



LISBON WATER DEPARTMENT

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William A. Bauer, Chairman, & Commissioners Stanley Doughty Jr. & Kenneth R. Wells

Commissioners' Meeting Minutes for February 23, 2015

Members Present: Bill Bauer, Stanley Doughty Jr. and Ken Wells

Staff Present: Shellie Reynolds and Larry Plourde

Audience: Marie Hale

Meeting called to order by Mr. Doughty Jr at 5:54pm-Late start due to EJP Presentation at 5:30pm

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

- A. Warrant 4 for January 28, 2015 – Approved
- B. Warrant 5 for February 4, 2015 – Approved
- C. Warrant 6 for February 11, 2015 – Approved
- D. Warrant 7 for February 18, 2015 – Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes

- 1. Ken Wells made a motion to accept the minutes as written for January 26, 2015. Mr. Doughty Jr 2nd the motion followed by a positive 2/0/1 vote with Mr. Bauer abstaining as he was not at the last meeting.

B. Electric Rates

- 1. Ms. Reynolds said that she received another quote form BUE for the electric rates. She said that the estimate of .07941 for 18 months for the largest consumption account and we are currently paying .14956. She said that the representative told her that the prices go up and down all year long. She said that she has not seen the cost go below .0576 even in the summer months.
- 2. The Commissioners discussed the issue and asked Ms. Reynolds to find out how and the cost to get out of the contract if we are not reaping a savings before the 18 months are up, then Ms. Reynolds will forward the info to the Commissioners for their review.

C. Unresolved Issues (tabled)

- 1. Personnel Policy Updates
 - a. Longevity, Vacation, On Call Rotation
- 2. Audit Proposal Concern Questions
- 3. Cell Phone Plans
- 4. SCADA Alarm Back-up Options
- 5. Capacity Grant

D. Other Old Business

- 1. Arc Flash Program Updates 70E 2015

- a. Mr. Wells gave Mr. Plourde the latest Arc Flash Program updates.

IV. NEW BUSINESS

A. Operations Manager's Report

1. Water Main Breaks

- a. Crosman St on February 7th
- b. Marshall St on February 9th
- c. Crest Ave on February 20th
- d. Douglas St on February 21st
 - i. The Commissioners discussed the breaks.
 - ii. Mr. Doughty Jr. asked Mr. Plourde if we used Longchamps and asked if we were pretty much just doing the inspecting. Mr. Plourde said that the crew is usually small so we are not just doing the inspecting; we are actually in the hole too. Mr. Doughty Jr. said that he prefers that we do not get in the hole and risk injury because we are such a small crew. Mr. Plourde said that we do what we have to do.

2. Freeze Ups

- a. Mr. Plourde said that we have had several freeze ups in town. He said that our Public Works building is froze up and he heard that Lewiston Public Works building was froze up and Portland Public Works. He also said that Fern's Body Shop's new building is froze up as well. Mr. Doughty Jr. said that they are experiencing those problems too as well as at his own house.

B. Town of Lisbon Yard Hydrant

- 1. Mr. Plourde said that they left the line they used for disinfection for the main replacement project in place at the bottom of Frost Hill in case the Town wanted to put a yard hydrant in at the park. He said that he told Verla about it and she said that she would like to have one and she priced out the hydrant. He said that this is here now if they would require a meter pit; if we were going to meter the water and sell the water. Ms. Reynolds said that she was not looking to sell the water but knowing how much water is used. He said that there are 3 hydrants around Town now that are unmetered and that they don't shut them off or turn them on. He said that we have never had a problem with them in the past.
- 2. Ms. Reynolds said that Verla is retiring and is not sure if the Town will pursue this or not. She explained that we have to report all "lost water" to the PUC and that if the yard hydrants were metered then it would not be "lost water".
- 3. The Commissioners discussed the issue and decided to table metering all the hydrants until spring and they would consider the Town's request then too if they pursue it.

