



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Marie Hale, Chairman, Roger Bickford & Arthur McLean Commissioners

Commissioners' Meeting Minutes for March 9, 2021

Members Present: Marie Hale, Roger Bickford, Arthur McLean

Staff Present: Bill Alexander Jr, Shellie Reynolds, Cindy Schafer

Audience: Don Fellows – Liaison for Town of Lisbon Council

I. CALL MEETING TO ORDER

- A. Meeting called to order by Ms. Hale at 5:30pm
- B. Roll Call

II. AUDIENCE PARTICIPATION

- A. None

III. EXECUTIVE SESSION

- A. None

IV. WARRANTS

- A. Warrant# 7021 (Feb 17, 2021)
- B. Warrant# 8021 (Feb 24, 2021)
- C. Warrant# 9021 (Mar 03, 2021)
- D. Warrant# 10021 (Mar 10, 2021)

V. OLD BUSINESS

- A. Minutes
 - 1. 02/09/2021
 - a) Mr. Bickford made a motion to accept minutes, Ms. Hale 2nd followed by 2/0 vote to approve
 - b) Mr. McLean abstained from vote as he was not at 02/09/2021 meeting
- B. Hiring Update
 - 1. Employment Ads – General Manager and Financial Assistant
 - a) Ms. Reynolds stated the ad for General Manager asks for a Class B license because they would need to pass a drug/alcohol test to get it
 - b) Mr. Alexander would like the GM to have a Class 3 operators license
 - i. Ms. Hale agrees with this
 - c) Ms. Reynolds believes they only need a Class 2 due to that being what our system requires
 - d) Ms. Hale questioned about the programs required for the Financial position; is this something needed for us to take Sewer payments
 - i. Ms. Reynolds stated that it is not; they are used daily for water

- e) Mr. McLean asked for background on why we need these 2 positions
 - i. Ms. Reynolds explained why we need both; Mr. Alexander retiring and Ms. Reynolds stepping down to part time
 - f) Ms. Hale made a motion to accept, Mr. Bickford 2nd the motion followed by a 3/0 vote in favor to post the ads as written.
- C. Risk and Resilience Assessment & Emergency Response Plan
 - 1. The deadline to have this completed is 6/21/2021
 - 2. Mr. Alexander explained that the purpose is to look at our vulnerability; natural and manmade issues
 - 3. This process needs to happen when the population is at 3300 or higher
 - 4. Mr. Alexander sent RFPs to 3 firms; Dirigo Engineering (\$5000), Wright Pierce (no response due to workload) and Tom's Water Solutions (\$8200)
 - 5. Mr. Alexander has looked over the RFPs and asked the board for approval for Dirigo Engineering as they just completed our Master Plan
 - 6. Ms. Hale made a motion to approve, Mr. Bickford 2nd the motion followed by a 3/0 vote in favor
- D. Master Plan
 - 1. Update – Mr. Alexander spoke to Dirigo Engineering on 3/9/2021 and asked for an update by the next meeting
- E. Corrosion Control – Moody/Bauer Station
 - 1. Pump skids have been mounted at Moody
 - 2. Containment area built
 - 3. Water Operators are cleaning out the building before starting the project at Bauer
 - 4. Will add chlorine at Bauer & Ann Street
- F. Clothing Allowance
 - 1. Mr. Alexander & Ms. Reynolds prefer to just payout since Super Shoes is not convenient to everyone
 - 2. The payout will be \$300 per person (Water Operators and Superintendent)
 - 3. Ms. Hale made motion to accept, Mr. Bickford 2nd the motion followed by a 3/0 vote to approve
- G. Route 125 Project
 - 1. State going out to bid in October 2021 to start in 2022
 - 2. Ms. Reynolds stated that we would need to go for the spring issue for Bond money
 - a) We would need to start the process as soon as they (State of Maine) get bids
 - b) Our portion should be between 1.5 and 2 million dollars for work from Main Street to Huston Street
- H. Legislative Bill for PFO's PFA's
 - 1. No real update
- I. Unresolved Issues (Tabled)
 - 1. Chlorination at stations – covered in Corrosion Control
 - 2. Memorial for Bill Bauer – Mr. Alexander would like to get it completed before May
- J. Any Other Old Business
 - 1. None

