
Monthly Board Meeting Minutes

Wednesday, February 14th, 2024 6:00 PM

Called to order at 5:57 PM

Attendees

Trustees:

Bruce Rich
Dennis Shelley - Absent
Emily Anderson
Jim Schoenmann - Absent
Evan Worster

Employees:

Edmund Lemaire
Lucas Talpey
Carolyn Nadeau
Jasmine Bradford

Public Comments:

Andy Sevigny asked what our plans are for the blow off on Lake Street and requested a list of projects that we have been working on. Lucas provided him a phone number to PUC, the phone number to our Drinking Water Program Inspector, and invited him to tonight's meeting.

Treasurer's Reports:

- Third signature on 2/9/24 warrants.
 - **Budget and Revenue and Trial Balance ending 12/31/23, 1/31/24.** These reports were reviewed and will be approved after the Audit is complete. Carolyn explained that she has submitted everything on the list to the Auditor and is waiting to hear back from her. Lucas reviewed the summary sheet he made. Sara has been in a couple of days within the last month and this has been relatively helpful.
 - Emily Anderson made a motion to accept the **1/18/24 Meeting Minutes**, 2nd by Bruce Rich, all in favor.
 - Current Liens: No liens. We will be sending out Disconnection Notices tomorrow for disconnection on March 5th.
 - Sewer Financial Goals: Lucas reviewed the plan to have a sewer rate increase effective 10/1/2024 to be seen on the 1/1/2025 sewer bills.
 - He presented an excel sheet he created that shows suggested projects from the sewer Capital Improvement Plan. The higher priority projects are the Forest Street Pump Station generator and the replacement of the alarm system. He has increased the original costs in the Capital Improvement Plan
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because of inflation. Emily suggested looking into a loan for the generator such as the one we have through Skowhegan Savings Bank for water. We will do this. Lucas will also look into help from MEMA for the generator. Emily and Evan agreed this generator is a high priority. Bruce asked what the hours are on the generator and if it could be sold or be used elsewhere for us. It is a large diesel generator with 1100 hours. Because of its age and the importance of the pump station, we feel this replacement is important. We will reach out to Maine Generator to see if they would take the current generator in as a trade.

- Lucas has also included proposed salaries. Jasmine will be eligible for her Tier 1 on November 20th. A 3.2% COLA for all employees was included, and also Superintendent wages. Emily confirmed that these wages are split with water. They are.
- Lucas spoke to Tim, our Engineer regarding our current insurance and the concern that we may be underinsured. Lucas explained that Tim said this is not a huge concern because there are usually some things that could be saved after something such as a fire.
- Lucas has been working on our manhole repair plan for this summer. We have five or six planned to repair. He also wants to plan paving to get our patches done as efficiently and inexpensive as possible. Emily said that the Town is paving Meadowbrook this summer and it may be worth it to reach out to who they are hiring.
- After reviewing this excel sheet, Evan had a math suggestion to look into. Lucas will work on correcting this and this should lower the percentage of rate increase. He will have another draft for the next meeting. Emily said this is a very good spreadsheet and a really good start! She has researched rates herself and it seems our rates are on the lower end. Lucas presented another excel sheet that compares the rates of other Sewer Districts in the state that also have lagoons.

New Business:

- Doug came in and said that the railroad has extra ties and asked if they could be dropped in our yard. This is okay with the Board as long as it is okay with Moose River Lumber, because they lease that land from us.
- School sewer cleanout: Lucas has written a letter to the School about a sewer cleanout that was hit by the plow there and asking this to be repaired. The sleeve was damaged. It will need to be inspected by us as well. He referenced our Rules and Regulations on the letter.

Old Business:

- Apex/FSPS Project. Lucas has spoken to our Engineer regarding this. We are moving forward.
- MePERS Corrective 218 Agreement. All ballots have been returned.
- Corrosion Control Plan. We have failed Lead and Copper again. We have not received a letter notifying us that we need to update our plan yet, but we are preparing for this. RCAP is planning a trip up to help with this as well as DBP results. Forest Haven did call us and Lucas emailed them their results.
- 3rd Draft New Employee Hiring Process/Interview SOP. Another change has been made (defining immediate family) and Lucas will check with Dennis and Jim before finalizing and filing in the SOP binder. Emily said it looks good.
- Lead Service Line Inventory. Jasmine has started emailing Customers asking for pictures of their service lines coming into their homes. She has gotten a good response so far.
- Sump pump plan: We have not made a lot of progress on this but are planning to research the cost of smoking our system. This process was explained to the Board.

Report from Operators: Water and Sewer

- Water:
 - We took our bacteria and DBP samples today. We overflowed the reservoir this month as maintenance. This flushes out the reservoir and the plant ran well as it had to run continuously for three days in order to do this. We were notified of a raw water gate valve sticking up on the snowmobile trail. Jason put material over it and it is good now. Jasmine updated our tie books. We installed our new LMI pump for soda ash and it is working great.
 - As a result of our 2021 Sanitary Survey, we need to get spill containment for the soda ash. Lucas spoke to Tim as to what we exactly need as far as a mixer. For the spill containment, tank and mixer (total set-up), the total cost is \$1974.18 and would be received in 3 to 4 weeks. Emily Anderson made a motion to purchase spill containment, 100 gallon tank and mixer from USABlueBook for \$1974.18, 2nd by Evan Worster, all in favor.
- Sewer:
 - Napa has agreed to pay half of J.T. Nelson's bill. Our annual mercury sample has been done. We should be done discharging by the end of next week. We have one more sample to do next week. We will need a new air pump motor for our next discharge season. We have had one alarm at the Lumbert pump station since we replaced a check valve. Ed thinks this alarm was due to a



power flicker. We needed work done on the heater in the alum shack by Hall and Smith.

- Trivia Question: What was the most significant change to our system as a result of our last Sanitary Survey done in 2021? We were changed from a Class 3 treatment facility to a Class 4 treatment facility.
- Rule: Public Water System Inspections (Sanitary Surveys). "A Sanitary Survey is a complete review of a public water system to identify deficiencies and make recommendations for system improvements. The Sanitary Survey is also a chance for the PWS operators to ask questions and learn about other requirements. Community water systems are inspected every 3 years."
- Lucas asked for a raise to \$28.00/hour. He has been doing a lot of the Superintendent work and would like to be compensated. He is not confident enough yet to ask for the Superintendent position but is willing to continue the duties. He is trying his best. Emily said Lucas has definitely stepped up and the Board appreciates it. It is important and needed. It was decided to wait until the March meeting when Dennis and Jim are present to make this decision. Lucas thanked the Board for their consideration.

Next Scheduled Regular Meeting March 13th, 2024. Emily Anderson motion to adjourn at 7:13 PM.

Carolyn Nadeau - Treasurer

Date