

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020

Arthur McLean, Chairman, Marie Hale & Allen Ward Commissioners

Charles Harrison, General Manager

Water Commission Minutes for June 13, 2023

Members Present: Arthur McLean, Marie Hale, Allen Ward

Staff Present: Charles Harrison, Cindy Schafer

Audience: Don Fellows

1. CALL MEETING TO ORDER

# Meeting called to order by Mr. McLean at 5:00pm

# Roll Call

1. AUDIENCE PARTICIPATION

# None

1. WARRANTS

# Warrant #20023 (May 17, 2023)

# Warrant #21023 (May 24, 2023)

# Warrant #22023 (May 31, 2023)

# Warrant #23023 (Jun 07, 2023)

# Warrant #24023 (Jun 14, 2023)

1. OLD BUSINESS
	1. Minutes
		1. 05/09/2023-Meeting Minutes
			1. Ms. Hale made a motion to accept minutes of May 9, 2023, Mr. Ward 2nd motion, followed by a 3/0 vote to accept.

# Unresolved Issues (tabled)

* + 1. 26 Summer Street
		2. Memorial for Bill Bauer

# Any Other Old Business

* + - 1. 125 Project Update
				1. Mr. Harrison stated that everything is going great this year; there have been no issues so far
				2. There is an extended cost ($11,000) for extra paving on Sparsam and Huston Streets

The construction limits are set by what the State will cover

We chose to have complete asphalt instead of patches all over the place

Shane with the State said they will cover the rest of the side streets where the asphalt is going up a few feet past where the asphalt is

Mr. Ward made a motion to accept the adjustment to the price to include that in the scope of the work, Ms. Hale 2nd the motion, followed by a 3/0 vote to approve.

* + - 1. Corrosion Control
				1. We had an issue with the transmitter which delayed the start of pumping chlorine at Anne Street

The supplier is looking into it

* + - * 1. We should start adding chlorine next week at Bauer
			1. Moody Pump Base Issue/s
				1. Parts should be delivered on 6/20/23
1. NEW BUSINESS

# General Manager’s Report

1. New Board Packet Process
	1. Mr. Harrison will send out board packets the Friday before the Tuesday meeting
		1. The board agreed this gives them enough time to go through it
2. Lead and Copper Sampling (letter)
	1. We will do a round of 20 samples now, we will add 20 more in 3 months after adding Poly-Orthophosphate
	2. This is for homes built between 1982 and 1986 (Tier 1 homes)
	3. We will send 120 letters and hope to get 60 that are willing to participate
3. Maine Department of Labor Compliance Directive (Safety Manual)
	1. We have a lot of information on what we need to have in a book
	2. This will help us get a better insurance rate
4. Injured Staff Member
	1. A water operator was hurt while moving the pump base; he got a hernia
	2. He will need surgery but is trying to get through the busy summer and have it done in the fall
	3. If given the go ahead for light duty, we have plenty of projects he can do that are not strenuous
5. Cummins PM contract
	1. The 3 year contract price is $2820.87
		1. This includes 3 service visits and 3 inspections
	2. Ms. Hale made a motion to accept the contract from Cummins for $2820.87, Mr. Ward 2nd the motion, followed by a 3/0 vote to approve
6. Employee tuition reimbursement discussion
	1. We have an employee (Andrea) that would like to go back and get her associates in Accounting. It’s a unique situation because we’ve never had that, usually the schooling we would be looking at would be a class here and there.
	2. She has applied for financial aid and got quite a bit. Mr. Harrison stated he needs to figure out how the commissioners feel about moving forward. He wants to make sure we are doing the same for anyone wanting to do this.
	3. Our employee policy says we will reimburse based on grades but it’s not clear what those classes are. Mr. Harrison suggested rewriting policy manual to make it a little clearer.
	4. Mr. Harrison talked with Andrea a while back about looking into classes; she jumped on her own and signed up so she is not necessarily looking to be reimbursed but Mr. Harrison wanted to bring it to everyone’s attention before anything got misconstrued.
	5. Mr. Harrison did sign up for the Maine Community College Scholarship, because we are a municipality. They will cover 50% of 2 classes per semester.
	6. Right now for the spring and fall semesters, there is no cost to us.
	7. Mr. Ward suggested reaching out to the Town of Lisbon to see how their policy reads.
7. Dirigo Technology Services
	1. Cloud based technology
	2. 2 laptops for Ms. Schafer and Ms. Reynolds
		1. This will give them the ability to work remote if needed
		2. Training will also not need to happen at their desk where it can be noisy
	3. We will now have our own domain separate from the Town
	4. Mr. Ward asked how Mr. Harrison decided on Dirigo and if there is something in our Purchase Policy about decisions like this
		1. We do not have a Purchase Policy as monetary decisions are made and approved by the board during the budget process
		2. Mr. Harrison explained that he reached out to see who would come out. He also stated that he spoke to Burgess (Technology for the Town) and they were supposed to come out multiple times but never did. Burgess has also not responded to other issues in the office.
	5. Mr. Ward would like to see a purchase policy put in to place. Lisbon Water Department currently uses the budget process to get approvals to spend funds.
	6. Contract price is less than $8000 a year.
8. Water Pumping Report
	1. Mr. Harrison provided a chart showing the amount of water we pumped each month for 2022 and so far in 2023.
	2. The board liked seeing this and would like to see it twice a year and to see what the change is from previous year (same month).
9. New Agenda Software
	1. The Town of Lisbon is getting new software and the Water Department will be able to use it.
	2. Mr. Harrison and Ms. Schafer went to a training but it didn’t really pertain to us at this point. There should be more meetings/trainings coming up.

