



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

William A. Bauer, Chairman, Kenneth R. Wells & Marie Hale Commissioners

Commissioners' Meeting Minutes for October 11, 2016

Members Present: Bill Bauer, Ken Wells, and Marie Hale

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: None

Meeting called to order by Mr. Bauer at 4:40pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 372016 (Sept 14, 2016)-Approved
- B. Warrant 382016 (Sept 21, 2016)-Approved
- C. Warrant 392016 (Sept 28, 2016)-Approved
- D. Warrant 402016 (Oct 05, 2016)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. Minutes for Sept 12, 2016
 - a. Ms. Reynolds apologized that the minutes were not completed and requested to table them to the next meeting and the Board agreed.
- B. Backflow Certification
 - 1. Mr. Alexander said that he registered for the Portland class in November.
- C. Kelly Park
 - 1. Mr. Alexander said that he attended the Planning Board Meeting on September 22nd and that we issued a letter stating that the Water Dept. has the ability to serve the subdivision amendment as submitted as case #16-6. He said that he also met with Mr. Kelly on Sept. 14th to discuss the project and design and he agreed to install the 8" class 52 ductile iron pipe from the end of the existing 8" HDPE and tie it into Moody Rd. He said that the Planning Board made this document and the previous document where he asked for specs and plans a contingency for their final acceptance. He said that he was not sure when they would be able to start whether it would be this year or in the spring.
- D. Unresolved Issues
 - 1. Mill St Main Project
 - 2. Main St Project
 - 3. Route 196 Project
 - 4. Standpipe Property Options

5. Update T & C's
 - a. Abatement Policy, credit card
6. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone
- E. Any Other Old Business
 1. None

****Late Arrival of John Gaudet for personnel policy discussions-Ms. Reynolds left the meeting.**

IV. EXECUTIVE SESSION

- A. M.R.S.A. 13 § 405 (6) A Personnel
 1. Mr. Wells made a motion to enter Executive Session citing M.R.S.A. 13 § 405 (6) A Personnel. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote at 4:45pm.
 2. Ms. Hale made a motion to exit Executive Session. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 7:05pm. No motions were made and Mr. Alexander was given direction in regards to the licensing policy.

****Mr. Gaudet left the meeting and Ms. Reynolds returned.**

V. NEW BUSINESS

- A. Superintendent's Report
 1. Vacation 12/27/16-01/09/17
 - a. Mr. Alexander said that he would like to take his annual vacation 12/27/16-01/09/17 and the Board approved it.
 2. Employee Evaluations
 - a. Mr. Alexander asked the Board how the employee evaluations were going to be handled this year. The Board agreed to have Mr. Alexander do the evaluations with review of the previous year's evaluation goals and then to bring his recommendations to the Board.
 3. Workshop
 - a. Mr. Alexander and Ms. Reynolds said that we would like to have a workshop to discuss the Highland Ave project, the Mill St project, the filter plant maintenance issues and the to discuss the 2017 budget.
 - b. The Board agreed to meet on 10/24/16 at 3:30pm.
 4. Business Manager's Report
 - a. 2017 budget
 - i. Ms. Reynolds presented an updated budget spreadsheet for 2016. The Board discussed why the contractual services were so high and Ms. Reynolds said that it was from engineering services for SCADA, Mr. Gaudet's personnel assistance, and the TOL shared services.
 - ii. The Board agreed to table the budget discussion until the workshop on the 24th.
 - b. Holiday Dinner
 - i. Ms. Reynolds said that she made a tentative reservation at DaVinci's on Sunday, December 4th at 4:30pm. The Board agreed to the reservation and the Yankee Swap.

- B. Commissioner Communication/Requests
 - 1. Mr. Wells-None
 - 2. Ms. Hale
 - a. Ms. Hale asked about the fire hydrant issue and there was no new information yet.
 - 3. Mr. Bauer-None
- C. Complaint Log
 - 1. 09/19/16-41 Main St-dirty water
 - a. Mr. Alexander said that the Durham Fire Dept. used a hydrant on Canal St. without notification. Ms. Hale asked Mr. Alexander to reach out or send a letter to the Durham Fire Dept. requesting them to contact us when they have used one of our hydrants.
 - 2. 09/20/16-18 Memorial St-yellow water
 - a. Mr. Alexander visited the location and they had experienced a brief burst of yellow water but it had since cleared up. He said that he couldn't determine what caused this.
 - 3. 09/21/16-23 Village St-dirty water
 - a. The customer had come in to the office and Mr. Alexander discussed the issue with him. He said that he has a 2nd floor tenant that constantly complained of dirty water and they agreed to set up an appointment for Mr. Alexander to check it out when it happens.
 - 4. 10/06/16-7 Bibber St-low pressure
 - a. Mr. Alexander said that the water at this location had been off for several years and he would like to do a hydraulic analysis of the water main and service. He said that he went to the location and they definitely have an issue and they need to figure out if it is the customer's side or if it is our side.
- D. Customer Comments
 - 1. None
- E. Other New Business
 - 1. None
- F. Next Meeting
 - 1. A Commissioner's workshop will be on October 24, 2016 at 3:30pm at the Lisbon Water Dept.
 - 2. The next Commissioners' Meeting is Monday, November 14, 2016 at 5:30pm at the Lisbon Water Dept.

VI. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:24pm.