



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

Commissioners' Meeting Minutes for October 10, 2019

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

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: None

Meeting called to order by Ms. Hale at 6:03pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 38019 (Sept 18, 2019)-Approved
- B. Warrant 39019 (Sept 25, 2019)-Approved
- C. Warrant 40019 (Oct 02, 2019)-Approved
- D. Warrant 41019 (Oct 09, 2019)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. September 10, 2019
 - a. Ms. Hale made a motion to accept the minutes as written. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Ferry Rd Valve Repairs 09/16/19
 - 1. Mr. Alexander said they completed the valve repairs on Ferry Rd with Aceto & Sons with no issues.
- C. Road Repairs-South St., Main St, North St
 - 1. Mr. Alexander said that the road repairs for South St, Main St, and North St is completed and said that Aceto & Sons did a great job.
- D. Franklin St Valve Repairs
 - 1. Mr. Alexander said that Aceto & Sons will replace the Franklin St valves the first week in October.
- E. Main St Hydrant Repair 09/26/19
 - 1. Mr. Alexander said that on the same day they dug up 670 Lisbon St they were able to repair the broken hydrant on Main St as well. He said everything went good and they just needed to go back and clean up the area around the sites.
- F. Referendum Question
 - 1. Customer Information Letter
 - a. Ms. Reynolds said the approved information letters were all mailed on 10/04/19. She said that zone 3 letters were mailed with the bills and the other 2 zones were mailed separately.

- G. Flushing
 - 1. Mr. Alexander said that they have started flushing the Lisbon Falls area and are seeing a lot of debris at the higher velocity and that they have found 5 valves that have not worked so they have had to adapt their plan as they go.
- H. Corrosion Control
 - 1. Mr. Alexander said that Wright-Pierce will have the schematic done and will present the report to the Board for approval and then forward it to the Maine Drinking Water Program for approval.
- I. Kelly Park Infrastructure Approval Letter
 - 1. Mr. Alexander sent a draft option to the attorney and is waiting to hear back.
- J. 21 Crest Avenue Reimbursement
 - 1. Ms. Reynolds presented the itemized bill from the plumber for 21 Crest Ave and she recommended reimbursing the customer the \$73.50.
 - 2. The Board discussed the issue and Mr. Lemieux made a motion to reimburse the customer of 21 Crest Ave \$73.50. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote.
- K. Unresolved Issues
 - 1. Chlorination at Stations
 - 2. Master Plan Update
 - 3. Memorial for Bill Bauer
- L. Any Other Old Business
 - 1. None

IV. NEW BUSINESS

- A. Superintendent's Report
 - 1. New Logo
 - a. Mr. Alexander presented the proposal for the new Water Dept. logos for the trucks, clothing, and signs.
 - b. The Board reviewed the information and Ms. Hale made a motion to approve the new logo and the cost of \$792.45. Mr. Lemieux 2nd the motion followed by a positive unanimous 3/0 vote.
 - 2. Tap at Building# 5 in Kelly Park
 - a. Mr. Alexander said that the contractor completed the tap for the new service in Kelly Park for building# 5 on 10/01/19. He said that they had EJ Prescott do the tap and we inspected the work.
 - 3. Town & Country Flushing
 - a. Mr. Alexander said that we were approached by Town & Country to assist their site manager on how to flush their system. He said it is complete and it went well and will hopefully stop some of their dirty water complaints.
 - 4. Route 125 Project Meetings
 - a. Town Office 10/02/19
 - i. Mr. Alexander said that he met with MDOT, Town Mgr, Public Works Director, and the Sewer Mgr. He asked MDOT for the design so that we can calculate the cost to move our infrastructure if we don't get referendum approval to replace the main. He said it was good to have everyone there to be on the same page for the project.

hourly rate and the current policy does not state this and would like to clarify it. She also said that the stipend does not begin on an employee's 5th anniversary but at the beginning of the next calendar year. She said that this policy is not fair to employees as some hire dates could be December 15th having only to wait 2 weeks while other hire dates are January 15th making the employee wait almost a whole year to receive the compensation. She said that this was the Town's policy but would like ours to reflect a start date of the employees 5th year of employment and would be budgeted appropriately.

ii. The Board discussed the issue and agrees to the changes. Ms. Reynolds said that she will make the policy changes and bring it to the Board at the next meeting for formal approval.

b. Banked Comp Time Maximum

i. Ms. Reynolds said that she was approached by an employee to consider increasing the maximum banked comp time allowance from 24 hours to 40 hours. This would allow a longer period of accumulation prior to having to use time or a payout. She said that because the use of comp time is pre-approved it should not be a problem and it could benefit an employee to have an additional planned week off.

ii. The Board discussed the issue and will agree to a trial period and if it is abused or does not benefit the Water Dept. they will address it again. Ms. Reynolds said that she will make the change to the personnel policy and bring it to the next meeting for formal approval.

G. Next Meeting

1. A Budget Workshop is to be determined by the availability of the Financial Advisor prior to the next meeting at the Lisbon Water Dept.
2. The next regular Commissioners' Meeting will follow the workshop on Tuesday, November 13, 2019 at 5:30pm at the Lisbon Water Dept.

V. **EXECUTIVE SESSION**

A. None

VI. **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 7:33pm.