



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Marie Hale, Chairman, Kenneth R. Wells & James Lemieux Commissioners

Commissioners' Meeting Minutes for April 10, 2018

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

Staff Present: Shellie Reynolds and Bill Alexander Jr

Audience: Roger Bickford and Chris Brunelle

Meeting called to order by Ms. Hale at 5:30pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 14018 (Apr 04, 2018)-Approved
- B. Warrant 15018 (Apr 11, 2018)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. 03/27/2018
 - a. Ms. Hale tabled the approval of the minutes as they were not done yet.
- B. Filter Plant Filter #2
 - 1. Mr. Alexander said that the filter media, under drains and gravel was re-installed the 2nd week of March. They did the bacteriological sampling, backwash, and skimming. He said that after the bacteriological sample passed we put the filter back in service on March 20th. He said that it has been performing very well and that iron level has been under .1ml and the finish water has been under .03ml so the plant has been operating very well as a whole. He said that they are measuring the media depth once a month for the next 6 months to make sure we are not losing media again and checking for mud balling in the backwash process.
- C. Mill St Project
 - 1. Mr. Alexander said that he had sent an e-mail to Rick Paraschak with MDOT to find out the status of the project as they were supposed to advertise for bids tomorrow but Mr. Paraschak said that they still had questions about design issues that needed to be answered. He said that it should go out fairly soon.
- D. Route 125 Main Replacement
 - 1. Mr. Alexander said that he attended a meeting with MDOT and the Town of Lisbon Public Works, the Town Manager, and a representative from ATRC about the status of the Route 125 project. He said that they were talking about pushing it out until 2021 as part of the ATRC funds are committed elsewhere. He said that they have 3 million dollars a year to spend but it is split between Auburn, Lewiston, Sabattus and Lisbon and \$600,000 of it is spoken for for the next 5 years. He said that the full scope of the project is up to \$8

Million. Mr. Alexander said that he would like to push out going for a bond until next year when we can get a more accurate project cost because we don't know at this point what the cost of ductile iron will do. He said that there was really no sense of direction from MDOT. He said that when he received the minutes from that meeting they did not mention moving the project date so he contacted the coordinator for that project and he said as far as he knows it was 2020 but he will look into it and get back to us. Ms. Reynolds said that she has a concern that we should not go to referendum if we can't get a valid cost for a project so far out. She said that we have to show the cost for a public hearing and account for the costs; she said that the attorney would need the numbers now in order for them to draft a question and us to meet all the time requirements. Ms. Reynolds said that we could increase the scope of the work say to \$4 or \$5 million to increase the amount of the bond so that if there are remaining funds you have addressed where to use them.

2. The Board discussed the issue and agreed to hold off with the bond question until 2019 and asked Ms. Reynolds to check with the Town about an emergency referendum for this project if needed.

E. Oxford Networks Proposal

1. Ms. Reynolds said that we had asked for a proposal for service with Oxford Networks but we do not like the service that the Town has with them. She said that they are constantly having phone quality issues or no service. She asked to remove this issue from the agenda and the Board agreed to remove this from the agenda. Mr. Alexander said that we will look at other options for SCADA.

F. Unresolved Issues

1. Commissioner Terms
2. Sludge to TOL Sewer
3. Plaque or Memorial for Bill Bauer
4. Comprehensive Plan Update for Planning Board
5. T-Mobile Lease Reduction Request

G. Any Other Old Business

1. None

IV. NEW BUSINESS

A. Superintendent's Report

1. Main Break-Crest Ave-03/06/18 @6pm
 - a. Mr. Alexander said the main break on Crest Ave was a 6" sheer. He said they hired Longchamps to do the repair and it all pretty well. He said they hit the sewer main but repaired that quickly as well.
2. Main Break-David St-03/08/18 @ 2am
 - a. Mr. Alexander said that the main break on David was a 6" sheer as well. He expressed his appreciation to Mr. Brunelle and Mr. Plourde for coming with ETTI to do that repair. He said they had to battle the snow storm with almost white-out conditions.
3. Service Lowering for 611 Lisbon St
 - a. Mr. Alexander said that the service at 611 Lisbon St froze last winter and we had Auburn water come up to help us. He said that would like to get estimates to lower that service so it doesn't freeze again. He said that he was going to get estimates to do a directional push under the road.
 - b. Mr. Brunelle said that the family said that there hadn't been anyone there which is why it froze.

