



## LISBON WATER DEPARTMENT

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

### Commissioners' Meeting Minutes for February 08, 2016

Members Present: Bill Bauer, Marie Hale, and Ken Wells

Staff Present: Larry Plourde and Shellie Reynolds

Audience: Roger Bickford

Late Arrival: Walter Morse of 1 Higgins St and Tim Sawtelle with Dirigo Engineering

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

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

A. Barbara Tevault-44 Wing St

1. Mr. Wells asked why 44 Wing St was on the Audience list. Ms. Reynolds said the customer was upset because she was on the disconnect list and she got shut-off. He asked if she was back on and Ms. Reynolds said that she was back on that the same day. She said the customer had been on the shut-off list before but had never actually been shut-off. She said that it was not on purpose that it had probably been an oversight on the customer's part. She said that we make calls to everyone before we go out but we could not find any contact information for this customer. She said that we didn't go out to execute the notices until after 1pm and that she was not the first location we went to, but she ended up getting shut-off.
2. Mr. Wells asked if she was there when it was disconnected and Ms. Reynolds said that someone was there but they didn't answer the door when Mr. Brunelle tried to collect. Ms. Reynolds said that the customer had gone to the Town Office to pay and the Town Office called us to verify the amount. She said we put them on hold and called Mr. Brunelle to find out if they had been to the location and he had already been there and shut-off the water.
3. The Board discussed the issue but took no action.

#### **II. WARRANTS**

- A. Warrant 12016 (Jan 06, 2016) – Approved
- B. Warrant 22016 (Jan 13, 2016) – Approved
- C. Warrant 32016 (Jan 20, 2016) – Approved
- D. Warrant 42016 (Jan 27, 2016) – Approved

E. Warrant 52016 (Feb 03, 2016) – Approved

1. Ms. Reynolds stated that the warrant numbers are different due to the A/P software. She said that we can't have duplicate numbers in the system in order to find the data again so she will start with #1 followed by the year example 12016 for the first warrant in 2016.

**III. OLD BUSINESS**

A. Reading and Approval of Minutes

1. Minutes for January 11, 2016

- a. Ms. Hale made a motion to accept the minutes as written for January 11, 2016. Mr. Wells 2<sup>nd</sup> the motion
- b. Ms. Reynolds said that she had a note that she wanted to mention from the last meeting's agenda. She said that the initials MDWP was for the Maine Drinking Water Program and sorry that caused some confusion. Mr. Plourde said no problem.
- c. Mr. Bauer called for a vote showing a positive unanimous 3/0 vote.

B. Mill St. Main Replacement

1. Ms. Reynolds said that Andy Goode with the Atlantic Salmon Federation stopped in to the office and spoke with Mr. Bauer and herself and said that the project is off the table now. He said that they lost the grant funding and they have a new contact with Miller Industries and they are not interested in cooperating at this point.
2. Mr. Wells asked if they said who the new contact was and Ms. Reynolds said they did not. Mr. Bauer said that it was his understanding that the Town was not committing money to the project either.
3. Ms. Reynolds asked if we want to remove this from the agenda or what we want to do with the project.
4. The Commissioners discussed the issue and decided to remove the item from the agenda. Mr. Wells said that he would like to still keep the funds set aside for the project if we need to do this in the future; some of it will be funded. Mr. Bauer agreed and to continue to add to it until it is completely funded. Ms. Reynolds said that we have to be careful because we do not have a completed asset management program in place which means you can't have a capital reserve fund. She said that we would need to repurpose the funds to a different project and the Board agreed to repurpose the funds to a project to be determined.

