



## LISBON WATER DEPARTMENT

639 Lisbon Road

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Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

### Commissioners' Meeting Minutes for October 16, 2018

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 5:28pm

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

- A. None

#### **II. WARRANTS**

- A. Warrant 37018 (Sep 19, 2018)-Approved
- B. Warrant 38018 (Sep 26, 2018)-Approved
- C. Warrant 39018 (Oct 03, 2018)-Approved
- D. Warrant 40018 (Oct 10, 2018)-Approved

- 1. Mr. Bickford commented that he thought the invoice from The Shop was a little high for the work we had done, as that was his line of work as well and he thought it was a little expensive. He also asked about getting the work done at the Town when they finally get situated. Ms. Reynolds said that we used to go to the Town but were asked to get our work done elsewhere as they did not have the staff and have not been fully staffed since. She said that we would like choose that option if it ever becomes available.

- E. Warrant 41018 (Oct 17, 2018)-Approved

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

- A. Reading and Approval of Minutes

- 1. September 11, 2018

- a. Ms. Hale made a motion to accept the minutes as written for August 14, 2018. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

- B. Mill St Project

- 1. Ms. Hale stated that she went to the location and said that they were nowhere near ready to open but she did notice that there were cranes there to bring in pieces of the bridge. Mr. Alexander said that the work was progressing and that they had been working on the water line on the Rt. 196 end and they are waiting for the bridge planks and beams to continue.

- C. Route 196 Paving
  - 1. Mr. Alexander said that all work affecting the Water Dept. infrastructure was complete and that they had done their final walk thru last week. The Board commented that the quality was very poor.
- D. Sludge to TOL Sewer
  - 1. Mr. Alexander said that he still needed to get a quote from Ted Berry to do separate inspections on the tanks if they were not going to be cleaning them. They would normally do this in conjunction with the cleaning. He will bring it to the next meeting.
- E. Memorial for Bill Bauer
  - 1. Ms. Reynolds said that we did get a verbal confirmation to discontinue the hydrant but we still need to get it in writing. Mr. Alexander said that he spoke with the Fire Chief and he agreed there was no significant firefighting purpose where it is and furthermore Mr. Alexander said that it is a liability to the Water Dept. being so close to the river that if it breaks it will go right into the river and that could pose an environmental concern. He said that the valve near it was leaking as well so they will be able to remedy that at the same time when they cut the T out on Mill St. and cap the line.
- F. Commissioner Terms
  - 1. Ms. Reynolds said that she contacted our attorney to confirm the date that our Bill submitted to Legislature to clarify our Commissioner Terms went into effect. She received and e-mail that it went into effect on August 1, 2018.
  - 2. Ms. Reynolds said that all the Commissioners needed to go to training to get certification for the Freedom of Access Act regarding public information. She said that there was usually a training for the MRWA conference so she will get back to them about options. The Board all agreed to do the trainings once we have it figured out.
- G. Kiernan Transport
  - 1. Mr. Alexander said that Kiernan Johnston contacted him around the end of July to put water in at the log yard that he purchased. He emailed him that we would serve him as long as it met with Chapter 65 and the Water Departments Terms & Conditions. He said that there is a service line there that served the Knight Celotex property. He said that Mr. Kiernan isn't able to use this line as he is a different owner and that was a private service for a different owner and is still a different owner. Mr. Alexander has since been contacted by his attorney disagreeing with our decision. Mr. Alexander further explained that Mr. Johnston needed to submit an application for service as we have not received one from him for that location. He said that once we receive the application he will respond in writing how we are able to serve him and see where it goes from there.
- H. Unresolved Issues
  - 1. Kelly Park Infrastructure Approval Letter
  - 2. Route 125 Main Replacement Project
    - a. Mr. Alexander said that he has a meeting with Dirigo Engineering this Thursday to evaluate the project area to begin a design. He said that the intersection of 196 and 125 is no longer part of the scope as they addressed some of the issues in the 196 paving project that is now completed.
  - 3. Comprehensive Plan Update for Planning Board
- I. Any Other Old Business
  - 1. 637 Lisbon St Property
    - a. Ms. Reynolds said that we had spoken with Dirigo Engineering about options for the property but we have not heard back yet. The Board asked Ms. Reynolds to contact the realtor and set up a walk thru.

