)-Approved
- B. Warrant 35017 (Aug 30, 2017)-Approved
- C. Warrant 36017 (Sept 06, 2017)-Approved
- D. Warrant 37017 (Sept 13, 2017)-Approved

#### **IV. OLD BUSINESS**

A. Reading and Approval of Minutes

- 1. 06/19/2017
- 2. 07/11/2017
- 3. 08/08/2017

a. Mr. Wells made a motion to accept the minutes as written for all three dates with a note for subscript I was removed from personnel policy. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

B. Mill St Update

- 1. Mr. Alexander said that he spoke with Tim Sawtelle with Dirigo Engineering who talked with MDOT again and they still haven't finished their design. Mr. Alexander said that he asked Mr. Sawtelle to do a preliminary design and send it to us for the Board to review and to send a copy to the State marked draft so that they have a preliminary design to complete their design with ours included. Once the State finishes their design, Mr. Sawtelle will finalize our design and submit a final copy.
  - a. Mr. Alexander presented Mr. Sawtelle's preliminary design and went over the details. The Board discussed the design and will wait for the final design from both the State and Dirigo Engineering.

C. Filter Plant

1. Ted Berry Filter Media Removal

- a. Mr. Alexander said that Ted Berry did come and empty the backwash basin and filter tank #2. He presented some slides to show the condition of what he found in tank #2 and described what the parts were and what they should have seen vs. the current condition and markings on the tank wall and the distributors. He said that there is evidence that the filter was not working correctly but he is not sure yet if it is due to incorrect levels of Chlorine and/or design and/or incorrect manufacturing of the laterals. He said that Hungerford & Terry will provide a new design, parts, and operation requirements. Mr. Alexander said that we will run it about 6 months or so to be sure of the new improvements prior to addressing the same issues with the other 3 filter tanks.
- b. The Board discussed the issues and problems and said that they were glad that Mr. Alexander is getting to the bottom of the problem and will wait to see filter#2 brought back online.

D. Personnel Policy Updates

1. Policy Approval

- a. Ms. Reynolds asked the Board if they reviewed the edited Personnel Policy and if they were ready to approve it as the current policy. The Board discussed the issue and Mr. Wells made a motion to approve the policy as written. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

2. Drug Testing Approval

- a. Ms. Reynolds said that she and Mr. Alexander would like to remove Drug Testing from the agenda until a later date when we have a policy to submit. She said that it is very complex and we don't have the knowledge or training to enforce the policy and once we do we will bring it back to the Board for the Personnel Policy. She said that we currently have a policy that prohibits the use of anything that impairs your ability to do your job and we can enforce that policy until we have something different. The Board discussed the issue and decided to remove the Drug Testing from the agenda until we have a policy to present.

E. Rate Case

1. Options 1-5

- a. Ms. Reynolds said that she forwarded the information for the 5 Rate Case options from our financial advisor. She reiterated that the Board voted to achieve a 25% revenue increase not necessarily a 25% increase to water rates. She said that Mr. Henry has given us 5 options to obtain that revenue increase.
  - i. Option #1-25% increase to all current rates and classes with no change in minimum usage allowances.
  - ii. Option #2-10% increase in minimum rate for 5/8" meter, 25% increase in minimum rates for non-5/8" meter, 40% increase in overage rates, and 45% decrease for all minimum usage allowances.
  - iii. Option #3-approximately 10% increase in minimum rate for 5/8" meter to round to \$53, 90% increase in minimum rates for non-5/8" meters, approximately 31% increase in overage rates to get to \$2.40/100cf, decrease 5/8" minimum usage allowance to 500cf but no changes to minimum usage allowances for non-5/8" meters.
  - iv. Option #4- approximately 10% increase in minimum rate for 5/8" meter to round to \$53, 65% increase in minimum rates for non-5/8" meters,

approximately 31% increase in overage rates to get to \$2.40/100cf, and 45% decrease for all minimum usage allowances.