**IV. AUDIENCE PARTICIPATION-continued**

A. Walter Morse from 1 Higgins St

1. Mr. Morse said that he has 2 meters and 1 shut-off at his location. Mr. Bauer said that it was his understanding that Mr. Morse wanted to do away with water at his garage.
2. Mr. Morse asked what happens when he doesn't pay the bill to the garage but pays his bill for the house. Mr. Bauer and Mr. Wells said that we would shut both off and Mr. Morse said that we can't do that. Mr. Wells read the minutes from a previous discussion on 09/13/10 that said that "Mr. Leighton said that Mr. Morse was agreeable to having 2 meters with backflows installed in both the house and the garage and if there is ever any payment issue to shut-off the whole thing." Mr. Wells said that Mr. Morse agreed to it.
3. Mr. Morse said that he didn't so he just won't pay Morse Mechanics and he said that his lawyer said that we can't turn it off because he is a homeowner and he lives at 1 Higgins St; you can't turn his physical water off at his house; it's against the law. He said if he pays his bill every day and Morse Mechanics goes out of business tomorrow he said that he's not going to pay that bill. Mr. Bauer said that we understand.
4. Mr. Morse said then let's shut the water off at Morse Mechanics and he will just run a hose from his house for water and use the bathroom at his house. Mr. Bauer said he understands that but...
5. Ms. Reynolds asked Mr. Plourde to explain the physics of the service. Mr. Plourde said that the one curb stop that shuts off both locations is on the property line pretty much in the middle or more to the house side. He said what we would have to do is one of two things. He said we could make a new tap and run a new line but the main is on the other side of the street. Mr. Bauer asked if it was Higgins St and Mr. Plourde said that there is no water on Higgins it is on the other side of Route 9. Mr. Plourde said the other option is to go where it tee's off which is pretty close to the buildings where the old well used to be. He said that we would have to start digging there, go back to his shut-off, un-hook it, run a line to his, adjacent to his shut-off and put in another shut-off, run a line back, and hook up the garage. He said that he wouldn't recommend that because you are still using one line using 2 services where there is not a lot of pressure there. He said that it should really have another service off the 12" main.
6. Mr. Wells asked Mr. Morse if we wanted to shut down the water to his business as the end result and Mr. Morse said that there is no end result, what he is saying though is it's a minimum charge and in the old days it wasn't and now it is forty something a month and they don't even wash their hands over there. He said that he pays for a backflow valve which we all know that there is no outside hose, no outside faucet, nothing so we check that valve every month and we pay for water and it's just me.
  - a. Mr. Wells asked if we test that valve monthly and Mr. Morse said we do and he pays for it; Mr. Plourde clarified that we only test it yearly and Mr. Morse said whatever that is. He said that it leaked and he had to have that fixed because we said that it was his problem.
7. Ms. Reynolds asked if Mr. Morse wanted the water shut-off to the garage or not and he said we can and she asked if he wanted us to dig it up and shut it off. He said the way it used to be is that a pipe came from the house to the garage. She said that we just want to know what his goal is. He said it was to not pay 2 bills on one service. He said that there is no other place in town that has that. Ms. Reynolds did not know that for sure without researching it. Ms. Reynolds asked if his goal was to shut water off to the garage to make the bills go away. He said yes then he can put his own pipe in if that is what we think will resolve it.
8. Mr. Morse reiterated the shut off issue if he only pays one bill. Ms. Reynolds said that we would send a disconnect notice and since he is the same customer we would shut them off.

He said technically he is not because the other one is a business; his lawyer said it was a separate entity.

9. Ms. Reynolds stated that even if he ran his own line to the garage he would still need to have the backflow working and tested. He questioned that the backflow in his house wouldn't matter and Mr. Wells said no. Ms. Reynolds said that would not meet our backflow cross connection requirement for that type of hazard. Mr. Morse clarified that if he kept that then that backflow would have to be tested every year and Mr. Plourde confirmed that. Mr. Morse said that he wouldn't be paying the bill fees every 3 months that he would just be paying one and Mr. Bauer said that he would be paying for the house 4 times a year and once for the backflow test.
10. Mr. Morse wants to know how we are going to shut Morse Mechanics off. Mr. Wells said that first of all we are going to have to go to the Town to find out the agreement between Mr. Morse and the Town because when this was all done; the Town was in charge of the whole thing. He said that if we find out that it wasn't done right then we are going to have to figure out something and according to the minutes you agreed. He said that he was new to the Board at the time and if he had known he would never have agreed to this set up because if one sells then you have to have easements and it's kind of a nightmare right now.
11. The Commissioners continued to discuss the issue and asked Mr. Plourde to get an estimate to put in the separate service and we will talk to the Town once we have a cost. Mr. Plourde said that we wouldn't be able to do the work until spring and Mr. Morse said that he was ok waiting until spring. Mr. Wells said that something would be done to fix the issue.

