



## 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 January 14, 2020

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

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: Don Fellows, Town Council Liaison

Meeting called to order by Ms. Hale at 5:47pm

#### I. AUDIENCE PARTICIPATION

- A. None

#### II. WARRANTS

- A. Warrant 52019 (Dec 31, 2019)-Approved
- B. Warrant 1020 (Jan 09, 2020)-Approved

#### III. OLD BUSINESS

- A. Reading and Approval of Minutes

- 1. December 17, 2019 Meeting

- a. Mr. Lemieux made a motion to accept the minutes as written. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

- B. Corrosion Control

- 1. Mr. Alexander said that he met with Wright-Pierce today to discuss the progress and finalize details. He said that Wright-Pierce will send a draft to the Maine Drinking Water Program for approval or any input they would like to see. He said that once Wright-Pierce gets it back for the MDWP they will make any necessary changes and send it back to Mr. Alexander to bring to the Board for review and approval. They also discussed the lead & copper testing schedule that must be done once the ortho-phosphate is added to make sure that their levels do not exceed maximum contaminate levels.

- C. Chlorination of the Stations

- 1. Mr. Alexander said that they discussed the necessary implementation of chlorine pumps at all the stations as ortho-phosphate can create bacteria in certain circumstances and the chlorine will be better distributed if it is distributed at all the well sites.

- D. \$1.5 Million Bond Spring Issue

- 1. Mr. Alexander presented the finalized project and improvements list that will be submitted to Bond Counsel and ultimately the Maine Bond Bank for the \$1.5 million bond. Ms. Reynolds said that the total is more than the \$1.5 million in case the projects that go out to bid come in less than expected.
- 2. The Board discussed the information and Ms. Hale made a motion to accept the list for the bond application. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

- E. Rate Increase for July 1, 2020
  - 1. Ms. Reynolds presented several options for the rate increase that was prepared by the financial advisor that will be necessary to pay for the new 2020 bond. The Board discussed the options and Ms. Reynolds said that she recommended the option that increases the minimum for 0-500cf to \$57 and the overage rate for every 100cf to \$3.00, which is roughly a 5% increase for the 5/8" meter. She said that the 5/8" services are about 97% of customers and all other meter sizes would increase by about 8% across the board. She said that they contemplated not changing the minimum but based on the last rate increase in April of 2018 we were not making enough revenue on a rate increase that was based heavily on the overage rate; that we were just barely making the base rate revenue. She said that the only sure way to meet a base line was to put some in the base minimum as well as the overage rate.
  - 2. Mr. Lemieux made a motion to accept the option to increase the 5/8" meters to \$57 for 0-500cf and an overage rate of \$3.00/100cf; a 5% increase and the 8% increase on all other meter sizes. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- F. Unresolved Issues
  - 1. Kelly Park Infrastructure Approval Letter
  - 2. Master Plan Update
  - 3. Memorial for Bill Bauer
- G. Any Other Old Business
  - 1. None

#### IV. NEW BUSINESS

- A. Superintendent's Report
  - 1. Main Break-Ferry Rd on 1/3/2020
    - a. Mr. Alexander said that we had a sheer on a 6" main that was sitting on ledge. He presented a report from the SCADA system that plotted the timeline from when the break occurred to when it was complete, turned back on, and flushed. He said that Labbe assisted the staff and it went very very well; he was very pleased with our operators and appreciated their efforts in getting that water back on in a very short period of time.
  - 2. Sludge Savings with Town Sewer
    - a. Mr. Alexander said that we have spent around \$924 total since March 2019 to send the sludge to the Town's Sewer system. he said that we were spending about \$12,500 every six months or so when we had to have it pumped and disposed with a contractor.
  - 3. Water Pumped for 2019
    - a. Mr. Alexander presented the figures for the total water pumped for 2019 and said that it was a bit less than the previous year which is reflected in our reduced revenue.
- B. Business Manager's Report
  - 1. Year End with Finance Advisor
    - a. Ms. Reynolds said that Nick Henry, our financial advisor, will be here near the end of February to do the year work and forward information to RHR Smith for them to do their preliminary work prior to their scheduled visit.
  - 2. Audit with RHR Smith
    - a. Ms. Reynolds said that she has scheduled RHR Smith to come April 1, 2020 for the 2019 audit.
  - 3. New Hire
    - a. Ms. Reynolds told the Board that her assistant Ms. Masse was retiring this September and that she wanted to hire someone for the beginning of March. She said she wanted enough time to train that person to eventually take the Business Manager position so that she could return to the office assistant position; the position she originally applied for in 2005.

- b. Mr. Lemieux made a motion to hire another person for the business office. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

C. Commissioner Communication/Requests

1. Ms. Hale-Ms. Hale said she will be available to sign the warrant next week.
2. Mr. Bickford-Mr. Bickford expressed his frustration that the Town Council didn't move the Water Dept. report to the front of their agenda instead made everyone wait while they held their Executive Session for 45 min. He said that he spoke to some Council members about the issue and hopes they will be more considerate in the future when employees are waiting.
3. Mr. Lemieux- None

D. Complaint Log

1. 12/17/19-4 Pike St-low pressure
  - a. Mr. Alexander said that the staff went to the location and found calcium in the fixtures and offered suggestions to deal with it.
2. 01/02/20-23 Main St- Low pressure
  - a. Mr. Alexander said that the staff visited the location and found that a water filter was plugged and put it on bypass to restore pressure.
3. 01/13/2020-678 Lisbon St-water quality
  - a. Mr. Alexander said that he needs to make an appointment to take another sample.

E. Customer Comments

1. None

F. Other New Business

1. Information for the Town Council Liaison
  - a. Mr. Fellows asked for copies of the project list for the bond and the rate increase information so he has it when he does his report at the next Council meeting.

G. Next Meeting

1. The next regular Commissioners' Meeting will be on Tuesday, February 11, 2020 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

- A. None

**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 7:00pm.