C. Radio Read Meter Attachments

- 1. Mr. Bauer stated that they had a demonstration this evening by EJP for the radio read attachments. He said unfortunately there is a pretty high cost to them. He said they asked Mr. Plourde to make a list of locations that could really use one. Mr. Plourde said that times like this winter all locations could use one, but other than that he said there were no difficult locations anymore without the mill meters.
- 2. Ms. Reynolds stated that it would eliminate the need for estimating readings like we were looking at doing this month for zone 2, and she felt it would be a worthwhile investment as it would extremely reduce the reading time from a few days to a few hours regardless of the weather. She said that we could budget for this and do the whole system in a few years. She said that we could shift the future projects to this one until it is complete.

3. Mr. Plourde said that there is one more issue and that is the Schlumbergher meters. He was not sure if the attachments would work on the Schlumbergher meter.
4. The Commissioners discussed the issue and decided to table it until we could find out about the Schlumbergher meters and Ms. Reynolds can present the status of the current budget.

D. Business Manager's Report

1. Inclement Office Closing Procedure
 - a. Ms. Reynolds said that she had an issue with the last storm. She said that we usually follow what the Town does and they usually follow the State. She said that the State offices closed at 1pm but the Town did not close until 4pm. She said that it was really bad out and felt we should have closed much earlier. She said that she sent an e-mail to the Commissioners about her concerns and that she would be calling at least one of them in the future for approval to close early.
 - b. The Commissioners discussed the issue and said for Ms. Reynolds to use her best judgment and stay safe, and that she didn't need to call one of them first. She said that she would still be calling them to let them know, but hopefully we shouldn't need to do it again this winter.
2. Window's Updates Chaos
 - a. Ms. Reynolds said that Window's had done an update that had messed up Outlook and our e-mail. She said that she called the Town Engineer and he put through the request to Symquest. She said that they tried to resolve the issue and said that it was us so she called Pro-PC and had Mr. Buchanan to come try to resolve the issue. He tracked it back to the Town server or Oxford Networks. She said that she had Mr. Buchanan call and leave a message with Symquest with his findings and the next day the e-mail worked again. She said that it was very frustrating.
3. Cost Tracking with Town
 - a. Ms. Reynolds said that she and the Town Manager were working on prices for labor, equipment rental, and a cost for meter readings for Sewer. She said that our current hourly rates include an average hourly wage for all our staff, and the overhead for benefits. She said that she sent an email out to the F.L.U.S.H group to poll how others charge the Sewer for the water readings. She said that everyone does it differently from not charging, to charging just for the labor to read the meters, to a fixed cost per reading which ranged from \$.30 to \$6 per reading. She said that she will just pick the fairest option and present it to the Town Mgr for her opinion.
 - b. Ms. Reynolds said that she had spoken to the Town Engineer about the estimated water readings this month and he expressed some concern about the effects it would have for the summer average that the Sewer Dept does for the 2 summer billing quarters. He said that they base the customer "summer average" on actual water used in the 2 previous winter billing quarters. He also questioned being charged for meter readings that are estimated. She asked him if he had any help that could help us read the meters and he did not.
 - i. Mr. Bauer said that he spoke with Mr. Leighton earlier in the day about the estimated readings. He thought Mr. Leighton only had a concern about hand inputting every single reading because we would not have a computer generated file to send them.
 - c. The Commissioners discussed the options and issues.
 - i. The Commissioners told Ms. Reynolds to give the Town the option of paying to have a computer file generated from the estimated readings in NDS or they can manually enter the readings into their system.

- ii. Ms. Reynolds said that she would like the Commissioners to make it a formal motion to estimate the readings.
 - a. Mr. Doughty Jr. made a motion to estimate the zone 2 readings. Mr. Wells 2nd the motion followed by discussion.
 1. Mr. Wells asked Ms. Reynolds why all the meters had to be estimated and she said that it would require a lot more work to have actual readings and estimated readings. She said that if everything was estimated then she would have to do nothing different for her billing; it was just a dilemma on how to get the reading for sewer. She explained that NDS already does estimating based on the last 3 readings. Mr. Plourde stated that he felt the estimates should be based on the same quarter. She said that she would need to check the PUC rule concerning estimating and make sure we do it that way. She said that she thought NDS was set up the same as the PUC rule, but would have to check.
 2. Mr. Bauer called for a vote and it was a 2/1 positive vote with Mr. Wells objecting feeling that they should read the meters they can and then estimate the ones we can't.