# Business Manager’s Report

* + 1. Office credit card machine
			1. We can get a credit card reader from InforMe for a one time cost of $85
			2. InforMe rep stated no training necessary as it is plug and play
			3. Customer will pay the fee associated with the transaction
			4. Ms. Hale made a motion to accept the office credit card machine for $85, Mr. Ward 2nd the motion, followed by a 3/0 vote to accept.
		2. Banking info from TD Bank
			1. Ms. Schafer had requested information from Gov’t Banking from TD Bank
			2. The fees are higher than we have now and what was proposed by Androscoggin Bank
			3. They do not have credit cards that meet our needs; they have one for 1 or 2 users and one that you have to spend $25k a month or pay $50 a month.
			4. It was decided the extra drive time to get to the closest branch is not worth changing
			5. The Water Department Business Manager and General Manager are proposing taking $1 million from the 2023 Bond and putting it into a 5 month CD to gain the interest (current is 5.38%).
				1. Ms. Reynolds had also suggested moving some of the funds at Androscoggin into a short term CD at Androscoggin to earn some additional interest there as well.
				2. Mr. Ward made a motion to move $1 million from the Bond funds to 5 month CDs broken up into amounts that are guaranteed (insured), Ms. Hale 2nd the motion, followed by a 3/0 vote to approve
		3. Abatement request – 81 Main Street
			1. Mr. McLean stated that the owner should have known the toilet was leaking.
			2. Ms. Hale made a motion to deny request ($114), Mr. McLean 2nd the motion, followed by a 3/0 vote to deny
		4. Abatement request – 274 Lisbon Street
			1. Board members agreed that he would not have noticed the leak easily due to it being underground.
			2. Ms. Hale made a motion to grant the abatement request ($345), Mr. Ward 2nd the motion, followed by a 2/1 vote to approve
		5. Abatement request – 32 Huston Street
			1. Ms. Hale made a motion to deny request ($39.34), Mr. Ward 2nd the motion, followed by a 3/0 vote to deny

# Commissioner Communication/Requests

* + 1. Ms. Hale –
			1. Is Mr. Ward taking out papers to run for Water Commissioner?
				1. After getting details on when that has to happen, Mr. Ward said he would be.
			2. Really likes the new office chairs
		2. Mr. Ward –
			1. Did we get a call from 5 Pleasant Street about dirty water?
				1. We did but they canceled.
				2. UPDATE: Ms. Schafer looked at account; we heard from them at the end of April for low pressure and that was canceled. We have not heard from them about dirty water.
		3. Mr. McLean – None

# Customer Communication

* + 1. Complaint Log
			1. May 11, 2023 – 3 Russell St – Low pressure in shower only
1. Found customer may have faulty mixing valve. It was noted to customer that we could remove and flush around meter but have not heard back from customer to schedule.
	* + 1. May 24, 2023 – 92 Summer St – Low pressure
				1. Customer fixed problem before scheduled appointment.
			2. May 18, 2023 – 3 Russell St – Low pressure
				1. Jay spoke to customer and gave her some options.
			3. June 5, 2023 – 20 Pike St – Low pressure
				1. Found whole house filter needed attention.

# Customer Comments

* + - 1. None

# Any Other New Business

* + - 1. Fall clothing order
				1. Mr. McLean would like a hat
				2. Ms. Hale is all set with her shirt
				3. Mr. Ward would like a polo shirt
			2. Water Operators have asked for permission to wear shorts while reading meters.
				1. Mr. Harrison let the board know that last summer we had some issues with the heat and it bothering the operators
				2. He also explained that it would only be the person/people reading meters and they would be expected to bring pants to change into, in case they are called for something else.
				3. Ms. Hale made a motion to allow water operators to wear shorts, only in the summer while reading meters, Mr. McLean 2nd the motion, followed by a 3/0 vote to approve.
1. SET NEXT MEETING DATE

# Tuesday, July 11, 2023 at 5:00pm at Lisbon Water Department.

1. EXECUTIVE SESSION
	* 1. Ms. Hale made a motion to enter executive session at 6:35pm for MRSA 13 § 405 (6) (A) (1) Personnel, Mr. Ward 2nd the motion, followed by a 3/0 vote to approve.
		2. Mr. McLean made a motion to exit executive session at 6:45pm, Ms. Hale 2nd the motion, followed by a 3/0 vote to exit.
		3. Mr. Mclean made a motion to approve allowing employees that leave and return within 6 months to retain their service time as it relates to the longevity stipend, Mr. Ward 2nd motion, followed by a 3/0 vote.
2. ADJOURNMENT
	1. Ms. Hale made a motion to adjourn, Mr. Ward 2nd the motion, followed by a 3/0 vote in favor. Adjourned at 6:47pm.