## **V. OLD BUSINESS-continued**

### **A. On-Call Rotation Schedule**

1. Ms. Reynolds said that there was supposed to be a workshop to determine when a senior operator can come off rotation, whether they would respond to emergencies, whether they would be willing to fill in when needed. She said that they also wanted to talk to Mr. Lawton about his retirement. She asked if they wanted to schedule it.
  - a. Ms. Hale said she would like to table the issue until after the meeting on Wednesday because they may have some insight on what we should do.
    - i. Mr. Wells asked if they just want to discuss it on Wednesday after the first meeting.
    - ii. The Commissioners agreed to do it on Wednesday after the Human Resource meeting.

### **B. Staff Evaluations**

1. Ms. Reynolds said that she has done the one evaluation she was supposed to do for her assistant but the Board needed to figure out when to do Mr. Plourde's and her evaluations if our raises next year were going to be based on meeting our goals.
2. Mr. Wells said that he thought we were only doing just the goals section.
3. Mr. Wells asked if everyone else has filled out their goals and Mr. Plourde said that they have not that he did not recall them ever saying they wanted goals from Mr. Lawton and Mr. Brunelle. Mr. Wells said yes they would need them for the evaluations; that part of that was for the individuals to set goals for themselves for the upcoming year and see how they did.
4. Ms. Reynolds said she would look up what we ended up needing to do and asked if we were postponing this for after the HR workshop. The Board agreed to address it again after the workshop.

## **VI. AUDIENCE PARTICIPATION-continued**

A. Tim Sawtelle with Dirigo Engineering for the New Standpipe Project

1. Mr. Sawtelle said he came prepared to talk about the Upland Rd tank. He said that he researched the previous information he did for us and found a letter that he had written a few years back when we were in the process of permitting and applicating. He said that he updated the information and sent Mr. Plourde a copy. He said that it had outlined the major steps and noted the items we had already completed. He said the next step would be to design the project and get it ready for bidding. He said that we did apply for SRF funds and we had scored well. He said that the State would like us to have the Town approval for borrowing the funds. He said that it will help us to show that we are in the middle of a project and have already completed Phase I for a project and we are looking to fund the 2<sup>nd</sup> Phase.
2. He said that the next step would be to design the tank. He said that it included dual chambers so that if we need to do an inspection, cleaning or whatever; we would not be completely out of service. He said it included tank mixing to keep chlorination the same throughout the tank. It included the sub ground and foundation for the tank, site work, the access road, the piping, the valve building above grade level to prevent confined space entry issues and provide easy access. He would also make any recommendations to the Moody Rd pump and address any demo of the old tanks etc. He said that he would prepare an engineering agreement as if it was for SRF funding so that when we do proceed with the SRF funding we would have the engineering agreement already in that format. He said the SRF uses the Engineers Joint Contract Document Committee format which is a fairly thick engineering agreement that defines quite explicitly what they are going to do and what we are going to do as part of the design process. Ms. Reynolds inquired if Phase I is just coming up with the engineering contract and Mr. Sawtelle said it would be to actually design it with the spec book and a full set of drawings and having it all ready to go except updating the bid advertisement wording and any Federal wording requirement changes.
3. Mr. Wells asked what Phase I would run us and Mr. Sawtelle around \$60,000 for what we have discussed for the design and drawings.
4. The Commissioners discussed the information. Mr. Wells made a motion to get a written proposal from Mr. Sawtelle for the engineering contract for Phase I and Phase II for the new standpipe project. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

B. Lead Leaching prevention study

1. Mr. Plourde said that he asked for proposals from Mr. Sawtelle and from Wright-Pierce but he didn't receive anything yet. Mr. Plourde asked the Board if they wanted to discuss it here or later in the meeting. The Board asked if it was about PH and Mr. Plourde said that it was. Mr. Bauer said he didn't think it was ok to discuss it until we have the proposal from Wright-Pierce.
  - a. Ms. Reynolds said that we haven't even discussed the option of a grant so she felt we could discuss the topic and then wait for the proposals. The Board agreed to discuss the topic now.
2. Ms. Reynolds said that it is on the agenda to discuss that there is possible grant money to cover a study for the lead leaching issue.
3. Mr. Sawtelle said that he sent it to Mr. Plourde but brought along copies of the State's application for the capacity grant. He said that the State has capacity development grants that reimburse ½ the cost of whatever we have asked and been approved. He said that we would be looking to do something to improve our water quality before it becomes an issue down the road. He said that some of the things that could be done to our water quality may not necessarily be chemical additions, it could be other things such as tank mixing etc.