#### IV. NEW BUSINESS

##### A. Superintendent's Report

1. Propane Bid 2019 Season
  - a. Mr. Alexander said that he sent out requests for proposals to 5 different propane companies and only heard back from two. He said the low bid was M.W. Sewall at \$1.299/gal and the 2<sup>nd</sup> low bid was from Champagne Energy at \$2.099/gal. Mr. Alexander said that he accepted the bid from M.W. Sewall.
2. Backflow Class Registration
  - a. Mr. Alexander said that Mr. Schulz for the backflow class in Portland and will send Mr. Stevens in the spring.
3. New Hire
  - a. Mr. Alexander said that we have an accepted job offer from Robert Cornelison and he will begin on 11/05/18.
4. Valve Replacement on Park, Memorial, and Spring St
  - a. Mr. Alexander said that on September 19<sup>th</sup> St. Laurent was doing a sewer project on Park St and had pulled a water service line that was unmarked. He said that in the process of trying to shut down the water main to make the repair we discovered that there are valves that need to be replaced or repaired. He had a visual drawing on the wipe board to explain the project work. He said to do this work we need to run a temporary line from the tank to keep the system in water to maintain fire protection and the keep customers with water. He said that he due to the timeliness of the need he is meeting with a contractor this week to schedule the work.
5. Town of Lisbon-Out on the Town Meeting 10/10/18
  - a. Mr. Alexander said that the Town held an open meeting at the Furniture Superstore to discuss pending projects in the community. He said that the Town was well represented and that everyone did a great job explaining their portion of the work. He said there were 15+ people in attendance.

##### B. Business Manager's Report

1. Visa Card Resolution Updates
  - a. Ms. Reynolds said that we needed to update the Visa Card Resolution to remove some employees and add others. She said that the Board needed to make a motion for the updates and Ms. Hale would need to sign the appropriate paperwork once approved. Mr. Bickford made a motion to remove Mr. Plourde on October 31<sup>st</sup> and to add Mr. Alexander immediately. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
2. 2019 Budget Meeting with HMTV 11/13/18
  - a. Ms. Reynolds said that we were hoping to have HMTV come to our meeting on 11/13/18 but he is not able to make that date so we need to schedule a workshop date to meet with him. The Board discussed the issue and agreed to meet for a budget workshop on October 30<sup>th</sup> at 4:30pm here at the office.

##### C. Commissioner Communication/Requests

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

- D. Complaint Log
  - 1. 09/19/18-16 Oak St-curb stop leak
    - a. Mr. Alexander said that the curb stop at this location is leaking by and is scheduled to be fixed on 10/17/18.
  - 2. Zone 3-Several complaints about higher water bills due to rate increase.
- E. Customer Comments
  - 1. 09/24/18-35 Village St-Customer impressed with Mr. Stevens work on curb stop.
    - a.
  - 2. 09/28/18-23 Woodland Ave-Customer thanked office staff for always having a smile, polite, personable and professional service.
    - a.
- F. Other New Business
  - 1. Retirement Letter from Mr. Plourde
    - a. Mr. Alexander said that Mr. Plourde submitted his request for retirement with his last day being October 31, 2018 at 3:30pm. Ms. Reynolds said that the Board needed to make a motion to accept Mr. Plourde's retirement request.
    - b. Ms. Hale made a motion to accept Mr. Plourde's Retirement request for October 31, 2018 at 3:30pm. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote and they thanked him for his dedication to the Water Dept and wished him all the best in his retirement.
- G. Next Meeting
  - 1. The Commissioners' will hold a budget workshop Tuesday, October 30, 2018 at 4:30pm at the Lisbon Water Dept.
  - 2. The next regular Commissioners' Meeting is Tuesday, November 13, 2018 at 5:30pm at the Lisbon Water Dept.

## **V. EXECUTIVE SESSION**

- A. 1 MRSA § 405 (6) (A) Personnel and § 405 (6) (E) Legal
  - 1. Ms. Hale made a motion to go into Executive Session citing 1 MRSA § 405 (6) (A) Personnel and § 405 (6) (E) Legal. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 6:16pm.
  - 2. Mr. Lemieux made a motion to exit Executive Session with no action taken. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote at 7:08pm. Mr. Bickford excused himself from the meeting at 7:09pm.

## **VI. ADJOURNMENT**

- A. Ms. Hale made a motion to adjourn. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 7:09pm