



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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

Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

Commissioners' Meeting Minutes for April 09, 2019

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

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: Mr. Johnston, his son and attorney Jack Conway for Kiernan Transport

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

I. WARRANTS

- A. Warrant 12019 (Mar 20, 2019)-Approved
- B. Warrant 13019 (Mar 27, 2019)-Approved
- C. Warrant 14019 (Apr 03, 2019)-Approved
- D. Warrant 15019 (Apr 10, 2019)-Approved

II. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. March 12, 2019
 - a. Mr. Bickford made a motion to accept the minutes as written for March 12, 2019. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
- B. T-Mobile Lease Status
 - 1. Mr. Alexander said that we received advice from our attorney and on March 29th he sent the amended lease proposal to their representative but has not heard back.
- C. Lisbon Emergency Lease Status
 - 1. Mr. Alexander said that he received the changes from our attorney and on March 28th he forwarded the amended lease to their contact but has had no response yet.
- D. Audit-No issues
 - 1. Ms. Reynolds stated that RHR Smith came on the 26th & 27th and completed their on-site work and found no issues. She said that they would like to see the bank statements reconciled in a timelier manner and that we should see a report from them in about 6 weeks.
- E. Unresolved Issues
 - 1. Memorial for Bill Bauer
 - 2. Kelly Park Infrastructure Approval Letter
 - 3. Route 125 Main Replacement Project
 - a. Mr. Alexander said that we were waiting on a new design to work around the sewer design changes.
- F. Any Other Old Business
 - 1. None

III. NEW BUSINESS

A. Superintendent's Report

1. Sludge to TOL Sewer
 - a. Mr. Alexander said that we have begun sending the plant sludge to the Sewer plant. He said that there was one incident of sending more waste due to an employee accidentally hitting the SCADA screen. He said that the Sewer was find with the overage and that it did not mess up anything for their levels so we are still fine to send the normal quantity.
2. EJP VAS Contract Renewal
 - a. Mr. Alexander stated that it was time to renew the EJ Prescott Value Added Service contract. He handed out a chart that showed the increases and decreases and overall he felt this was still a very good deal for the Water Dept. He pointed out how many times that EJP brought items to us in an Emergency situation since April of last year at no additional cost to the Dept. The Board reviewed the information and Ms. Hale made a motion to accept the EJP VAS contract for this year. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote.

IV. AUDIENCE PARTICIPATION

A. Request for Service for Kiernan Transport

1. Attorney Conway stated that they asked to be on the Board's agenda to basically get clarification. He said that Mr. Johnston has been looking to get water hooked up at his property for quite a while. He said that Mr. Johnston had been in contact with Mr. Alexander, the PUC, who has let the Town know that they are not involved and he said that it should come back here. He said that he sent a letter to Mr. Alexander asking to get something in writing as to what was going on and he said that he received a letter from the Water Dept.'s attorney at Preti-Flaherty, Mr. Donahue. He felt it had more questions than answers in which he had replied and wasn't sure if Mr. Donahue had been in contact with us about it. Mr. Conway said that he believes that Mr. Johnston was on the agenda to get his water hooked up which he believes is there in the street next to his property and as far as he knows that all the hardware to make this happen is in place.
2. Ms. Reynolds said that we have received communication from our attorney and that he will reply to Mr. Conway's response letter, but he didn't have time to do it today prior to this meeting. She said that our attorney did not feel that his questions were cleared up by Mr. Conway's correspondence so there will be more questions to follow therefore we are waiting for direction from him to proceed.
3. Mr. Conway stated that he assumed that when we get requests for service we don't always involve our attorney too often; and Ms. Reynolds said that is was uncommon for us as well.
4. Mr. Conway went on to reiterate the process that Mr. Johnston had followed and that they are just wondering why it hasn't been hooked up. Ms. Reynolds stated that she knew that Mr. Conway had received replies from Mr. Alexander and our attorney as to why the water is not hooked up and reiterated that we are currently waiting for direction from our attorney at this point.
5. Mr. Conway asked if we haven't made a decision and Ms. Reynolds said that we have not made a decision; and Mr. Bickford reiterated that we were waiting for the attorney and then make their decision. Mr. Conway asked the Board what is the issue and Ms. Reynolds said that our attorney did explain to him in the letter that the deed was unclear as to whose line it was where Mr. Kiernan wanted to tie into. Mr. Conway stated that he explained it in the reply and Ms. Reynolds said that both attorneys have questions and both are not agreeing so we need to see that through to the end before the Board can make a decision. Mr. Conway continued and Ms. Reynolds said that the ownership of the private line is not clear in the deed and that is what needs to be resolved. Mr. Conway went on to state that Mr. Kiernan bought

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The audio recording for this meeting is on file at the Lisbon Water Department located at 639 Lisbon St, Lisbon Falls, ME 04252.

the property that the line served and Ms. Reynolds followed saying that it also continues through to the other piece of property as well and that is what we are waiting to get clarification on that issue. Mr. Conway stated that he had requested from and understands from Mr. Alexander that there are no records of the construction of this line or any information regarding it. Ms. Reynolds said that if there are records concerning this line that they are not easily found; that we have had a complete change of staff this year and we are trying to filter through where they kept everything. Mr. Conway suggested that when the main on Route 196 went in is probably when that private line was installed and Ms. Reynolds said that we could not assume that is when that happened. Mr. Conway said that what we are doing here tonight was to get information and to wait to hear back from our attorney. Ms. Reynolds confirmed Mr. Conway's idea for the meeting and stated that we wanted to give them an opportunity to speak about anything that hasn't been relayed in the previous communication. Mr. Conway asked Mr. Kiernan if he had any other questions and he did not. Mr. Conway asked if any written questions or communication should be directed to our attorney and the Board agreed to that. Mr. Conway stated that it has been several months and that they would like to see this wrapped up and Ms. Reynolds agreed that we would like to see this finished as well.