4. Union Street Work
 - a. Mr. Alexander said that his first contact about this work was a dig safe request from Ranger Construction for sidewalk work. He said that he had Mr. Lawton go talk to Steve Alveoli with public works and sewer to find out the scope of the work as we had not been contacted at all. Mr. Alveoli said that Tracey Steuber was the contact person for this project so Mr. Alexander called her and asked for the scope of work and a set of plans. He said that she sent him a pdf. He told her that we have water service curb boxes that would need to be repaired and or moved that should be done before they put in a new sidewalk and we have to dig it up. She gave him the number to the contractor and he reached out to them to discuss the work. He said that they agreed to meet this Friday to work out an arrangement to do the excavation to get the boxes replaced and one relocated. He said that the work will start on the 17th of April.
 - b. Mr. Wells asked how Ms. Steuber was stuck with this project and Mr. Alexander said it was because of the source of the funding.
 - c. The Board discussed the issue but took no action.
 5. Retirement Letter
 - a. Mr. Alexander said that Randy Lawton has submitted his letter of request for retirement for the Board Approval. He said that his last day of employment will be June 8, 2018 and his last day at the office will be May 25, 2018.
 - i. Ms. Reynolds said that our policy states that the Board needs to accept or reject Mr. Lawton's request. Mr. Wells made a motion to accept Mr. Lawton's retirement request. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Business Manager's Report
1. None
- C. Commissioner Communication/Requests
1. Mr. Wells-None
 2. Mr. Lemieux-None
 3. Ms. Hale-None
- D. Complaint Log
1. 2/22/18-6 Old Meadow Rd-low pressure
 - a. Mr. Alexander said that the screen was full of calcium and they cleaned it and were fine.
 2. 3/2/18-37 Park St-low pressure
 - a. Mr. Alexander said that this location had the same issue with calcium filling the screens.
 3. 3/7/18-45 & 47 Crest Ave-dirty water from main break
 - a. Was discussed at last meeting
 4. 3/12/18-393 Lisbon St-High Pressure for boilermate
 - a. Mr. Alexander said that the pressure was fine for this location, but their boilermate had failure. He did some research and found there were known issues and called the customer and told them to contact the manufacturer for refund process.
 5. 03/12/18-34 Mill St-Chlorine smell
 - a. Mr. Alexander said that he met with customer and explained how water moves through the system and why they get more at times.
 6. 3/22/18-9 Faith St-septic smell
 - a. Mr. Alexander went to location and tested for chlorine and found a trace but found no hydrogen sulfide which would alert to sewer issue. He said that the house had been remodeled and they had a plate with concrete poured over it and the smell was coming

from under that and rising up to the laundry room above and then up to the kitchen which made it appear to be coming from the sink and proved it was not from the water.

7. 3/27/18-31 Maple St-sand in the water

- a. Mr. Alexander said that he talked to customer about sand in the water and he explained it was calcium. She was very upset that we weren't doing something to remove the calcium because she had put thousands of dollars into her 3 properties and replaced one boiler.

E. Customer Comments

- 1. None

F. Other New Business

- 1. NDS Proposals

- a. Hosted System Proposal

- i. Ms. Reynolds said that the annual contract was up for the billing/customer accounts. She said that we have paid \$4650 per year since we started with the hosted system in 2009. She said that the rate has gone up to \$5400 but they offered a break in the cost if we signed a 5 year contract. This annual cost would be \$4,860 vs. \$5400.
- ii. Mr. Wells asked why they have now come to us with this and Ms. Reynolds said that we have been treated special as we were one of the first utilities to go with the hosted system and we have such an excellent relationship with them but this has been their common practice and we are now the only utility that isn't under a contract.
- iii. Mr. Wells said that we were going to check into a 3 year contract and Ms. Reynolds said that she did but they declined saying that their only options were 1 year or 5 year.
- iv. Mr. Wells asked if there a break out clause or any penalties if we don't stay the full 5 years and Ms. Reynolds said that she would check and get back to the Board for the next meeting.

- b. Service Maintenance Module

- i. Ms. Reynolds said that she also them to give us a quote to use the Service Maintenance Module with the scheduler. She said that it would enable us to create work orders directly from Edifice with all the customer information instead of buying pre-printed work orders and filling them out manually. She said that everyone would then be able to into the system, create their own work orders, go back in and complete and add any notes if needed. She said that cost to purchase the application is \$3500 and then an annual support fee of \$798 and a training fee of \$280 for 2 hours of training. She felt we may not need the training fee as in her experience they set it up in a training company and because the software is so user friendly she can usually figure out how to use it. She said that we don't have to take this on right now but she and Mr. Alexander would like to utilize this software this year. She said that she doesn't want to reorder printed work orders and it would stream line all the information that everyone would have access to it would save a lot of time. It also has a scheduler so we can see who has appointments, what they will be doing, what they will need and how long we can expect them to be tied up.
- ii. The Board discussed the request but tabled the decision to the next meeting.

