



LISBON WATER DEPARTMENT

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

Commissioners' Meeting Minutes for February 22, 2016

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

Staff Present: Larry Plourde and Shellie Reynolds

Audience: Roger Bickford

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

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 62016 (Feb 10, 2016) – Approved
- B. Warrant 72016 (Feb 17, 2016) – Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes

- 1. Minutes for February 8, 2016

- a. Ms. Reynolds said that she had not completed the minutes in time but had forwarded a partial copy for the Board to start to review.
 - b. Mr. Wells said that he did see some wording that he questioned, but he would wait for the final copy.

- B. Workshop 02-16-16

- 1. Mr. Bauer said that there was a workshop on the 16th and that every employee had a chance to meet them and Mr. Gaudet to voice their opinion. He said that they also met as a group with several of the staff members.
 - 2. Ms. Reynolds said that we did receive an invoice from Gaudet Associates for their services and that it has been paid.
 - a. Mr. Bauer said that we are now in another billing phase for their services.

- C. Staff Evaluations

- 1. Ms. Reynolds said that we need to set a date to do staff evaluations so that we can get Mr. Plourde's and her's done.
 - 2. Mr. Wells said that for evaluations they were just doing the goals section. Ms. Reynolds said sure as she did not have time to research what had been discussed previously, but we can do that once we set a date.
 - 3. The Commissioners discussed the issue and agreed to do goals only at a workshop on 3/2 here at the Water Dept. starting at 3pm so Mr. Plourde will not be overtime.

D. Dirigo Engineering Agreement for Phase I of New Standpipe

1. Ms. Reynolds presented the Engineering contract for the standpipe and asked the Commissioners if they had a chance to review the contract and they had not. Mr. Wells said that he was expecting a contract to review and sign and Ms. Reynolds said that this was it. He said that he was expecting something with their letterhead stating the \$60,000. Mr. Plourde said that this was pretty much it and that he had reviewed it. He explained that the agreement listed out the separate phases and costs of each. Mr. Wells said that he had wanted a letter of intent or we could write up a purchase order for a written ok to proceed with Phase I. Ms. Reynolds said that we did that in the minutes at the last meeting by making a motion for him to move forward and send us the agreement.
2. The Commissioners continued to discuss the agreement and Mr. Wells thought that we would get an agreement just for Phase I which was approved for \$60,000 and then we would get one for Phase II when we were ready. Ms. Reynolds explained that this was an agreement in SRF format for the entire project but has notations that we are only responsible for payment for Phase I at this time. Mr. Wells said that he didn't want to be locked into Phase II if we couldn't do it. Ms. Reynolds and Mr. Plourde both explained that we are only obligated to Phase I.
3. Ms. Reynolds asked the Board to take the contract and review it and to table it to the next meeting and the Commissioners agreed.

E. Service Estimate for 1 Higgins St

1. Mr. Plourde said that he got an estimate from Longchamps to install water service off Route 9 by boring and it was for \$3,900 but if it needs to be dug out then we will need to price hot-top as needed.
2. Mr. Bauer asked if the Board wanted to vote on it tonight and Ms. Reynolds said that we still needed to talk to the Town Engineer.
 - a. Mr. Wells agreed that we needed to talk to Mr. Leighton about the circumstances when this was installed. He said that we have minutes that say that Mr. Leighton talked to Mr. Morse and he agreed but Mr. Morse said that he did not agree.
 - b. Mr. Plourde said that he asked Mr. Leighton about it and he said that he didn't think he had anything in writing but would look into it. Mr. Plourde asked about kicking some in to pay and he said that Mr. Leighton kind of had a chuckle about it.
 - c. Mr. Wells asked Ms. Reynolds for the PUC opinion on turning water off at two places with one curb stop; if it is against the law or not against the law. Ms. Reynolds said that she would look it up before having to contact the PUC; that she doesn't want to stir that hornets' nest if we don't have to.
 - d. She said that Mr. Plourde listened to the minutes from the meeting in 2010 and there was a lot more discussion than what was actually written in the minutes.
 - i. Mr. Plourde said that there is a tap already there; he just didn't remember it and that Mr. Adams was also in favor of 2 services but the Town Engineer refused to pay for the 2nd service and so did the Water Board.
 - ii. Ms. Reynolds asked if the estimate would change where there was already a tap and Mr. Plourde said that it shouldn't as the contractor is the one who installed the tap so they must have thought of it.
 - iii. The Commissioners continued to discuss the issue and will wait for the PUC opinion and to discuss the costs with Mr. Leighton and the Town Manager.

