



## LISBON WATER DEPARTMENT

639 Lisbon Road

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Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

### Commissioners' Meeting Minutes for March 12, 2019

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

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: Tom Bahun with Maine Rural Water Assoc.

Meeting called to order by Ms. Hale at 5:30pm

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

- A. None

#### **II. WARRANTS**

- A. Warrant 8019 (Feb 20, 2019)-Approved
- B. Warrant 9019 (Feb 27, 2019)-Approved
- C. Warrant 10019 (Mar 06, 2019)-Approved
- D. Warrant 11019 (Mar 13, 2019)-Approved

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

- A. Reading and Approval of Minutes
  - 1. February 12, 2019
    - a. Ms. Hale made a motion to accept the minutes as written for February 12, 2019. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- B. T-Mobile Lease Request
  - 1. Mr. Alexander had received communication from our attorney and he feels that the increased area is not included in the current cell rent value and recommends that we increase the amount.
  - 2. The Board discussed the issue and Mr. Alexander will ask our attorney for a recommendation on the increase value and then will submit the revisions to T-Mobile.
- C. Kiernan Transport
  - 1. Mr. Alexander said that the MPUC contacted him in regards to the complaint filed by Kiernan Transport in regards to their request for service and the PUC said that they cannot make a decision in this case as it is a real estate/deed issue and they do not have jurisdiction to deal with those issues. They did say however that we were interpreting Chapter 650 correctly in that only one customer could be served from a private main. Mr. Alexander said that we will wait to see if Kiernan Transport will do anything for the next step.

- D. Sludge to TOL Sewer
  - 1. Mr. Alexander said he received written approval from the Sewer Dept to begin sending the filter plant sludge to the Town sewer system for disposal. He said that we will begin as soon as the sludge tanks have been emptied, cleaned and the level is high enough to begin running; hopefully within the next couple weeks.
- E. PUC Communication for Park St Dig Safe
  - 1. Mr. Alexander showed the decision letter we received from the MPUC regarding the Park St dig safe issue. He said that they are taking no action at this time and recommended additional training and stressed the need to mark all our infrastructure properly in the future.
- F. Unresolved Issues
  - 1. Memorial for Bill Bauer
  - 2. Kelly Park Infrastructure Approval Letter
  - 3. Route 125 Main Replacement Project
- G. Any Other Old Business
  - 1. None

#### **IV. NEW BUSINESS**

- A. Superintendent's Report
  - 1. 2018 Annual Report to Town
    - a. Mr. Alexander said that he and the staff drafted the 2018 Annual Report for the Town and had sent it to the Board for review. Mr. Alexander said that he has sent the report to the Town Clerk when there were no objections from the Board as they needed it prior to this meeting. The Board approved the report and thanked the staff for their hard work.
  - 2. MeWARN
    - a. Mr. Alexander introduced Tom Bahun from MRWA who would be doing a short presentation to brief the Board on what the MeWARN is about and how it can benefit the Water Dept. He said that he would like the Department to join the organization and therefore asked Mr. Bahun to come to the meeting tonight.
    - b. Mr. Bahun had a slide show presentation, discussed some of the other utilities that belong and how they have benefited and that it really helps in a crisis with FEMA. He said that even if you do join you are not bound by anything to use this agency nor do you have to respond to others if you are not able. He presented the form to fill out and recommended that we have our attorney review it and make any changes prior to signing it.
    - c. The Board asked Mr. Alexander to forward the document to our attorney and bring it back to a future meeting.
  - 3. 2019 Chevy Silverado 2500HD Tool Truck
    - a. Mr. Alexander said that we did take possession of the new truck but we are having some issues with the plow so we are sending it back for repairs.
      - i. Mr. Bickford said that the issue was very common.
    - b. Mr. Alexander said we should sell the old truck and Ms. Reynolds suggested to let Mr. Stevens handle the selling as he has a real niche in buying and selling and the Board agreed to let Mr. Stevens sell the truck.
  - 4. 2019 LWD Capital Improvement Plan
    - a. Mr. Alexander presented his recommendation for the Water Dept.'s 5 year capital improvement plan. He said it primarily shows the Route 125 main replacement project

- in 2020 and 2022, possibly a new truck in 2021 and researching an additional water source in 2023.
  - b. The Board discussed the items on the plan.
  - c. Ms. Hale made a motion to accept the proposed 5 year CIP. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive 3/0 vote.
- 5. Capacity Development Grant-Master Plan
  - a. Mr. Alexander said that he had been looking at the current Master Plan that was done in 2004 and feels with the current issues and condition of the infrastructure that we should update our Master Plan so that we have some direction and a plan to address the current and future needs of the system. He said that he had spoken with Dirigo Engineering about a proposal for this work and received an estimate of about \$30,000. He said that they also suggested that we consider applying for a Capacity Development Grant to assist in the cost. He said that the grant will pay for up to 50% of a project to a maximum of \$15,000 and the deadline to submit the application for this year is 03/29/19.
  - b. The Board discussed the issue and agreed to submit the grant application.
- 6. Ferry Rd Main Break
  - a. Mr. Alexander said that we had an 8" circumferential break on Ferry Rd on 03/08/19 at around 6:30pm. Ray Labbe and Sons did the work with the staff and water was restored around 1am 03/09/19.
- B. Business Manager's Report
  - 1. RHR Audit March 26,27,28
    - a. Ms. Reynolds said that the auditor's RHR Smith would be here March 26, 27, and 28<sup>th</sup> if they needed more time.
- C. Commissioner Communication/Requests
  - 1. Ms. Hale-
    - a. Ms. Hale briefed the Board on her attendance at the MWUA Legislative Breakfast conference on February 28<sup>th</sup> in Augusta.
    - b. Ms. Hale said there was a New Bill in Legislature 129 LR 1484(01)-1.
  - 2. Mr. Bickford-
    - a. Mr. Bickford said that there was a discussion about property that the Town had owned on Borough Rd/Summer St and wondered if they still do and what it would be for. Mr. Alexander and Ms. Reynolds said that neither of them knew of it.
  - 3. Mr. Lemieux- None
- D. Complaint Log
  - 1. 02/13/19-8 Alexander St-hard water
  - 2. 02/25/19-19 Ferry Rd-dirty water
  - 3. 02/27/19-27 Beech St-low pressure
  - 4. 03/04/19-670 Lisbon St-low pressure
    - a. Mr. Alexander said that the previous 4 locations were due to calcium and calcium build-up in fixtures. He said he explained to them what the Dept. was doing and will send them information on options to combat this issue as well.
  - 5. 03/06/19-87 Main St-dirty water from Main St. break clogged their sewer.
    - a. Mr. Alexander said that this customer did have a lot of dirt in their sewer line but they were up hill and behind the break area and did not agree it was from our water main

break. He said that their sewer line may be compromised with breakage or tree roots and merely coincidental to our break.

E. Customer Comments

1. None

F. Other New Business

1. Moxie Festival Fee

- a. Ms. Hale mentioned that the Moxie Committee has decided to waive the booth fee for Lisbon residents.

G. Next Meeting

1. The next regular Commissioners' Meeting is Tuesday, April 09, 2019 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

A. MRSA 13 § 405 (6) (A) Personnel

1. Ms. Hale made a motion to enter Executive Session citing MRSA 13 § 405 (6) (A) Personnel. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 7:27pm.
2. Mr. Bickford made a motion to leave Executive Session with no action taken. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 7:34pm.

**VI. ADJOURNMENT**

- A. Mr. Lemieux 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 7:34pm