



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

William A. Bauer, Chairman, Kenneth R. Wells & Marie Hale Commissioners

Commissioners' Meeting Minutes for December 12, 2016

Members Present: Ken Wells and Marie Hale

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds and Bill Alexander

Audience: None

Meeting called to order by Mr. Wells at 5:30pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 462016 (Nov 16, 2016)-Approved
- B. Warrant 482016 (Nov 30, 2016)-Approved
- C. Warrant 482016 (Dec 07, 2016)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for November 14, 2016
 - a. Ms. Hale made a motion to accept the minutes for 11/14/16 as written. Mr. Wells 2nd the motion followed by a unanimous positive 2/0 vote.
- B. Bibber Street Main Replacement
 - 1. Mr. Alexander said that the work was complete on the Bibber St main replacement but still needs to do the hydraulic test. He said that they will finish the clean-up and the loaming in the spring.
 - 2. Ms. Reynolds said that we received a written comment from one of the customers and she said that she couldn't believe the difference it made putting in the new line and thanked us.
- C. Filter Plant Maintenance
 - 1. Mr. Alexander said that he was able to contact the new contractor who would remove and restore the filter media and he will be coming December 19th for a visual inspection to provide us with a quote for services. He also said that they discussed the process and the backwash rate and the contractor acknowledged that another utility had a similar issue and by reducing the size of the laterals reduced the loss of media.

- D. Mill Street Main Replacement
 - 1. Mr. Alexander said that he spoke with Rick Parichack from MDOT and he said that they still do not have any new updates or plans at this time. Mr. Alexander said that he stated his concerns again about getting the information in time to get funding.
- E. Highland Ave Main Replacement
 - 1. Mr. Alexander said that he received 2 proposals for the Highland Ave main replacement engineering services; one from Dirigo Engineering for \$8,500 and one from Wright-Pierce for \$14,500. He said that he would like the Board to approve moving forward with Dirigo's proposal so they can start their work this year.
 - 2. Ms. Hale made a motion to accept the proposal from Dirigo Engineering for \$8,500. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote. Mr. Alexander made the Board aware that the Water Dept. has staked out the area in case anyone approaches them about the marks.
- F. Kelly Park
 - 1. Use of APS Series Silt Stop
 - a. Mr. Alexander just wanted the Board to know that he still needed to send the letter to Premiere Development regarding their decision at the last meeting to deny them the use of the APS Series Silt Stop.
 - 2. Meeting with ETTI
 - a. Mr. Alexander said that he met with Scott Chase and another associate from ETTI on December 7th to discuss the pipeline material for the services in the development. They discussed the different options and previous conversations and ultimately they agreed to just use ductile iron for everything pending Mr. Kelly's approval.
 - b. Mr. Alexander said that they also let us know that they will only be starting the first 2 buildings in March and then proceed to the other 2. They also discussed the potential of starting the houses and Mr. Alexander told them that the houses haven't been discussed for service.
- G. Main St. Project
 - 1. Mr. Alexander said that he spoke with Mark Lagross from MDOT and he let us know that the State is still going to bid this project in December 2017 with construction of 125 from Huston St to the compact line in 2018 and from Huston St to Rte. 196 in 2019 with full depth construction for both ends.
 - 2. Mr. Wells asked Mr. Alexander when we should go out to bid for the engineering work and Mr. Alexander said we should do it just as soon as we get a final design from the State. Mr. Alexander said that he has starting working on the project with a preliminary plan from 2015.
 - 3. He also said that he touched base with Ryan Leighton from Public Works and he did not have new information yet either.
 - 4. Ms. Reynolds suggested that we set up a time line so that we don't miss the window for the referendum in November 2017. She also suggested that we pursue one bond question for the main replacement projects and perhaps have a 2-step rate increase as the projects proceed if possible. Ms. Reynolds said that we needed to be ready by mid-August with the question for the ballot so we need to have all costs and rate case in place for public hearings in June or July 2017.
 - 5. The Board discussed the options and asked Ms. Reynolds to check with the Bond Bank for options.