- a. Mr. Wells asked if basically what was happening is the same thing that was happening in Flint. Ms. Reynolds said it was the same as Auburn not Flint, but Mr. Plourde said that it was the same idea but they were on a bigger scale.
4. Mr. Sawtelle said that water is very corrosive given enough time. He said if it was copper corrosion, which to his understanding is not our issue, then yes the PH would be what they would attack first. He said if it is lead; PH may be the issue to attack but we may have to use something else because PH may not solve it completely. He said it is like the doctors where you try the simple thing first then move on to something else. He said that it is good to try to do something before we are required to because we can keep trying different options without a problem but once we are required to and we have a plan then it is not so easy to try other options. He said the State doesn't just let you change without jumping through a lot of hoops.
5. Mr. Plourde said that he would hate to have to get 20 more samples on top of the 20 we already need to do.
6. Ms. Reynolds asked if we want to pursue the grant and Mr. Wells made a motion to go for the grant.
  - a. Mr. Sawtelle said that the deadline for the application is March 31 and the grants awarded will be announced on May 2<sup>nd</sup>.
  - b. Ms. Reynolds asked if they want to set a deadline to receive the proposals by and Mr. Wells said by the next meeting.
  - c. Ms. Reynolds said that MRWA helped us do the application last time and Mr. Wells asked if MRWA will help us again. Ms. Reynolds said she thought so but will have to ask.
  - d. Mr. Plourde went over the current process and that we had 2 that were over but we were still in compliance. He explained the issues with trying to get more samples if we ever went over and stressed the need to try to prevent this.
7. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
  - a. Mr. Bauer asked Mr. Sawtelle if he would submit an unsealed bid to us. Mr. Sawtelle said that he has already submitted an unsealed one to us and Mr. Bauer said that was a problem where Mr. Plourde has seen it. He asked Mr. Sawtelle to submit an unsealed one and Mr. Sawtelle said that he would.

## **VII. OLD BUSINESS-continued**

- A. Budget Workshop 01/20/16
  1. Ms. Reynolds said that there was a budget workshop on 01/20/16 and she had e-nailed a final copy of the budget for the Board to approve.
  2. Ms. Hale made a motion to accept the budget of \$1,552,503.28 for 2016. Ms. Wells 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- B. Unresolved Issues (tabled)
  1. Clothing
  2. Audit 2016 Proposal
  3. Update T & C's
    - a. Abatement Policy, Credit Card
  4. Moody Well #1 Use
  5. Cell Tower Lease Options
- C. Other Old Business
  1. Profanity Policy
    - a. Mr. Wells said that he would like to remind everyone of our profanity policy and they can be terminated for it.

## **VIII. NEW BUSINESS**

A. Operations Manager's Report

1. Highland Ave Main Break
  - a. Mr. Plourde said that he got permission from Mr. Leighton to leave the pavement repair until spring.
  - b. Ms. Reynolds said that we haven't discussed that there was a main break there in a meeting so Mr. Plourde said that we had a main break and Ms. Reynolds said that it was on 01/16/16. Mr. Plourde said the break was fixed but he will get a new estimate for the main replacement on Highland Ave.
2. Mill St Main Break
  - a. Mr. Plourde said that we did have a main break on Mill St and he did get permission to get that break and pavement repaired. He said the discussion was from \$3,000 to \$5,000 and the bill actually came in at about \$2,500. Ms. Reynolds said that we had that break on 01/19/16.
3. Mr. Randall Passed Class II Treatment Exam
  - a. Mr. Plourde said that Mr. Randall passed the Class II Treatment exam. Mr. Wells asked if Mr. Randall was compensated for passing the test and Ms. Reynolds said that he was and reimbursed for the test fee. Mr. Wells asked if he was up to date on everything and Ms. Reynolds said he was.
4. Alarm Issues at Moody
  - a. Mr. Plourde said that we had a few alarm issues at Moody where Mr. Lawton called him about an alarm that came in that they had never seen before and he couldn't reset it. Mr. Plourde said that he called Kurt Dunn and he found maybe 10 alarms that were never activated. He said that Mr. Dunn was able to meet him there the same day and fixed them all. He said that they were all alarms that we never use so they were disconnected so that we will not have false alarms for them.
5. Mr. Plourde Work Capacity
  - a. Mr. Plourde said that he was on light duty for an accident that happened on October 28<sup>th</sup> and that he is now back on full duty. He also stated that he didn't lose one hour of time. Mr. Bauer said good.

