



# 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 January 12, 2021

Members Present: Marie Hale, Roger Bickford, Jim Lemieux

Staff Present: Bill Alexander Jr, Shellie Reynolds, Cindy Schafer

Audience: Don Fellows – Liaison for Town of Lisbon Council

### I. CALL MEETING TO ORDER

- A. Meeting called to order by Ms. Hale at 5:29pm
- B. Roll Call
- C. Vote for Officers
  - 1. Mr. Bickford made a motion to elect Ms. Hale as Committee Chair, Mr. Lemieux 2<sup>nd</sup> the motion, followed by a 2/0 in favor; Ms. Hale abstained from voting.
  - 2. Mr. Lemieux made a motion to elect Mr. Bickford as Vice Chair, Ms. Hale second motion.

### II. AUDIENCE PARTICIPATION

- A. None

### III. EXECUTIVE SESSION

- A. MRSA 13 § 405 (6) (A) Personnel
- B. Entered at 5:30pm, Mr. Bickford made motion, Mr. Lemieux 2<sup>nd</sup> followed by a 3/0 vote
  - 1. Mr. Fellows left the room at 5:30pm
  - 2. Mr. Fellows returned to the room at 5:35pm
- C. Back at 5:34pm, Ms. Hale made motion to exit Executive Session, Mr. Lemieux 2<sup>nd</sup> followed by a 3/0 vote
  - 1. No action taken

### IV. RESIGNATION

- A. Ms. Hale announced Mr. Lemieux's decision to resign from the board; effective January 31, 2021.

### V. WARRANTS

- A. Warrant# 50020 (Dec 16, 2020)
- B. Warrant# 51020 (Dec 23, 2020)
- C. Warrant# 52020(Dec 30, 2020)
- D. Warrant# 2021 (Jan 13, 2021) – Tabled to 1/14/21

### VI. OLD BUSINESS

- A. Minutes
  - 1. 12/08/2020
    - I. Mr. Bickford made a motion to accept minutes, Ms. Hale 2<sup>nd</sup> followed by 3/0 vote to approve

- B. Hiring Superintendent Update
  - 1. Vantage Point Recruiting – They have bowed out, they do not feel it is a good fit.
  - 2. The proposal was much higher than we anticipated.
  - 3. We will discuss ideas for next move at next meeting
- C. PUC Complaint – 14 Sunset Ave
  - 1. PUC Decision – The PUC found to agree with Lisbon Water Department and our decision to serve 14 Sunset Ave from Sunset and not Josephine Street.
  - 2. We have not heard from the customer about an estimate to serve them from Sunset.
- D. Risk and Resilience Assessment & Emergency Response Plan
  - 1. Proposals – Mr. Alexander stated that we are required to have a plan by June 30, 2021 if department serves 3300 customers or more.
  - 2. Mr. Alexander has received information from Tom’s Water Solutions and Dirigo Engineering; he is waiting to hear from Wright Pierce.
- E. Unresolved Issues (tabled)
  - 1. Temporary Office Help
  - 2. Chlorination at stations
  - 3. Memorial for Bill Bauer
  - 4. Legislative Bill for PFO’s and PFA’s
- F. Any Other Old Business
  - 1. None

## VII. NEW BUSINESS

- A. Superintendent’s Report
  - 1. Hydrant repair at corner of Bowdoin & 196
    - I. In 2020 MRWA heard a leak but not each of the 3 times; it was decided the hydrant should be replaced. As it turned out water was coming out the box. The gate valve was leaking and was replaced.
  - 2. 2021 Capital Improvement Plan
    - I. Mr. Alexander said we have prepared the 2021 CIP; we need to send it to the Town for their approval
    - II. It covers 2021 to 2030
    - III. Mr. Bickford made a motion to accept, Mr. Lemieux 2<sup>nd</sup>, followed by a 3/0 vote in favor
    - IV. Ms. Reynolds to email corrected copy to board and Mr. Fellows
  - 3. Kennis Street New Service Inquiry
    - I. There is a property for sale on Kennis; we were asked about the water service which comes from Grove Street and crosses another owner’s property.
      - i. There are several addresses that are set up the same way.
    - II. There is currently no main on Kennis. The Water Department feels it is our responsibility to put in a main should any of these services fail.
    - III. If Fire Department wants a hydrant, it would need to be an 8” main.
    - IV. LWD may need to put in main at a cost of \$200 to \$250 a foot for 700’
    - V. LWD would like to add main when the Town does the paving in 2023/2024

4. Huston St Main Extension
  - I. There is a new house being built on end of Huston Street Ext
  - II. LWD is having trouble locating main; no main found, instead they found copper service lines to the hydrant.
  - III. Mr. Alexander feels we need to put in 80' of main since Water Department did not follow main extension rule
  - IV. Dan Bulick will work with LWD on the main extension
  - V. LWD will start work on Thursday and be done by end of day Friday
    - i. They will start at hydrant and upgrade from there 40' – 60' more feet
    - ii. The funds will come out of Bond funds since it is main work
  - VI. Mr. Lemieux made a motion to approve, Ms. Hale 2<sup>nd</sup>, followed by a 3/0 vote in favor of main extension

B. Business Manager's Report

1. Abatement Request – 7 Franklin Street
  - I. Usage went from 600cf to 5400cf; abatement will be \$54
  - II. Mr. Lemieux made a motion, Mr. Bickford 2<sup>nd</sup> followed by a 3/0 vote in favor of the abatement

C. Commissioner Communication/Requests

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

D. Customer Communication

1. Complaint Log
  - I. None
2. Customer Comments
  - I. None

E. Any Other New Business

1. Just FYI – Shared Services invoices
  - I. Town of Lisbon unhappy with timing of invoices so they are withholding payment
    - i. They are withholding payments for April, May and June's readings because the funds were transferred to undesignated fund. Their fiscal year ended before the invoices were sent.
    - ii. They will propose to pay them in the next budget if there are no funds left in this budget.
2. Fire hydrant by Baptist Church (up from McDonalds)
  - I. The ditch has been filled in and customer complained about lack of drainage.
  - II. Mr. Alexander stated that LWD and Public Works will work together to put in a culvert to help drainage; Public Works will do the work and supply the culvert, LWD will supply insulation

F. Set next meeting date

1. Tuesday, February 9, 2021 at 5:30pm at Lisbon Water Department.

VIII.

**ADJOURNMENT**

- A. Mr. Lemieux made motion to adjourn, Mr. Bickford 2<sup>nd</sup>, followed by a 3/0 vote in favor. Adjourned at 6:47pm.