Mr. Conway, Mr. Kiernan, and his son left the meeting and the Board continued with New Business with the Superintendent's Report.

V. NEW BUSINESS-Continued

A. Superintendent's Report

1. CIP presented to Town Council at their March 26th meeting
 - a. LWD Capital Improvement Plan
 - i. Mr. Alexander said that he attended the Town Council meeting on March 26th at their request to present the Water Dept.'s Capital Improvement Plan. He said that the discussion lasted about 20 minutes primarily on being able to make improvements in conjunction with the Sewer project and paving schedule. He said that they seemed frustrated with the lack of detail and the lack of line items in our budget for infrastructure improvements. He said we only listed the Route 125 project at the time because that was what we were going to bond money for; that we would need a rate increase for it and explained for \$500,000 would raise it a couple more percentage points. He expressed his frustration in the lack of records to be able to have an accurate list of infrastructure improvements and the lack of finances to do any of them. He said that the communication from the Town regarding projects needed to be a lot earlier in order for us to meet our required process. He said despite those comments he felt it went pretty good.
 - b. ISO Report
 - i. Mr. Alexander said that the Town had received a report from the ISO representative stating that the Water Dept. was being uncooperative so they could not complete the report. He also claimed that the ISO rating had changed to the negative due to the lack of the fire flow information needed from the Water Dept. Mr. Alexander stated that he had been working on the report but there were issues at the filtration plant that was preventing him from flowing the necessary amount of water to complete the report. He also stated that the data on the previous report was incorrect and that it was taking him some time to research and confirm data for this report. He said that it was high on his priority list to complete once the filter plant is good to go hopefully to be done within the next few months.

B. Business Manager's Report

1. Referendum Question for November 2019

- a. Ms. Reynolds said that we need to get our information together to do our referendum question. She said that we need to decide what we want to do for infrastructure so we know what we need to ask for right amount of money for approval on the ballot.
- b. Ms. Hale asked if we would do one question or more than one and Ms. Reynolds said that we need to decide that along with if we want to pursue more improvements. She suggested 3 bonds; one for the first phase of Route 125, the second bond for the 2nd phase of Route 125 when and if they do it, and then an additional bond to do other infrastructure improvements. She said that she doesn't want to take it as one big bond because we would have to raise rate for everything and phase 2 may not happen for several years and she doesn't feel that is fair.
- c. She said that we need to get information to our financial advisor to let us know where we want to see the rate and what we can do within that amount in order to meet our public hearing requirements schedule. Mr. Alexander said that we would be sending out information to the Board to consider so that we can choose what to ask for and why.

C. Commissioner Communication/Requests

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

D. Complaint Log

1. 3/14/19-678 Lisbon St-doesn't like taste of water/doesn't drink it
 - a. Customer stopped at office to pay the bill and made the comment; he did not want an appointment.
2. 03/18/19-46 Lisbon St-tenant complained of dirty water and plumber said it wasn't calcium.
 - a. Mr. Alexander said that the dirty water was due to calcium regardless of what their plumber was telling them.
3. 03/18/19-27 Beech St-complaint of low pressure
 - a. Mr. Alexander said we met with customer and found that the complaint was because his pressure washer didn't have enough pressure. Mr. Alexander said that the line was very very long causing the reduction in pressure.
4. 03/22/19-10 Prince St-tenant complaint of health issues with water
 - a. Mr. Alexander said that they were having health issues and that they said that one was drinking bottled water and was fine but the one still drinking town water was still unwell. He said that we don't have enough information as to the illness and will wait for the customer to contact us if symptoms continue.
5. 03/26/19-2 Upland Rd-dirty water
 - a. Ms. Reynolds said that it was from hydrant use
6. 03/26/19-35 Huston St-dirty water; sand in their fixtures
 - a. Mr. Alexander met with customer and explained how the Calcium creates the issues in the boiler and fixtures and gave her information of options to help. He said that we were working towards the corrosion control process and how it will help.
7. 03/28/19-13 Beech St-dirty water
 - a. No one was sure
8. 04/02/19-9 Poplar Circle-rock in fixture/subpar water quality
 - a. Mr. Alexander met with customers and found that the rock had to come from inside plumbing as it would not fit through the meter screen to come from the public system. He

explained the calcium issue discussed prevention options and e-mailed the material to them.

9. 04/03/19-28 Beech St-water issues

- a. Mr. Alexander they were getting Iron & Calcium from the plant and explained the changes at the plant to mitigate this issue until we are able to replace/replenish filter media. He also explained to change a water filter when you lose pressure not when the filter is dirty. He also sent some options to help with the calcium issue.

E. Customer Comments

1. None

F. Other New Business

1. None

G. Next Meeting

1. The next regular Commissioners' Meeting is Tuesday, May 14, 2019 at 5:30pm at the Lisbon Water Dept.

VI. EXECUTIVE SESSION

A. MRSA 13 § 405 (6) (E) Legal Counsel

1. Ms. Hale made a motion to enter Executive Session citing MRSA 13 § 405 (6) (E) Legal Counsel. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote at 6:34pm.
2. Ms. Hale made a motion to exit Executive Session with no action or votes taken. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote at 7:23pm.

VII. ADJOURNMENT

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