- c. PSA Agreement
 - i. Ms. Reynolds said that she also asked them for a proposal for a PSA(Professional Services Agreement) for 20 hours and the cost for that is \$2520 for custom training, support, or programming. She said that this is for anything we need outside of the current software we have.
 - ii. Mr. Wells asked why we would need this and she said that we could use this to send new employees to their location to get hands on training with our data for all the applications. She said that we could also use it for custom reports or forms as well. She said that we don't have to make this decision until we see a need for it.
 - iii. The Board discussed the option and tabled the decision to the next meeting.
- 2. Audit Letter
 - a. Ms. Reynolds said that she asked the questions that we had and they replied to them and Mr. Henry has approved the changes and the responses and was good with us signing the letter. Ms. Reynolds said that she needs to sign the letter and return it as RHR refuses to send any draft to us until they receive it; they said that it is their policy and they will not deviate from it. She said that they send us another letter after this once we received our financial statements and reports from them to confirm we agree with their data. She said that they want her and Mr. Alexander to sign this letter as we were the ones that presented them with the information when they were here doing the audit checks. She said that we should have the drafts before the next meeting to review and then accept at the next meeting.
- 3. Superintendent Vacation
 - a. Ms. Reynolds said that they just wanted to let the Board know that Mr. Alexander is going on vacation from April 18-30th.
- 4. MePERS Changes
 - a. Ms. Reynolds said that she had received some e-mails from MEPERS about updating our information for our System Security Administrator. She said that she contacted them and they still showed Paul Adams and that we needed to select another advisor. She said that she and Mr. Alexander decided that it should be Mr. Alexander as Ms. Reynolds was already the contact, the HR rep, and the payroll person. She said that she would not feel comfortable being the only one with full control of everything; that there should be checks and balances for fraud control. The Board was fine with their decision.
 - b. She also presented the proposed changes that MEPERS is making. She said that they are changing the employer & employee contribution rates, the COLA cap, the % deduction for early retirement will increase to deter early retirement as the financial future is being taxed by all the early retirements. She said that they will be having a hearing and that we can submit comments or concerns regarding the changes. The Board discussed the issue but had no comments at this time.
- 5. 2017 PUC Report
 - a. Ms. Reynolds said that she received the 2017 PUC report from Mr. Henry and will send it out to the Board for review before she approves the figures with Mr. Henry.
- 6. Work Med
 - a. Ms. Reynolds said that the Town has switched from Concentra to WorkMed with St. Mary's. She said that she has been very frustrated with it. Mr. Bickford said that his wife has issues with them in the past as well and doesn't care for them. Ms. Reynolds said that nothing has been a positive for the Water Dept. She said that the level of service is not what we were getting at Concentra. She said that she was able to just

send an employee and they would be seen and we would have the report emailed to us before the employee was back to the office. She said with our current worker's comp case there has been no communication and our employee has not been helped at all. We sent the employee to the location but was turned away saying they did not have an appointment and they would contact them with an appointment. She said that she had a real concern about who was qualified to make the decision to send them away. She had real concerns about what we were supposed to do with an employee who can't work but hasn't been seen. She said they made an appointment for several days later and the employee was in extreme pain and couldn't function in a work capacity at all. She said that they did call back when they had an opening and the employee was seen a day earlier than scheduled. She said that after the appointment they sent them away with a prescription and no way to pay for it. She said that we have had no report or communication for his capacity or restrictions and it has been over 3 weeks.

- b. Mr. Wells said to talk to the Town Manager and Ms. Reynolds said that she has talked to the Assistant to the Town Manager and they have been trying to get things resolved. She said that she has now been added to the file as a contact and can call to get information but still doesn't have the written documentation for the employee
 - c. The Board discussed the issue and asked Ms. Reynolds to find out what the policy is to be seen and the process for getting information and then contact MEMIC to see if we can return to Concentra for care.
7. 2018 EJP VAS Contract
- a. Mr. Alexander said that we received the new 2018 VAS contract for pricing with EJP. He said that some things were less and some were a little more but overall he was good with it. He made a spreadsheet of comparison for the more commonly used items for the Board to review. The Board discussed the issue. Ms. Hale made a motion to accept the new 2018 VAS contract price list with EJP. Mr. Wells 2nd the motion followed by a positive 3/0 vote.

G. Next Meeting

- 1. The next regular Commissioners' Meeting is Tuesday, May 8, 2018 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

A. MRSA 13 § 405 (6) (E) Legal Consultations

- 1. Ms. Hale made a motion to go into Executive Session citing MRSA 13 § 405 (6) (E). Mr. Wells second the motion followed by a positive unanimous 3/0 vote at 7:09pm
- 2. Ms. Hale made a motion to exit Executive Session at 7:27pm with no votes and no action required. She also noted that Mr. Bickford had left the meeting.

B. MRSA 13 § 405 (6) (A) Personnel

- 1. Ms. Hale made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 7:27pm.
- 2. Ms. Hale made a motion to exit Executive Session at 8:16pm with no votes and no action required.

VI. 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 8:17pm