B. Business Manager's Report

1. MePERS July 2016
  - a. Ms. Reynolds said that she received the new percentages for MePERS. She said that the employee share will go from 7.5% to 8% and the employer share will go from 8.99% to 9.5%.
2. Meeting with Gaudet Assoc.
  - a. Ms. Reynolds said that there is an Executive Session meeting scheduled for 02/10/16 at 4pm with the Board and Gaudet Associates and the Commissioners confirmed.
3. Town Switch to Munis Software July 2016
  - a. Ms. Reynolds said that the Finance Director and the Town Manager presented their case to the Council to switch to Munis software. She said that they will go on in steps. She said that the Town Manager called and they discussed when and if the Water Dept. would go on and they decided that we didn't have to worry about a July 1<sup>st</sup> deadline for the Water Dept. that it sounded like they have enough programs to bring online by July. Ms. Reynolds told Ms. Barnes that we weren't 100% we would do the switch and this would give us more time to figure out the details and Ms. Barnes was fine with waiting.
  - b. Mr. Wells asked if there will be any show and tell and Ms. Reynolds said that we will be setting up a workshop whenever we are ready to do that. She said that she would like to wait in case there are more improvements by the time we are ready if we do.

She said that the Finance Director has used the system before so that will help when the person in charge knows how to use the system. She said that it will be a hosted system so they don't have to maintain software which is comparable to our NDS set up.

4. BUE Contract Offer

- a. Ms. Reynolds said that Cameron McDonald sent out a request to see if we want to look at extending our contract now vs waiting until October and she forwarded that inquiry to the Board. She said that Ms. Hale replied that she would like to see figures so Mr. McDonald sent us pricing on 01/27 and the amount was only .05 below our current rate. He sent another quote today and the price and it was higher than the quote on 01/27. Ms. Hale asked if we need to do anything and Ms. Reynolds said that we don't have to do anything until next fall.
- b. Ms. Hale asked if we can keep the lower rate and Ms. Reynolds said only if we sign a new contract. Ms. Reynolds said that she was not anxious to look at this until later maybe in May.
- c. The Commissioners discussed the contract and decided to wait until later in the year.

5. 2015 PUC Annual Collections Report

- a. Ms. Reynolds said that we have to report on all our disconnect notices, shut-offs and our collection practices. She said that she completed the report and uploaded it to the PUC.

6. Auditor Meeting Postponed

- a. Ms. Reynolds said that the auditor was supposed to come on the 26<sup>th</sup> of January and they have not called her back to reschedule.
- b. Mr. Wells commented to Mr. Bickford that we agreed to go with their auditor and now we are getting this service. Mr. Bickford said that they are having a meeting with them and the school to discuss the audit. Ms. Reynolds said that the Town was actually the reason we were postponed as they were trying to finish up their audit. Ms. Reynolds said that she hasn't forced the issue because the more time she has the better she will be prepared and she will call when she is ready for them.

7. Annual Report to TOL by 02/20/16

- a. Ms. Reynolds said that we need to submit an annual report to the Town. She said that she has asked Mr. Plourde for his information and then she will complete the report and wait for anything Mr. Bauer will add. She said that she we need to submit to Ms. Lycette by the 20<sup>th</sup> but she would like to have it out on Feb 19<sup>th</sup> just to be sure.

C. Commissioner Communication/Requests

1. Mr. Wells

a. Training Schedule Mr. Randall

- i. Mr. Wells said that he had asked Mr. Plourde to do a training schedule for Mr. Randall and new employees and asked if he had done it yet. Mr. Plourde said that a schedule to him would be everything. Mr. Wells said to list the requirements that everyone feels they should know in order to be on-call. Mr. Wells said that he asked him to ask everyone to come up with their ideas.
- ii. Mr. Plourde said that he did do that but the staff laughed at him and he could understand why because of the way things go around here be it right or be it wrong. He said that we should bring this back up after Mr. Gaudet's meeting.
- iii. Mr. Bauer said that we should develop a list to such things as operate the plow, check the pumps, repairing a main break, flush hydrants...etc. Mr. Plourde said that everything we do on a regular basis he goes along and does it with them. He said that there are issues where Chris has gotten no tractor training and then

