



## LISBON WATER DEPARTMENT

639 Lisbon Road

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Marie Hale, Chairman, Kenneth R. Wells & James Lemieux Commissioners

### Commissioners' Meeting Minutes for March 13, 2017

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

Staff Present: Shellie Reynolds

Audience: Late Arrival Kris Krawford

Meeting called to order by Ms. Hale at 5:32pm

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

- A. None

#### **II. WARRANTS**

- A. Warrant 92017 (Mar 01, 2017)-Approved
- B. Warrant 10017 (Mar 08, 2017)-Approved

#### **III. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. 02/27/2017
    - a. The Board did not have time to review the minutes as they were only sent to them this afternoon so they table the approval until the next meeting.
- B. Vehicle Liability Issue
  - 1. Ms. Reynolds said that she had spoken with the Town Manager about the complaint that a Water Department truck was plowing a driveway in Durham. Ms. Reynolds said that she e-mailed our attorney for advice and he wouldn't advise letting employees use Water Department equipment for any personal use and if you do then you need to have a specific policy and that we should contact our insurance company to find out exactly in writing what they do cover.
  - 2. The Board discussed the issue and decided to table it to the workshop.
- C. Schedule Personnel Policy Workshop
  - 1. The Board agreed to have a workshop on 03/27/2017 at 5:30.
  - 2. The Board asked Ms. Reynolds to add the Job Description for the Superintendent to discuss at the workshop along with all the items listed below in unresolved issues for Personnel Policy.

D. Unresolved Issues-Mr. Alexander briefed Mr. Lemieux on the list of projects.

1. Comprehensive Plan Update for Planning Board
2. Sludge to TOL Sewer
3. Highland Ave Project
4. Mill St Project
5. Main St Project
6. Route 196 Project
7. New Standpipe Property Options
8. Update T & C's
  - a. Abatement Policy
9. Personnel Policy Changes
  - a. Office Closures
  - b. On-Call Comp Time & Overtime Exchange
  - c. Water Operator Licensure
  - d. Cell Phone Policy
  - e. Equipment Use Policy
    - i. Vehicles
    - ii. Backflow Tester
    - iii. Cell Phone

E. Any Other Old Business

1. None

**IV. NEW BUSINESS**

A. Superintendent's Report

1. Kelly Park Update
  - a. Tabled
2. Paving Estimate
  - a. Tabled

B. Business Manager's Report

1. Finance Advisor Completed
  - a. Ms. Reynolds said that she received her year end adjustments from our financial advisor and a packet that he sent to RHR Smith as well to prepare for the audit tomorrow and Wednesday.
2. RHR Smith
  - a. Commitment Letter for 2016 Audit
    - i. She received an updated copy and forwarded it to our financial advisor for review and he responded with several items. She and the Board agreed that she will forward the questions to RHR Smith. Mr. Wells asked her to send it to him as well so he can review it with his wife and daughter to see what their thoughts are.
3. BUE Power Proposals
  - a. Ms. Reynolds said that she received an energy offer from BUE at Mr. Alexander's request to check for all locations not just Moody.
  - b. The Board agreed to table the issue so that Ms. Reynolds can get more offers.
4. Oxford Networks Proposal
  - a. Ms. Reynolds said that they had been experiencing internet issues and she had talked to Ryan Leighton about it and he made some suggestions and also help to facilitate a meeting with Oxford Networks to see our options. She and Mr. Alexander met with Oxford Networks and Mr. Leighton to discuss the option of transferring telephone and internet service to Oxford Networks. She presented the proposal from Oxford

Networks and explained the benefits. She said she was not sure if SCADA was all set, that Mr. Alexander dealt with that and she was not sure if it was all set and would rather table the issue so that Mr. Alexander could answer questions about the operations side of it.

5. Plaque or Memorial for Bill Bauer

- a. Ms. Reynolds said that she would like to do something in memory of Bill Bauer. Mr. Wells made a suggestion to change Moody Plant to his name and she said that Mr. Alexander had the same suggestion. She asked if we would do anything for the family and they offered to have the family present to dedicate the plaque. She said that they also discussed a plaque to list every Water Commissioner as well and the Board said to get pricing on both options and bring it back to the Board. Ms. Hale said that there are the Town Reports which will have those names and Ms. Reynolds recommended that Ms. Hale use her resources to help get the names and the Board agreed.

C. Commissioner Communication/Requests

1. Mr. Wells-None
2. Ms. Hale-None
3. Mr. Lemieux-None

D. Complaint Log

1. None

E. Customer Comments

1. None

F. Other New Business

1. None

G. Next Meeting

1. Commissioners' Workshop is Monday, March 27, 2017 at 5:30pm
2. The next Commissioners' Meeting is Monday, April 10, 2017 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

- A. None

**VI. ADJOURNMENT**

- A. Mr. Wells made a motion to adjourn. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:13pm.