VI. NEW BUSINESS

- A. Superintendent's Report
 - 1. Water Main Breaks
 - a) Beatley St – 2/11/2021
 - i. 6" Main with a circumferential break
 - ii. Aceto & Sons did the work for \$3859.13
 - b) Reid St – 2/28/2021
 - i. 6" Main with a circumferential break
 - ii. Aceto & Sons did the work for \$4521.25

2. T-Mobile Letter
 - a) Mr. Alexander reached out to T-Mobile about their request for more space after receiving a set of plans for the space
 - b) Mr. Alexander has not heard back (as of 3/9/21) about his questions
 - i. Is it a diesel generator?
 - ii. Noise?
 - iii. Containment?
3. 15 Ann Street
 - a) Town of Lisbon asked Mr. Alexander about acquiring the land for Lisbon Water Department
 - b) Mr. Alexander stated it is in the flood plain and there is a building that would need to be taken care of.
 - c) Mr. Alexander does not feel it would be a benefit to the rate payers
4. 9 Merrill Ave Development
 - a) Proposal for four Duplex Condominium Buildings – 4 two unit buildings
 - b) Mr. Alexander has drawn up a plan on how water department would service and sent it to developer
 - c) Mr. Alexander also told developer he will need to see a signed approval from Planning Board
 - d) Water Department has not received a request from the Planning Board yet
 - i. Mr. Fellows thought it had been sent
 - e) Mr. Alexander has been told the plan is to rent the units and then sell like an HOA
5. Draft 2020 Annual Report
 - a) Water Department is required to submit this to the town every year
 - b) Mr. Alexander went over some of the information in the report
 - c) Mr. Bickford made a motion to approve, Hale 2nd motion followed by 3/0 vote in favor
- B. Business Manager's Report
 1. Ms. Reynolds stated she was recognized for her 15 Year Service Award from Town Council at the Council meeting
- C. Commissioner Communication/Requests
 1. Ms. Hale – Asked about the smoke and carbon monoxide alarms going off
 - a) Mr. Alexander has spoken to Fire Chief; we will reach out to him the next time they go off
 - b) Mr. Alexander has had Eastern Fire and furnace company in; they did not find a reason
 2. Mr. Bickford – None
 3. Mr. McLean - None
- D. Customer Communication
 1. Complaint Log
 - a) 02/12 – 43 Crest Avenue; customer reported he has had to replace a boiler coil and faucet fixtures due to calcium
 - i. Ms. Reynolds explained that we are working on the corrosion control but that it will not improve things immediately
 - ii. The customer seemed happy with this update
 - b) 03/01 – 631 Lisbon Street; the customer (Mrs. Owens) is upset she is having to pay plumber to update plumbing for our upgrades
 - i. Ms. Reynolds explained the reader does not work with the current meter so we need to change out the meter. At this location the meter would not fit without an upgrade to plumbing. Mrs. Owens is upset about having to pay for the plumber. Ms. Reynolds explained that it is the home owner's responsibility.
 - ii. Mrs. Owens was okay after speaking to Ms. Reynolds and Mr. Owens
 2. Customer Comments
 - a) None

E. Any Other New Business

1. Betty Grimmel requested a letter from Mr. Alexander stating that Lisbon Water Department would be providing water for the trailer park expansion
2. Mr. Alexander sent letter stating we do have the ability to serve the expansion. Mr. Alexander also let Ms. Grimmel know he was pleased to see they had installed a blow off on the end of the line. He also asked if the pipe (2, 2" lines) was adequate for the next 2 phases that are planned. The rate is about 97 gallons a minute (plenty of pressure) on the Water Department side.

F. Set next meeting date

1. Tuesday, April 13, 2021 at 5:30pm at Lisbon Water Department.

VII. ADJOURNMENT

- A. Ms. Hale made motion to adjourn, Mr. McLean 2nd, followed by a 3/0 vote in favor. Adjourned at 6:27pm.