he sees Mr. Randall in backhoe. He said that it is issues like this that they don't understand. Mr. Bauer said that he does but what he trying to say is that Mr. Plourde needs to develop this list and then leave a line underneath whether it is completed or not completed. Mr. Bauer said that in the event that something happens along the way we need to be able to document that yes, he can do this and that he was shown how to do this. He said that this is the list that he needs to do as manager. Mr. Plourde asked what they wanted a list of and Mr. Bauer said a list of everything. Mr. Plourde said that he doesn't think he follows what Mr. Bauer is asking. The Commissioners continued to discuss the issue with Mr. Plourde and Mr. Wells expressed his concern that we will be losing Mr. Plourde and Mr. Lawton in a while and all the knowledge they have will be gone and he would like to document it now on what you guys feel is the training steps for new employees. Mr. Plourde said that he understands what they are trying to do and he will try to put something together.

b. LWD Backflow Tester

- i. Mr. Wells asked Ms. Reynolds if she looked up the information he asked for and she said that she did and that she sent an e-mail. She presented a copy of the meeting minutes of June 14<sup>th</sup> 2014 when LWD purchased Mr. Plourde's backflow tester. Mr. Wells said it stated that Mr. Plourde could continue to use it privately until he purchased a new one for himself. Mr. Wells asked Mr. Plourde if he has purchased a new one and Mr. Plourde said that he has not. Mr. Wells said that it has been a 1 ½ years and asked the Board if we wanted to continue to allow Mr. Plourde to use the Town equipment.
- ii. Mr. Plourde said that he tests so few now that he would probably ask to rent our tester.
- iii. Mr. Bauer said that he thinks the Water Dept. would like to see Mr. Plourde have his own and asked if he would consider a used one and Mr. Plourde said that he has seen one and he said that he should have pick it up but didn't.
- iv. Ms. Reynolds suggested perhaps doing the few tests under the Water Dept. and we bill the customers.
- v. Mr. Plourde thought that at one point he would do this as a sideline job when he retired but at this point he is giving it up. He said that he would hope that they knew that if anything happened to it on his time he would be responsible for it.
- vi. Mr. Bauer suggested that Mr. Plourde lease it for 6 months and then make the decision on whether he would give it up or the Water Dept. does it and charges the individual.
- vii. The Commissioners discussed the issue and Mr. Wells made a motion to allow the Operations Manager to continue to use the tester until further notice at no cost as long as he is willing to sign a damage waiver. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

a. Mr. Plourde agreed to sign the waiver when we gave it to him.

c. Backflow Testing Certification Class

- i. Mr. Wells asked Mr. Plourde if there were any testing classes coming up. Mr. Plourde said there are classes; he was not sure when but he has the e-mail. Mr. Wells asked if Mr. Randall was interested and Mr. Plourde said that he is and that Mr. Brunelle is as well. Mr. Wells said that Mr. Brunelle needs to pass his next examination first before he will approve any other classes for him.

