



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 November 14, 2017

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

Staff Present: Shellie Reynolds & Bill Alexander

Audience: Nick Henry with Horton McFarland & Veysey, Roger Bickford

Meeting called to order by Ms. Hale at 5:32pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 42017 (Oct 18, 2017)-Approved
- B. Warrant 43017 (Oct 25, 2017)-Approved
- C. Warrant 44017 (Nov 01, 2017)-Approved
- D. Warrant 45017 (Nov 08, 2017)-Approved
- E. Warrant 46017 (Nov 15, 2017)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. 10/10/2017
 - a. Ms. Hale made a motion to accept the minutes as written for 10/10/17. Mr. Lemieux 2nd the motion followed by a 2/0/1 vote with Mr. Wells abstaining as he didn't read them.
- B. 2018 Budget Discussion
 - 1. Nick Henry with HMV
 - a. Ms. Reynolds handed out the current 2018 budget information. She also said that she asked Mr. Henry to come, discuss, and answer any questions about the budget revenue, expenses, and pending rate increase.
 - i. Mr. Henry briefed the Board on the spreadsheets one with the rate increase and one without. He said that the expenses were the same but the projected revenue was different. He said that the one without the increase shows a deficit of \$250,000 and the one with the rate increase shows a deficit of \$110,000 as the revenue from the rate increase is pro-rated until the July billing. He said that he met with Mr. Alexander and Ms. Reynolds earlier today to make some additional cuts. The Board discussed the items and agreed to adjust these items in the 2018 budget.

- a. Remove Highland Ave until 2019-\$50,000
 - b. Reduce new truck -\$25,000
 - c. Remove summer help-\$10,000
 - d. Remove overlap of new employee -\$8,600
 - e. Add back lower Health Insurance Increase-\$15,000
 - 1. With Rate Case-Summary is \$108,600 total reduction in expenses AND revenue increase from rate case brings us to a shortfall of \$7,500 shortfall that can be paid with overage of 2017 budget or water overage usage.
 - 2. Without Rate Case-Summary is \$108,600 total reduction in expenses for a \$140,000 shortfall which will have to be paid for by standpipe reserve until new rate increase can replenish the funds.
 - 2. Mr. Wells made a motion to accept the 2018 budget of \$1,248,500 that includes the budget adjustments and the revenue from the rate increase with the understanding that we will need to amend the budget if the rate increase does not go through. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- C. Route 125 Main Replacement Project
- 1. Engineer Estimates
 - a. Mr. Alexander said that he requested 2 proposals for the engineering for the Main St project and he received a proposal from Dirigo Engineering and Olver Associates. He said that Olver Assoc. also did a cost estimate for the job and it came in at \$2,658,600 if we are not able to do as part of MDOT project and if we are able to be part of their project then it is estimated at \$2,139,200. He said that Dirigo did not do a job estimate.
 - i. He said that the proposal from Dirigo Engineering to do just the design is \$75,000 and the proposal from Olver Assoc. for the design was \$140,000. Mr. Alexander asked the Board to approve the proposal for the Main Street design from Dirigo Engineering for \$75,000.
 - a. Mr. Wells made a motion to accept the proposal from Dirigo Engineering for the design of Main St for \$75,000. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
- D. Rate Case
- 1. 2019 Bond Amount for Main Replacement/s Increase
 - a. Mr. Henry reiterated that the first increase will provide 25% more revenue and that most of the rate payers will feel a 10%-30% in their bills with a new lower minimum of 500cf for \$53.00. He said that for the new main replacement we will need to go to \$60 for 500cf for an additional \$168,000 to cover a \$3 million bond as a 2nd step.
 - 2. One or Two Step Increase
 - a. Mr. Henry went into some discussion to explain that 2 step increases are not really favorable with the PUC especially when you have a lot of unknown variables. He said that our biggest problem is that we don't have an approved referendum for the Route 125 project which is the sole purpose of the 2nd step. He also said that the project cost is not firm either and because of this he is not certain that being committed to a particular % increase for the 2nd step would be enough.
 - i. The Board agreed to do just a one-step increase for the 25% revenue increase to address the current budget shortfall.

3. Rate Case Information Letter

- a. Ms. Reynolds asked the Board for input in the most current draft of the customer letter for the rate increase.
 - i. Mr. Alexander said that there was a typo in last line of the 3rd paragraph, harness should be hardness.
 - ii. Mr. Wells would like it clarified that 500cf is for 5/8" meters only and not all meters.
 - iii. The Board approved an ad for the paper with just the PUC requirements and then adding a link to the full letter and to mail the letter after January 1st. Ms. Reynolds said that this works great as the letters for the largest zone can be mailed with the bills so we will save on postage and the rest of the rate payers will be mailed separately.
 - iv. Ms. Hale made a motion to accept the letter with the changes. Mr. Lemieux 2nd the motion followed by a unanimous 3/0 vote.