F. Lead Leaching Proposals

1. Ms. Reynolds said that we have 2 sealed bids for the Lead Leaching study; one from Dirigo Engineering and one from Wright-Pierce. She gave one to Mr. Wells and one to Mr. Bauer to open and read.
 - a. Mr. Wells said that Wright-Pierce's bid was not to exceed \$4,000.
 - b. Mr. Bauer said that Dirigo Engineering quoted a range of \$5,000 to \$7,000.
 - c. The Commissioners discussed the proposals and Mr. Wells said that he would like to give them to Mr. Plourde for review to make sure they are apples for apples.
 - d. Ms. Reynolds asked Mr. Plourde if he thought he would know by the 2nd so that we can choose one to complete the capacity grant application and he said that he should be able to.

G. Capacity Grant Application

1. Ms. Reynolds said that we were able to contact MRWA and Alex Wong got right back to us and said that they could help us file the application. She said that he talked to Mr. Plourde about the specifics and actually completed the application for us except we need to add the cost and send it in.

H. Electricity Contract with BUE 10/2016-09/2017

1. Ms. Reynolds said that we discussed this issue at the last meeting and had decided that we weren't going to renew our contract at that time. She said that Cameron from BUE called and said that we really ought to consider extending this contract. He said that they have an article that states that electricity rates are going to increase drastically before next fall. She received an updated offer from BUE that was lower than the previous 2 quotes and that the contract price didn't start until October 2016.
2. The Commissioners discussed the issue.
 - a. Mr. Wells made a motion to accept the proposal from BUE as long as we have the same back out clause as the current contract. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.

I. Annual Report for Town Y/E 2015

1. Ms. Reynolds said that she did the annual report for the Town report for 2015 and had sent it to the Commissioners for review. She said that she heard back from Mr. Bauer and Ms. Hale and had Mr. Plourde review it and they all said it looked good so she submitted it to the Town.
 - a. Mr. Wells said that he was still reviewing it.

J. Unresolved Issues

1. Clothing
2. Audit 2016 Proposal
 - a. Ms. Hale asked if we heard from our auditors yet and Ms. Reynolds said we had not yet.
3. Update T & C's
 - a. Abatement Policy, credit card
4. Moody Well #1 Use
5. Cell Tower Lease Options

K. Any Other Old Business

1. None

IV. NEW BUSINESS

A. Operations Manager's Report

1. Meter Change Out Program

- a. Mr. Plourde said that he would like to order 100 meters to start changing out our old leaded meters. He said that he did not want to go to radio reads at this time but we would be installing the new iPERL meters that will take the radio read when we do.
 - b. Ms. Reynolds suggested starting with replacing the Schlumberger meters, then we don't have to worry about the missing 3rd wire. Mr. Plourde said that he was not worried about the 3rd wire.
 - c. Mr. Bauer asked if we had a price from EJP yet and Mr. Plourde said that he did not but he didn't think it would be any different than the current \$120/meter.
 - d. Mr. Wells asked if we were going to still do the radio reads and Mr. Plourde said that if they were asking his opinion then he feels we don't have a need for them. He said that the staff just read the zone 2 meters in 1 day. Ms. Reynolds said that this was the same zone that we had to estimate last year because we had over 6' of snow. Mr. Wells said that we just happen to luck out this year but we could have the same problem next year. Mr. Plourde said that could be but in the whole time that he and Mr. Lawton read meters alone they never estimated one meter.
 - e. Mr. Bauer said that he needed a motion to buy 100 meters for change out. Ms. Hale made a motion to buy 100 meters for change out. Mr. Bauer 2nd the motion and then he asked for discussion.
 - i. Mr. Wells said that he would like to buy 50 meters and 50 radio tags and put them in the most desirable spots. He stated that he feels the radio tags are a good answer and we had looked into putting them in the areas that we need to or at least start it. Mr. Wells said that it took him 2 cycles with the Town to get his bill corrected from that estimating. Mr. Plourde said that that was the only time that that was estimated in 33 years, not to say that it couldn't happen again. Ms. Reynolds said that we all said at a meeting that we would never estimate a whole zone again; that we were going to read as many as we could read for as long as it took us to get it done. She said she didn't think we should abandon the radio reads but maybe look at doing both next year. She said that we could probably do the 100 meters and that it wouldn't really impact anything in 2016 to do all 100 change outs.
 - ii. Mr. Wells asked if the Town is still part of the radio reads and Ms. Reynolds said that it was still part of their budget. Mr. Wells asked if we could purchase the amount the Town set aside and still do the change outs. Mr. Bauer said that we had to remember that there could be more expense with software for the radio reads and Ms. Reynolds said that there should be much that we would just need to buy the belt box that enables the send and receipt of the signal. The Commissioners continued to discuss the issue.
 - f. Mr. Bauer called for a vote and it was a positive 2/1 vote with Mr. Wells opposed.
2. Excel Training
 - a. Mr. Plourde said that Fred Pryor was having a 2 day training for Excel in Lewiston for \$128 and he would like to attend both. Ms. Reynolds asked how much his classes at CMCC was and they thought \$300 something; she said that those were for 8 or 16 weeks vs. 2 days.
 - b. The Commissioners discussed the issue and approved him to attend day 1 and to wait on day 2 as it has things we don't need yet.

