



## LISBON WATER DEPARTMENT

639 Lisbon Road

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Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

### Commissioners' Meeting Minutes for November 13, 2018

Members Present: Marie Hale, Jim Lemieux, and Roger Bickford

Staff Present: Shellie Reynolds

Audience: None

Meeting called to order by Ms. Hale at 5:33pm

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

A. None

#### **II. WARRANTS**

- A. Warrant# 42018 (Oct 24, 2018)-Approved
- B. Warrant# 44018 (Oct 31, 2018)-Approved
- C. Warrant# 45018 (Nov 07, 2018)-Approved
- D. Warrant# 46018 (Nov 14, 2018)-Approved

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

- A. Reading and Approval of Minutes
  - 1. October 16, 2018
    - a. Ms. Hale made a motion to accept the minutes as written for October 16, 2018. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- B. Kiernan Transport
  - 1. Ms. Reynolds briefed the Board that Mr. Johnston had filed a complaint with the Maine Public Utilities Commissioner in regards to providing him service off the private line that crossed his property. She explained that we were unaware of the complaint and found out coincidentally when we called to discuss chapter 65 with Jeff McNelly who now works with the PUC. He went to consult his resources and discovered the complaint and forwarded our information to them. Ms. Reynolds said that there was a typo in the e-mail address for the Business Manager when the PUC updated their records. Once this issue was resolved they forwarded the complaint to us on October 24<sup>th</sup> and said that she and Mr. Alexander drafted and send a response to the PUC questions on October 26<sup>th</sup> but has not heard anything further.
- C. 2019 Budget
  - 1. Ms. Reynolds reviewed the discussion from the budget workshop with our financial advisor, Nick Henry, on October 30<sup>th</sup>. She said that she forwarded the latest draft from Mr. Henry showing the changes the Board agreed to. The Board discussed the potential cuts, items to postpone, and purchases to be made by year end 2018 to reduce the 2019

final figures. She said that we should review them and then discuss the options with Mr. Alexander when he returns hopefully at the next meeting.

2. She said that she had spoken with the Mr. Henry about the remaining 2014 bond funds to aid the budget either in paying the bond principal or towards the Mill St Project currently in progress and they agreed to contact the bond counsel to see if we could use them. She said that she will let the Board know once we have confirmation.

D. Unresolved Issues

1. Sludger to TOL Sewer
2. Mill St Project
3. Memorial for Bill Bauer
4. Kelly Park Infrastructure Approval Letter
5. Route 125 Main Replacement Project
6. Comprehensive Plan Update for Planning Board

E. Any Other Old Business

1. None

**IV. NEW BUSINESS**

A. Superintendent's Report

1. None

B. Business Manager's Report

1. MWUA FOAA Board Certification
  - a. Ms. Reynolds said that MWUA had a training on the Freedom of Access Act and the entire Board along with the office staff and Mr. Alexander are all trained and have met the requirements. Ms. Hale asked if Ms. Reynolds had sent the certification information to the Town Clerk and she had not but will do so.
2. Closing November 15<sup>th</sup> for training
  - a. Ms. Reynolds told the Board that she would like to close the office so that both she and Ms. Masse could attend a training in Freeport. The Board had no objections but to give the Police Department notice.
3. Holiday Dinner
  - a. Ms. Reynolds asked the Board if they would like to do a holiday dinner and if so when and where. She gave some options for dates, times, and locations. The Board decided to try to get into the Chickadee in Lewiston, on December 2<sup>nd</sup> at 4:30pm.
4. Closing December 24<sup>th</sup>
  - a. Ms. Reynolds asked the Board if the Water Department could close for the holiday weekend as long as employees used benefit time to cover the unworked hours. The Board agreed that we should be closed December 24<sup>th</sup> to observe the holiday weekend but to give the Police Department notice.

C. Commissioner Communication/Requests

1. Ms. Hale-Ms. Hale said that she was the first newly elected official to be sworn in the morning after election on 11/07/18 so she was good to go.
2. Mr. Bickford-None
3. Mr. Lemieux- None

D. Complaint Log

1. 10/24/18-Several dirty water complaints on Main St-flushing
2. 11/01/18-6 Congress St-high water rate for bad water
3. 11/05/18-15 Beech St-low water pressure
4. 11/07/18-dirty water complaints from Dingley Fire Flow

5. 11/08/18-17 Memorial St-dirty water

- a. Ms. Reynolds stated that she was not familiar with the details of all the complaints but knows that Mr. Alexander had addressed all of the ones in regards to operations.

E. Customer Comments

1. None

F. Other New Business

1. None

G. Next Meeting

1. The next regular Commissioners' Meeting is Tuesday, December 11, 2018 at 5:00pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

- A. None

**VI. ADJOURNMENT**

- A. Ms. Hale made a motion to adjourn. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:10pm