d. On-Call Rotation Policy Amendment

- i. Commissioners agreed to a workshop after the HR meeting with Gaudet Assoc.
    - 2. Ms. Hale
      - a. Send LWD Sludge to Sewer Dept.
        - i. Ms. Hale stated that the Sewer Dept. accepted sludge from others and they pay a fee; she asked Mr. Plourde if there was a time in any given month when we could send them sludge when they're not overflowing with Maine Electronics or septic tank people. Mr. Plourde said that he didn't think they were overflowing at any time.
        - ii. Ms. Hale said her point was that if we could send sludge when Maine Electronics was not doing it. Mr. Plourde said that what we would send them is so that they would never notice it as far as gallons. He said that their plant was designed for all the mills waste, they're not getting enough to make that plant run economically.
        - iii. Ms. Hale said that we need a meeting with Council, the Town Manager, and Mr. Leighton.
        - iv. The Commissioners discussed the issue and Mr. Bickford said that he will make set up a workshop with all the parties and get back to us.
      - b. Maintenance Needed on Facilities
        - i. Ms. Hale asked Mr. Plourde if he had a quote for the roof repair for Ann St garage and Mr. Bauer asked if he would get a quote for a metal roof.
        - ii. Ms. Hale asked if he could foresee any large expenditures and he said that he did not at this time.
  - 3. Mr. Wells
    - a. Filter media
      - i. Mr. Wells asked if Mr. Plourde has checked the filter media levels.
      - ii. Mr. Plourde said that one vessel dropped 1 ¾ inches but the others remained the same. He said that as long as he is getting the arsenic numbers he is currently getting he would like to leave it alone.
    - b. Raw Water Results
      - i. Mr. Plourde said that he did get raw water test results from the Moody wells. Ne Moody well was 009.2, the old Moody well came in at 12.3,
  - 4. Mr. Bauer
    - a. None
- D. Customer Communication
- 1. Complaint Log
    - a. 44 Wing St-Disconnect Complaint
      - i. Disconnect complaint discussed under Audience Participation
    - b. 6 Congress St-Doesn't Like Water
      - i. Ms. Reynolds said that this customer has complained several times and Mr. Plourde has talked to her several times and there is no appealing her.
        - a. The Commissioners discussed the issue but took no action.
    - c. 23 Crest Ave-Gravel in Water
      - i. Mr. Plourde said that he did not know about this one but gravel in the water is usually calcium.
      - ii. Ms. Reynolds said the customer was supposed to call and set up a meeting but we haven't heard back yet.
    - d. 8 Gartley St-Sand & Sulfur in Water

- i. Mr. Plourde said that he went to the location and checked their boiler temps and they were 10 degrees off and he suggested that they adjust them. He said that he is close to the end of the line and since the school is no longer operating at the end they have noticed a difference.
      - ii. The Commissioners discussed the issue but took no action.
    - e. Several customers complained that they haven't received their bills.
  - 2. Customer Comments
    - a. None
- E. Other New Business
- 1. Tractor Incident
    - a. Mr. Wells asked Mr. Plourde about the incident with the tractor. Mr. Plourde said that we haven't heard much since it happened. He said that Mr. Lawton had all the lights going.
    - b. Mr. Wells explained that somehow Mr. Lawton was operating the tractor, cleaning the hydrants over here, and he turned and the bucket popped the guy's door.
    - c. Ms. Reynolds said that it hasn't been determined yet whether he did something or the driver did something to cause the accident.
    - d. Mr. Plourde explained the layout of the direction that Mr. Lawton was moving and which direction the other car was traveling and said that it got the whole side of the other car. He said that the guy was upset before the accident; that he just found out that his mother had very little time left; that he was very distraught.
    - e. Ms. Reynolds said that it was in the insurance company's hands and they were going to take care of it. She said that the contact for him is his wife who is an attorney, so we are leaving that in our insurance company's hands.
  - 2. Profanity Policy
    - a. Mr. Wells said that he wanted to bring up our company policy regarding profanity at the workplace. He told Mr. Plourde and Ms. Reynolds to remind the employees that our company policy has a provision in there that they can be terminated for profanity and if it continues it might happen.
    - b. Mr. Plourde asked if it was in our policy and Ms. Reynolds said that it was.
    - c. Mr. Wells said that it could be on the first offense too. He said that there is way too much here and he wants it cut back to none and Ms. Hale said that she will second that.
    - d. Mr. Wells said that he didn't want the office personnel to have to listen to it anymore so please pass that on to the employees tomorrow and Mr. Plourde said that he would.
    - e. Mr. Plourde asked Ms. Reynolds where that was in the policy because he knew he was going to be asked to show it to them. Mr. Wells said that Ms. Reynolds had sent him a copy he asked for; that it was in a subsection and listed in a category. He said that Ms. Reynolds would give Mr. Plourde a copy of it.
- F. Next Meeting
- 1. Commissioner's Workshop February 10, 2016 at 4pm at the Lisbon Water Dept.
  - 2. The next Commissioners' Meeting is Monday, March 14, 2016 at 5:30pm at the Lisbon Water Dept.

## IX. EXECUTIVE SESSION

1. Mr. Wells made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel. Ms. Hale 2<sup>nd</sup> the motion followed by a positive 3/0 vote at 8:31pm.
2. Mr. Wells made a motion to exit Executive Session at 8:43pm. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. Mr. Wells stated that no votes were taken.

**X. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 8:43pm.