B. Business Manager's Report

1. PUC Inquiry for 3B Middle St

- a. Ms. Reynolds said that she received a decision on the PUC Inquiry for 3B Middle St. She said that they sent an e-mail that the inquiry was closed and they are not changing our decision or making us do anything different.
 - b. Mr. Wells asked where we were on that account, if it was paid. Ms. Reynolds said that the customer made a partial payment and then made a payment arrangement which she was good with.
- 2. FCC License Renewal for May 2016
 - a. Ms. Reynolds said that our radio license for the SCADA system expires on 05/16/16 and we need to renew it.
- 3. Temporary Manager/Superintendent
 - a. Mr. Bauer said that we had reached out to one source and they weren't interested so we should wait to have a meeting with Mr. Gaudet when he returns from the west coast.
 - b. Mr. Wells said that he would like to move forward with posting the full time superintendent position.
 - c. Mr. Bauer said that he found a website for a contractor called Waterqualityservicesme. He said that they may be able to help us out temporarily.
 - d. The Commissioners continued to discuss the issue and will wait to meet with Mr. Gaudet.
- 4. Insurance Premium Payout
 - a. Bi-weekly April 1, 2016
 - i. Ms. Reynolds stated that last July the Town had changed the process of how they paid out the insurance premium payback from once a year to being paid every pay period. They did this so that it is easier to track and it also eliminated the need to have employee's payback any portion of the annual payout.
 - ii. Mr. Bauer and Ms. Hale approve the change. Ms. Reynolds did mention that the employees may not like the change. Mr. Wells asked if this is something we need to do or is it just up to us to change. Ms. Reynolds said that it is better for the Water Dept. but not for the employees.
 - iii. Mr. Wells made a motion to change to the way we pay out the premium from quarterly to 26 payments per year. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote. Mr. Wells asked that Ms. Reynolds give a letter to employees to let them know.
- 5. Thursday Office Hours
 - a. Ms. Reynolds said that she would like to change the Thursday hours to 8:30-4:30. She said we have tracked how many people have come or called after 4pm for a little over a year and half and there have only been a handful after 4:30pm.
 - b. The Commissioners discussed the issue and approved the change in Thursday hours.
- C. Commissioner Communication/Requests
 - 1. Mr. Wells
 - a. None
 - 2. Ms. Hale
 - a. None
 - 3. Mr. Bauer
 - a. None
- D. Customer Communication
 - 1. Complaint Log

- a. 209 Lisbon St
 - i. A plumber brought a plastic bottle with water that had debris in it from 209 Lisbon St. Mr. Plourde talked to the owner and they think the problem is resolved. The Commissioners discussed the issue but took no action.
- b. 101 Frost Hill Ave
 - i. A customer called and complained we made a mess of a driveway. Mr. Plourde said that he went to the location to check the driveway and he said he didn't see much. Mr. Plourde said that the water operator who drove in the driveway apologized and Mr. Plourde said that he talked to the owner and they are all set.
- c. 637 Lisbon St
 - i. A customer called and asked us not to plow snow onto their yard. Mr. Plourde said that we went 10 years without an issue but now they don't want it so we won't do it.
 - ii. Mr. Wells said that we need to be careful of the propane tanks if we dump it over the bank; to put up a protection barrier.
- d. 1 Import Lane
 - i. Customer called about cloudy water. Mr. Plourde said that he spoke with the customer and they were all set.
- e. 641 Lisbon St
 - i. Customer approached the office and asked that we not plow snow into her yard.
- 2. Customer Comments
 - a. None
- E. Other New Business
 - 1. None
- F. Next Meeting
 - 1. Commissioner's Workshop March 2, 2016 at 3pm at the Lisbon Water Dept.
 - 2. The next Commissioners' Meeting is Monday, March 14, 2016 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 3/0 vote. The meeting was adjourned at 6:54pm.