4. Eaton & Peabody Invoice

- a. Ms. Reynolds said that she received an e-mail from the Town Manager's Assistant with the Invoice from Eaton & Peabody for the Utility Committee Study. It was for \$7,600 with the Water Department's share of \$3,800. The Commissioner's approved to pay \$3,800.

5. Budget

- a. Ms. Reynolds said that she would like to discuss the budget in the April meeting to figure out the projects. She presented the Commissioner's with a trial balance as of 12/31/2014 so they could see where our expenses were as of the end of 2014.

6. Road Opening Permit Amendment

- a. Ms. Reynolds said the Council amended the Excavation Permit Ordinance to be an annual fee of \$200 for the Water Dept. as well as all Town Departments.

E. Complaint Log

1. Hydrant Clearing

- a. Ms. Reynolds stated that there were several complaints about the hydrants not being cleared yet.
- b. Mr. Bauer said that he had spoken to Chief Galipeau about it and he said that he was all good. He told Mr. Bauer that the Town Manager received some complaints that she referred to him and he contacted some of the people and explained that we only have 3 people and that there were several storms in a row.
 - i. Mr. Plourde and Ms. Reynolds said that Mr. Galipeau sent an email to the Town Manager and it was forwarded to Ms. Reynolds concerning the hydrants, and Ms. Reynolds responded to the Town Manager. Ms. Reynolds read it out loud to the Board. Ms. Reynolds said that she emailed Mr. Galipeau and invited him to tonight's meeting and he declined.
 - ii. The Commissioners discussed the issue and they wanted Mr. Plourde to pass on their appreciation to the staff for their hard work and know that they are still working hard at resolving this issue.

2. Rate Increase Complaints
 - a. Ms. Reynolds said that we had received a few more complaints about the minimum charge.
 - b. The Commissioners reiterated that they took steps to keep the minimum as low as possible for those who don't use a lot of water.
3. Tenant Postings for Disconnect
 - a. Ms. Reynolds explained that the landlord in the complaint has a 4 unit location and was very upset that we posted all the units with the disconnect notice. She called and spoke with the office assistant, Ms. Masse, and she told Ms. Masse that she has called on this issue in the past and that she had told us that we are not allowed on her property to post these notices as they just cause her harassment. She said that she was going to file a Do Not Trespass order against us. Ms. Masse told Ms. Reynolds of the complaint and she called the customer back to explain the PUC rule that requires us to post the tenant locations for a disconnect notice. The customer became very angry with me and reiterated that we should consider this our formal notice of No Trespassing and that the only reason we could come on her property was to read the water meter. She said that if we come on her property again she will have us arrested. Ms. Reynolds said that she sent the issue out to the F.L.U.S.H. group to see how others have handled it and they all said to take the police with you when you need to post the tenants. She said that the customer has never actually been shut off as she has always paid the bill prior. She said that we post the tenant disconnect notices the day after the notices are mailed to owners so that we can utilize the same disconnect date. Ms. Reynolds asked if we want to change the process or not.
 - i. The Commissioners discussed the issue and decided not to take any action and to take a police officer if necessary next time and encourage that landlord's pay their bills prior to the disconnect process.

F. Customer Comments

1. None

G. Other New Business

1. Mr. Wells said that he will not be able to sign the warrant on Wednesday as he will not be in town.
 - a. Ms. Reynolds said that she would call Mr. Doughty Jr. to remind him to come in.
2. One Meeting a Month
 - a. Ms. Reynolds asked if we could make it a permanent change to have one meeting a month as we have done that in that last several months and it has worked ok. She said that she thinks it might be confusing people if we have one then we don't have one. She said that if we needed to have a second meeting we could schedule it. She recommended that we keep the 2nd Monday of the month.
 - i. Mr. Bauer asked to table the issue until the next meeting for further discussion.

H. Next Meeting

1. The next Commissioners' Meeting is Monday, March 09, 2015 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:37pm.