- v. Option #5- approximately 10% increase in minimum rate for 5/8" meter to round to \$53, 31% increase in minimum rates for non-5/8" meters, approximately 31% increase in overage rates to get to \$2.40/100cf, and 45% decrease for all minimum usage allowances.
  - a. The Board reviewed all the options and discussed them. They asked Ms. Reynolds which option she was inclined with and she said Option #5 as it is the fairest increase for all size meters and class of users and gives the customers the most control over the cost of their own water bill. She said that she realizes that this option at the base level only provides \$833,000 in revenue but knows that we will achieve the \$850,000 needed with the overage use in the 100cf beyond minimum. She said that this also gets us closer to changing our rate structure to get to a fixed infrastructure charge and then any use is charged a rate based on the size of the meter and class.
  - b. Mr. Wells made a motion to approve Option #5 for the rate increase. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- 2. Start Date-April 1, 2018
  - a. Ms. Reynolds confirmed with the Board a start date for the new rate for April 1, 2018 and the Board agreed.
- 3. The Board agreed that since Mr. Wells will be done in November that we should invite both candidates running for Water Commissioner so they are current with the discussions about the budget and the rate information as they will be part of the public hearing and having to answer to the rate increase.

F. Unresolved Issues

- 1. Highland Ave Main Project
- 2. Sludge to TOL Sewer Update
- 3. Main Street Main Project
- 4. Oxford Networks Proposal
- 5. Plaque or Memorial for Bill Bauer
- 6. Comprehensive Plan Update for Planning Board

G. Any Other Old Business

- 1. None

**V. NEW BUSINESS**

A. Superintendent's Report

- 1. Propane Bid Results
  - a. Mr. Alexander said that he sent out 4 requests for bids for propane for the season and presented a spreadsheet showing the bid results showing M.W. Sewall as low bid. He said that he accepted the low bid today.
- 2. Vacation
  - a. Mr. Alexander said that he was planning to go on a 2 week vacation beginning 9/22 and that he would be out of State until the following Friday and then he will be home for the second week. The Board had no issue with this.

B. Business Manager's Report

- 1. None

- C. Commissioner Communication/Requests
  - 1. Mr. Wells-Dig Safe Question
    - a. Mr. Wells said that he noticed markings around 2 telephone poles near his house and wondered if one was marked incorrectly. Mr. Alexander said that he will look into it tomorrow.
  - 2. Ms. Hale-Dig Safe on Pinewoods Rd and orange tape on current poles.
    - a. Ms. Hale said that there were Dig Safe markings and orange tape on current poles on Pinewoods Rd and wondered what it was about as there were no new poles to replace any poles if they were going to be taken down. No one could answer the question for sure.
  - 3. Mr. Lemieux-None
- D. Complaint Log
  - 1. 08/09-Clark's Court –dirty water
  - 2. 08/29-171 Upland Rd-dirty water
  - 3. 08/29-10 Park St-dirty water
  - 4. 08/30 & 08/31-Sugg Middle School-dirty water
    - a. The Board discussed the complaints with Mr. Alexander and he said that Durham Fire Dept tested some fire equipment on Capital Ave. He said that he also received an e-mail that Durham Fire wanted to come and use our system to replenish their trucks after their own fires in their own Town. Mr. Wells said that he did not realize that other Towns could use our system for this and he was not in favor of it. Ms. Reynolds reiterated that the Town pays over \$330,000 a year for Public Fire Protection and that we should talk to the Town Manager about this in regards to mutual aid as she is ultimately responsible for it. Mr. Alexander said that he will speak with her.
    - b. Mr. Alexander also said that we will be doing some fire flow tests and he hopes this will clear some of these issues in this area. He said that he will be doing this after 9pm over a few days so it will not cause such a disturbance in the system.
- E. Customer Comments
  - 1. None
- F. Other New Business
  - 1. None
- G. Next Meeting
  - 1. The next Commissioners' Meeting is Tuesday, October 10, 2017 at 5:30pm at the Lisbon Water Dept.

## VI. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:35pm.