



LISBON WATER DEPARTMENT

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

Commissioners' Meeting Minutes for March 27, 2018

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

Staff Present: Shellie Reynolds

Audience: Roger Bickford and Chris Brunelle

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

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 8018 (Feb 21, 2018)-Approved
- B. Warrant 9018 (Feb 28, 2018)-Approved
- C. Warrant 10018 (Mar 07, 2018)-Approved
- D. Warrant 11018 (Mar 14, 2018)-Approved
- E. Warrant 12018 (Mar 21, 2018)-Approved
- F. Warrant 13018 (Mar 28, 2018)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. 01/09/2018
 - 2. 02/15/2018
 - 3. 02/15/2018-Public Hearing
 - a. Mr. Wells made a motion to accept the minutes as written for January 9th, February 15th, and February 15th Public Hearing Minutes. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Commissioner Terms
 - 1. Ms. Hale said that she looked online today to see if the Governor had approved the bill and there was nothing there. Ms. Reynolds confirmed that the bill had passed in the House and the Senate and is on the Governor's desk. Ms. Hale said that 90 days after the session ends the bill will automatically be law.

IV. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
 - 1. Mr. Wells made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel at 5:36pm. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote.
 - 2. Ms. Hale made a motion to exit Executive Session. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote at 6:14pm. Ms. Hale stated that no votes and there is no action to be taken.

V. Old Business Continued

A. Rate Case

1. Final Filing 03/27/2018

- a. Ms. Reynolds stated that the Public Utilities Commission filed that the tariffs were approved today and on April 1st they will go into effect.

B. Audit

1. Ms. Reynolds said that the Auditors were here on March 15th and 16th. She said that they asked us to sign a letter from the Water Dept to the Auditors stating that we accept the financial statements and other information that we have not seen from them yet. She said that she is not comfortable signing the letter without seeing the documents. Mr. Wells said that he showed his wife the letter and she said it was a standard requirement and that it is normal to sign it at this point. He said that it is supposed to be a confirmation that everything we have given them is current and accurate and that there is no fraud. Ms. Reynolds said that Mr. Henry did not recommend signing the letter without the documents. The Board asked Ms. Reynolds to ask RHR Smith to clarify the intent.

C. Filter Plant Filter #2

1. Ms. Reynolds said that she just wanted to mention that filter #2 was brought back up and online last week and that Mr. Alexander will give more detail at the next meeting. The Board said that they had received an e-mail from Mr. Alexander when it was done.

D. Unresolved Issues

1. Sludge to TOL Sewer
2. Mill St Project
3. Route 125 Main Replacement Project
4. Oxford Networks Proposal
5. Plaque or Memorial for Bill Bauer
6. Comprehensive Plan Update for Planning Board

E. Any Other Old Business

1. None

VI. NEW BUSINESS

A. Superintendent's Report

1. Main Break-Crest Ave-03/06/18 @6pm
2. Main Break-David St-03/08/18 @ 2am
3. Service Lowering for 611 Lisbon St
 - a. All items were tabled until Mr. Alexander can be present to discuss them.

B. Business Manager's Report

1. Ms. Reynolds said that she received a call from T-Mobile requesting a decrease in their cell tower rent by 25%. She said that they were trying to initiate discussion for any reduction as they have been doing reviews with their other area rents and want to bring ours in line with the others.
2. Ms. Reynolds did not recommend reducing the rent as this could cause a slippery slope, that we cannot afford another cut in revenue, and they have done nothing different to justify a reduction in the rent.
3. The Board discussed the request and considered staying the annual 3% increase for a few years. They asked Ms. Reynolds to try to come up with a footprint cost for both the companies at our site and to contact other utilities to find out what their rents are and get back to the Board.

- C. Commissioner Communication/Requests
 - 1. Mr. Wells-None
 - 2. Mr. Lemieux-None
 - 3. Ms. Hale-Ms. Hale told Ms. Reynolds that she would like to go to the MWUA quarterly conference on April 12th in Rockland. The other Board members were not able to attend but Mr. Bickford said that he would go if Mr. Alexander went and to just let him know.
- D. Complaint Log
 - 1. 2/22/18-6 Old Meadow Rd-low pressure
 - 2. 3/2/18-Park St-low pressure
 - 3. 3/7/18-45 & 47 Crest Ave-dirty water from main break
 - a. Mr. Brunelle explained to the Board about why Crest Ave had dirty water and that they told one of the customers to run the water and we would issue a credit if necessary as there was no hydrant or blow off beyond these locations to flush water main.
 - b. All other complaints were tabled until Mr. Alexander could be present.
- E. Customer Comments
 - 1. None
- F. Other New Business
 - 1. Nominate Chairperson
 - a. Mr. Wells said that they needed to select a Chairperson as Ms. Hale was selected more than a year ago and we are supposed to do it every year. Ms. Hale asked if they wanted to wait until July when Mr. Bickford begins his term and Mr. Wells said that we should do it now.
 - b. Mr. Wells made a motion to select Ms. Hale for chairperson. Mr. Lemieux 2nd the motion followed by a positive 2/0/1 vote with Ms. Hale abstaining from the vote.
 - c. Mr. Wells made a motion to select Mr. Lemieux as the Vice Chairperson and Ms. Hale 2nd the motion followed by a positive 2/0/1 vote with Mr. Lemieux abstaining.
 - 2. Customer Abatement Request
 - a. Ms. Reynolds said that we received a letter from the customer at 23 Center St requesting an abatement. They said that a hose was left outside and it split resulting in the large use of water and has since been shut off.
 - b. Ms. Reynolds reviewed the abatement process and the amount of the abatement for this customer is \$93.33.
 - i. The Board discussed the request and Mr. Wells made a motion to grant the abatement of \$93.33. Ms. Hale 2nd the motion followed by a positive unanimous 3/0 vote. Ms. Reynolds will contact the customer and find out if they wish to use it this time.
- G. Next Meeting
 - 1. The next regular Commissioners' Meeting is Tuesday, April 10, 2018 at 5:30pm at the Lisbon Water Dept.

VII. ADJOURNMENT

- A. Mr. Lemieux made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:50pm