4. Newspaper Ad for the Rate Case for 2018

- a. Mr. Wells made a motion to accept the wording for the newspaper ad for the 2018 Rate Case. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

5. Rate Case Public Hearing February 15, 2018

- a. Ms. Reynolds asked the Board to approve the Public Hearing date of February 15, 2018 at the Town Office at 6pm.
 - i. Mr. Wells made a motion to set the Public Hearing for our 2018 Rate Case for February 15, 2018 at 6pm at the Town Office with approval from the Town Manager. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

E. Filter Plant Filter# 2

1. Quote

- a. Mr. Alexander said that they have replenished the Anthracite in filters 1, 3, and 4.
- b. He also said that he had concerns about the scouring on the inside of filter 2 that he had shown pictures of to the Board. He said because we weren't chlorinating enough he thinks that the iron wasn't oxidizing prior to the filter bed and was doing so in the bed that it was fouling the media and passing through to the support gravel. He thinks that the iron cemented the support gravel which created a barrier that forced the water out to the side causing the loss of media. He said as a result of this he had the staff break up the media in the other 3 filters to see if that would make a difference in those vessels. He said that they saw an immediate improvement in the head loss in those vessels and the iron levels have improved.
- c. He said that all the materials for filter# 2 have come in and asked for a proposal from Renew Mechanical to rebuild filter# 2 and put it back in operation and inspect and/or repair the coating on the inside of the tank. He received a quote from them for \$8,350 for all the work. He said that he would like the Board to approve the quote so he can move ahead.
 - i. Mr. Wells made a motion to approve the quote from Renew Mechanical for \$8,350 to inspect, repair, rebuild and put filter# 2 back in operation. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

F. Unresolved Issues

1. Highland Ave Main Project-Remove from Agenda until ready
2. Sludge to TOL Sewer Update
 - a. Mr. Alexander and Mr. Wells discussed the sampling process and testing.

3. Mill Street Project
 4. Main Street Main Project
 5. Oxford Networks Proposal
 6. Plaque or Memorial for Bill Bauer
 7. Comprehensive Plan Update for Planning Board
- G. Any Other Old Business
1. None

IV. NEW BUSINESS

- A. Superintendent's Report
1. SOC testing
 - a. Mr. Alexander said that he had the staff do SOC sampling and is having them tested as they haven't been done it in 10years and he wanted to know where we were at with them. He said that he had started a spreadsheet that contains all the history of samples, maintenance, etc. and that Mr. Lawton has maintained that spreadsheet.
 2. Lead & Copper Results
 - a. Mr. Alexander presented the letter from the MDWP he received for the result reporting that he did for our lead & copper testing and results. They said that he did more than anyone had and thanked him for an excellent job.
 - b. He presented the Board with a spreadsheet that showed a comparison of the 2014 results vs the 2017 results along with the letter that was sent to the customers regarding their specific results. The Board thanked Mr. Alexander for a great job.
 3. Bauer Station Heater
 - a. Mr. Alexander said that the propane heater at Bauer Station is unrepairable and no longer works. He presented a quote from RDL Mechanical to replace and install a new heater for \$1,560 and he is waiting for other quotes to be returned.
 - i. The Board discussed the information and options.
 - ii. Mr. Wells made a motion to approve a limit of \$2,000 to replace and install a new heater at Bauer Station. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
 4. Storm Damage
 - a. Mr. Alexander said that we had storm damage at Bauer and the Corn Shop. He said that we had a couple of trees down at Bauer that need to be removed and it damaged the edge of the roof. He said that we also had some trees down at the Corn Shop he has contacted a vendor to remove the downed trees and a contractor to repair the roof at Bauer. He said that he had received an email that there may be funds available from FEMA. He said that we needed to exceed \$3,170 to apply for FEMA help and we did not qualify for that.
- B. Business Manager's Report
1. None
- C. Commissioner Communication/Requests
1. Mr. Wells-None
 2. Ms. Hale-Thanked Bill for putting up No Parking signs
 3. Mr. Lemieux-None
- D. Complaint Log
1. 10/27-676 Lisbon St-Sulfur smell
 - a. Mr. Alexander said that he went to this location and tested for chlorine, hydrogen sulfate and iron. He took a sample to have tested. He said that this customer was experiencing odor from the drain and not the water.

2. November 11 weekend-several calls about dirty water in Lisbon Falls
 - a. Mr. Alexander said that this was due to Durham Fire pulling water from hydrant on Canal St.
 - b. Mr. Alexander said that he spoke with the owner of the laundry mat on Main St and she was very upset as some customers' laundry was ruined. He explained the use of the hydrant on Canal St and understood her frustration but there was nothing that we could do as it was not due to any negligence of the Water Dept.
 - c. Mr. Alexander said that we were not notified about the use except by an employee who had a relative who lived near the area. Mr. Lemieux said that it was a big fire issue and there was a lot of mutual aid called in to assist.
 - d. Mr. Wells asked if the directional flushing will help with this issue and Mr. Alexander said that it would once we are able to complete it.

E. Customer Comments

1. None

F. Other New Business

1. Charter Issue –New Commissioner Term

- a. Ms. Reynolds said that she had been contacted by the Town Manager via e-mail about the Water Commissioners term and she said that our most recent Charter change in 2006 said that the New Commissioner is elected in November but does not take office until the following July. She said that this was brought to legislation when the Town government changed from Selectmen to a Council form of government. She said that the Water Commissioners were not addressed in the original documentation for the change so they had to do an emergency bill to address the current Commissioners. She said that they believe that they just didn't make a note for future elections to become effective in December, the same as the elected Council members. She said that she had contacted the attorney to research this issue and what we need to do for the future but has not heard back yet.
- b. Ms. Reynolds said that Mr. Wells would need to resign for Mr. Bickford to be appointed as soon as possible.
- c. The Board discussed the issue and will wait to hear from the attorney.

V. 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 at 7:53pm with Mr. Lemieux 2nd followed by a 3/0 vote.
2. Mr. Wells made a motion to exit Executive Session citing no action was taken. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

VI. NEW BUSINESS

A. Next Meeting

1. The next Commissioners' Meeting for Executive Session only is Tuesday, November 28, 2017 at 4:00pm at the Lisbon Water Dept.
2. The next regular Commissioners' Meeting is Tuesday, December 12, 2017 at 5:30pm at the Lisbon Water Dept.

VII. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 8:28pm.