



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

William A. Bauer, Chairman, & Commissioners Stanley Doughty Jr. & Kenneth R. Wells

Commissioners' Meeting Minutes for January 26, 2015

Members Present: Stanley Doughty Jr. and Ken Wells

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds

Audience: Dillon Pesce, Eric Metivier, and Roger Bickford

Meeting called to order by Mr. Doughty Jr at 5:34pm

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

- A. Warrant 1 for January 07, 2015 – Approved
- B. Warrant 2 for January 14, 2015 – Approved
- C. Warrant 2-SP for January 15, 2015 – Approved-Project Payment
- D. Warrant 3 for January 21, 2015 – Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Ken Wells made a motion to accept the minutes as written for December 15, 2014 and January 12, 2015. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 2/0 vote.
- B. Utility Committee
 - 1. Ms. Reynolds said that they had a meeting on 01/14/15 and the end result was that they weren't meeting again until May or June of 2016. She and Mr. Wells said that we would be tracking expenses between the Town and the Water Dept.
 - 2. Mr. Wells asked if we have a list of fees that we will charge and Ms. Reynolds said that she and the Town Mgr. met last Wednesday to discuss the services. Ms. Barnes asked Ms. Reynolds to do some research with other water utilities for different options and rates for charging for the water readings for the Sewer Dept. She said that we will each come up with an hourly rate for labor and equipment.

3. Mr. Wells asked Mr. Pesce if they had given the Town Mgr any direction and he said that they hadn't, but that they tasked her with researching options and then bring them to the Council to decide which one to go with.
 4. The Commissioners discussed the issue, asked Ms. Reynolds to continue to do the research and keep them in the loop.
- C. Unresolved Issues (tabled)
1. Personnel Policy Updates
 - a. Longevity, Vacation, On Call Rotation
 2. Audit Proposal Concern Questions
 3. Cell Phone Plans
 4. SCADA Alarm Back-up Options
 5. Capacity Grant
- D. Other Old Business
1. Water Capacity for Premiere Development
 - a. Mr. Wells inquired if the water main going into Kelly Park/Premiere Development was large enough to accommodate their upgrade from 5 sites to 12 sites for fire flow requirements if all 12 sites needed sprinklers. Ms. Reynolds told him that it was an 8" main going into the park and that we had done a new capacity to serve request when the project was being re-designed and Mr. Plourde approved the new changes for capacity. She believes the 8" main is sufficient, but will confirm with Mr. Plourde for the next meeting.
 2. 11 Saint Ann St Insurance Claim
 - a. Mr. Wells asked if the insurance claim for 11 Saint Ann St was resolved.
 - b. Ms. Reynolds said that the claim was settled and paid and that she had just spoke with Mr. Murcin here at the office and he was content with the result.
 - c. Mr. Bickford said that he had also spoke with Mr. Murcin and confirmed that he was satisfied.

IV. NEW BUSINESS

- A. Operations Manager's Report
1. None
- B. Business Manager's Report
1. Water Main Break in Huston Park
 - a. Ms. Reynolds reported for Mr. Plourde that there was a water main break in Huston Park. She said that it was a sheer break on an 8" main. She said that they were not sure of the cause, but that is was the cast iron pipe from the 60's. She said that Longchamps was the contractor and completed the repair in about 5 ½ hours.
 2. Road Opening Permit Fees
 - a. Ms. Reynolds said that Mr. Bauer had asked her to let the Commissioners know that he had gone to the Town Council Meeting last Tuesday night and addressed the Council about the increase in the road opening permit fee from a previous \$200 annually to \$150 per incident. He said that the Council would be reviewing the fees and get back to us with any changes if there were any.
 3. Complaint Log
 - a. Minimum charge- a customer sent a letter in with their payment and complained that the minimum charge was too much. Mr. Wells said that he was probably one of the rate payers that we reduced the minimum usage from 1200cf to 900 cf to keep the increase down.

C. Other New Business

1. 2014 W-2's

- a. Mr. Wells stated that he had received his 2014 W-2 in the mail today.
- b. Ms. Reynolds said that she was glad he brought that up as she spoke with the payroll clerk and was told that the W-2's would be mailed to everyone as the system isn't set up yet to make them available electronically. She said that she was told that the button on the ESP screen was put in for when the option was available in Trio.

D. Next Meeting

1. The next Commissioners' Meeting is Monday, February 23, 2015 at 5:30pm at the Lisbon Water Dept.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Doughty Jr made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 5:52pm.