



## 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 May 22, 2017

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

Staff Present: Shellie Reynolds and Bill Alexander

Audience: None

Meeting called to order by Ms. Hale at 5:31pm

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. WARRANTS**

A. Warrant 19017 (May 10, 2017)-Approved

B. Warrant 20017 (May 17, 2017)-Approved

#### **III. EXECUTIVE SESSION**

A. None

#### **IV. OLD BUSINESS**

A. Reading and Approval of Minutes

1. 05/08/2017

a. Mr. Wells made a motion to accept the minutes as written. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

B. Mill Street Main Project

1. Mr. Alexander said that we received proposals for the installation of the new water main in the Mill St. Bridge from Wright & Pierce for \$21,000.00 and Dirigo Engineering for \$9,500.00. He explained that the proposals were identical and the need to move the main.

2. Mr. Wells made a motion to accept the proposal from Dirigo Engineering for \$9,500.00. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

C. Kelly Park Update

1. Mr. Alexander said that he spoke with Mr. Kelly and explained that they would need to connect to Moody prior to Premiere Drive being turned on and Mr. Kelly said that he has planned the work in 2-2 ½ weeks. Mr. Alexander said that he is reviewing the changes to the easement that our attorney recommended and he needs to call them to discuss them and then forward it to Mr. Kelly.

D. 57 Main Street Service Replacement

1. Mr. Alexander said that the service replacement at 57 Main St was completed last Tuesday and it went very well.

2. He said that, in preparation for the repairs, we did some valve exercising on the valves that would need to be used to make the repairs. He said that it took them over 6 hours to

work them and that there is a valve that still won't work completely so they need to go back again. He said that Mr. Brunelle did great and that it took both of them to use the exercising tool.

E. 4 Campus Ave Request for Water

1. Mr. Alexander said that he met with the Lisbon Community Group at 4 Campus Ave to discuss all the options to get water to the community garden. He said that he told them that they would need to get the Town's permission as it is their property and he explained to them that we would need to tap the main on South St. He said that he did an estimate for the parts and our time needed to do the work but it did not include excavation. He has not heard from them as of today on a decision.

F. Unresolved Issues

1. Highland Ave Project
  - a. Still waiting for information from gas line and paving.
2. Personnel Policy
  - a. Office Closure, Vehicle Use, Drug Testing, Driving Record Check
    - i. Mr. Wells asked about the vehicle use policy as he saw an employee with someone in the Water Dept. vehicle and talking on the cell phone while driving. Ms. Reynolds said that the policy hasn't been handed out as we were doing the change as one when all the policy changes were complete.
3. Oxford Networks Proposal
4. Plaque or Memorial for Bill Bauer
5. Comprehensive Plan Update for Planning Board
6. Sludge to TOL Sewer
  - a. Still waiting to hear from TOL and their engineering firm
7. Route 196 Project
8. New Standpipe Property Options

G. Any Other Old Business

1. Paving Estimate
  - a. Mr. Alexander said that he requested proposals for paving and he only received one reply from Bulick Construction. He said that it is to repair the breaks on Main St, Winter St and Marshall St. Mr. Wells made a motion to accept Bulick's proposal for \$8,750. Ms. Hale 2<sup>nd</sup> the motion followed by a positive 3/0 vote.

**V. NEW BUSINESS**

A. Superintendent's Report

1. ISO Response
  - a. Mr. Alexander said that Mr. See came and spoke to him about the ISO report for the Town and asked Mr. Alexander if he would get him the current information regarding the public water supply and capabilities. Mr. Alexander said that he has sent some of the information and is now waiting on a list of hydrants from them that they want fire flow information from. He said that it has been very time consuming to do the research as we didn't have any of it readily available. He said that he has begun a spreadsheet for future use.
2. Lead & Copper
  - a. Mr. Alexander said that we have to start collecting lead and copper samples.

3. Maine Electronics
  - a. Mr. Alexander said that Steve Warren had stopped in to discuss the report for Maine Electronics and that they had a great conversation. He said that there are a few water quality items he is looking into that Mr. Warren had asked him about.
4. Police Dept. Communication Tower Request
  - a. Mr. Alexander said that he met with Police Chief Hagan to discuss putting a communication antennae on our standpipe in Lisbon. He said that the Police Department will supply everything including getting the work done; they just need to know if we would be willing to allow it.
  - b. Ms. Reynolds asked if we would be charging rental and Mr. Alexander said that they handle our on-call calls and that he will ask them for a call log relating to our call outs. He said that they will have to bring us information on the installation, that it will be compatible, and cost estimates for power and backup to the equipment.
  - c. The Board discussed the issue and will wait for the Police Department's plans. They said they will support the project as long as it does not interfere with the Water Department's needs.
- B. Business Manager's Report
  1. Financial Statements from RHR Smith
    - a. Ms. Reynolds said that we received draft financial statements from RHR Smith and had forwarded them to Mr. Henry at HMV for review. Mr. Henry replied with about 12 concerns. She said that she reviewed and forwarded the information to the Board and to RHR Smith but has not heard back yet.
  2. Abatement Request for 23 Dumas St
    - a. Ms. Reynolds said that we received a letter requesting an abatement for a high usage at 23 Dumas St.
    - b. The Board reviewed the letter and noted that the issue was fixed. Mr. Wells made a motion to approve the abatement request for 23 Dumas St. per the abatement policy. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
  3. Service Request Evaluation Form
    - a. Ms. Reynolds presented the new Service Request Evaluation Form that we will use to communicate with the customer about the site evaluation and our recommendations for their service. Mr. Alexander explained the need for the information on the form and the Board discussed the form and had no problems with using it.
- C. Commissioner Communication/Requests
  1. Mr. Lemieux-None
  2. Mr. Wells-None
  3. Ms. Hale-None
- D. Complaint Log
  1. None
- E. Customer Comments
  1. None
- F. Other New Business
  1. None
- G. Next Meeting
  1. The next Commissioners' Meeting is Monday, June 19, 2017 at 5:30pm at the Lisbon Water Dept.

## VI. ADJOURNMENT

- A. Mr. Lemieux made a motion to adjourn. Ms. Hale. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:24pm.