- H. Asset Tracking with Verizon
 - 1. Equipment and Service
 - a. Mr. Alexander said that he sat through the webinar and he was really pleased with the technology and would like the Board to approve moving forward. He said that the air time and data for the 3 units would be \$57/month and the units themselves will be about \$100/each for a total of \$360 startup cost.
 - b. Mr. Wells made a motion to purchase 3 asset tracking units for a one-time charge of \$350+. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote.
 - 2. Asset Tracking Equipment Policy
 - a. Mr. Alexander submitted a draft for the Asset Tracking Equipment Policy.
 - b. After review of the policy, Mr. Wells made a motion to accept the Asset Tracking Equipment Policy. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote.
- I. 2017 Budget
 - 1. Budget Meeting 11/28/16
 - a. Ms. Reynolds presented the most current copy of the 2017 projected budget with adjustments discussed at the workshop meeting on 11/28/16. She said that even with the adjustments we still have a deficit of \$94,887.91 which will be met with residual 2016 funds. The Board discussed the items.
 - b. Mr. Wells made a motion to accept the projected 2017 budget for \$1,422,416.61. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote.
 - 2. Rate Case Proposal
 - a. Ms. Reynolds said that we need to consider doing a rate case whether we wait until we do infrastructure improvements to make it more palatable or not. She said that we can't afford a 4th person and we had a really tight budget. She said that the current rate case does not cover all our expenses and that we are using residual funds which may not be there next year.
 - b. Mr. Wells asked when we should do a rate case and Ms. Reynolds said that we should consult with our accountant, Mr. Henry when he comes to review the end of the year finances. She said that he will be coming in January to the year-end work and then we will reassess our future budget and how to meet it.
 - c. She is also considering changing the way we charge our water rates; comparable to Topsham's process. They have a flat fee for infrastructure and then a rate for every 100cf of water used. She said that this puts the customer in direct control of their expenses by how much water they use. She said that some people's bills could go down particularly the ones who only use 100-200cf of water, some will calculate to about the same and some will go up. She said that she will get recommendations from Mr. Henry on the best way to impact the customers the least.
 - d. The Board discussed the options but took no action at this time.
- J. 2017 Pay Increases
 - 1. Mr. Wells made a motion to implement the pay increases that the Board discussed at the workshop on 11/28/16. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote. Mr. Wells gave Ms. Reynolds the letter to submit to the employees and the payroll clerk.
- K. Unresolved Issues
 - 1. Route 196 Project
 - 2. Standpipe Property Options

3. Update T & C's
 - a. Abatement Policy, credit card
4. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone
- L. Any Other Old Business
 1. Benefit Changes
 - a. Ms. Reynolds said that our financial advisor made some suggestions to consider in order to help meet our budget. Some of the items included changes to our projects, the employee portion of the benefits and the insurance opt out benefit.
 - b. She said that the Board chose to increase the employee portion of the health insurance premium to 15% to match the Town's benefit. She said that the Board chose not to do so all at once but beginning in July 2017 the employee portion will increase by 2% for the next 3 years to go from 9% to 15%.
 - c. She said that the Board also chose to change the insurance opt out benefit from 1 monthly premium per quarter, less the employee share, to match the Town's which is currently a total of \$3,000 per year paid in bi-weekly payments. The Board chose not to do so all at once but beginning in July 2017 the benefit will be reduced by \$1,457 per year for the next 3 years to meet the \$3,000 annual total.
 - d. Mr. Wells made a motion to accept these employee benefit changes to begin in July 2017 and stated that the Water Dept. will continue to match the Town's benefits. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote.

Mr. Wells stopped the recorder to use the restroom and then resumed the meeting.

IV. NEW BUSINESS

- A. Superintendent's Report
 1. Littlefield Rd Water Main
 - a. Mr. Alexander said that he met with Mr. Packard to discuss the request of the Water Dept. putting in a blow-off at the end of the main in Littlefield Rd.
 - i. He said that upon inspection of the line and where it is located he deemed that it was a private main not a Water Dept. main as it is over 50-60' from the road. He did let Mr. Packard know that it would be at the customer's expense to install the blow-off.
 2. Cell Phone Charges
 - a. Mr. Alexander said that of the operator staff members, Mr. Plourde's bill is not pro-rated at this time. Mr. Wells said that he thought that was changed once Mr. Alexander was full time as he thought we had discussed it previously. Mr. Alexander confirmed that it was not changed in a meeting.
 - b. Ms. Hale made a motion that the Water Dept. will only pay for basic monthly service cell phone charges for Mr. Plourde's Water Dept. cell phone number. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote.
 3. MDWP Letter-Lead Testing for the School
 - a. Mr. Alexander said that we received a letter from MDWP, MWUA, and MRWA asking for our assistance to the community schools for testing for lead in the schools. They suggested with aiding in the collecting of the samples and offering advice with

any issues that may arise. He said that the MDWP will pay for 10 samples for the school. He said that he would like some direction by the Board before he goes further. He said that they have had some sampling done by St. Joseph's College as part of their student education. He said that other areas have had the same testing by St. Joseph's and there was an issue on the expenses for the required follow-up testing after some changes were made and the college was unable to continue due to scheduling issues. Mr. Alexander asked if the Board would support being proactive in reaching out to our School and the Board approved.

- B. Business Manager's Report
 - 1. None
- C. Commissioner Communication/Requests
 - 1. Mr. Wells-None
 - 2. Ms. Hale-None
 - 3. Mr. Bauer-None
- D. Complaint Log
 - 1. 12/05/16- 664 Lisbon St-white flakes in the water
 - a. Mr. Alexander said that he spoke with the customer and he feels is it calcium and not harmful but also not something we can resolve. He did ask him to call the next time it happened so he could see it and make sure.
- E. Customer Comments
 - 1. 11/15/16-7 Bibber St-Appreciation for new main and improved pressure.
- F. Other New Business
 - 1. None
- G. Next Meeting
 - 1. The next Commissioners' Meeting is Monday, January 09, 2017 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 6:22pm.