



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 September 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 5:30pm

I. EXECUTIVE SESSION

A. None

II. AUDIENCE PARTICIPATION

A. None

III. WARRANTS

A. Warrant 34019 (Aug 21, 2019)-Approved

B. Warrant 35019 (Aug 28, 2019)-Approved

C. Warrant 36019 (Sept 04, 2019)-Approved

D. Warrant 37019 (Sept 11, 2019)-Approved

E. Reading and Approval of Minutes

1. July 09, 2019 & August 13, 2019 & September 3, 2019-Public Hearing

a. Ms. Reynolds said that we will use the Town Council Meeting Minutes for the September 3rd Public Hearing.

b. Mr. Lemieux made a motion to accept all the minutes as written. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote.

F. Ferry Rd Valve Repairs

1. Mr. Alexander said that the Ferry Rd valve repairs are scheduled for 9-16-19 and the customers affected will be posted to plan for no water and possible discoloration.

G. 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 scheduled for 09/17/19 and Aceto & Sons expect it to take 2 days.

H. Franklin St Valve Repairs

1. Mr. Alexander said that Aceto & Sons will replace the Franklin St valves the first week in October.

I. Referendum Question

1. Public Hearing

a. Ms. Reynolds said that the Water Referendum Question Public Hearing was held jointly with the Town Council on 09/03/19. Mr. Alexander spoke on the projects,

borrowing options, and the need for the work. There were a few questions but no objections and the Hearing was closed.

2. 1st Reading
 - a. Ms. Reynolds said the 1st reading was also on 09/03/19 following the Public Hearing and the Town Council 6/0 vote out to pass.
3. 2nd Reading
 - a. Ms. Reynolds said the 2nd hearing is scheduled 09/17/19 at the Town Council meeting.
4. Customer Information Letter
 - a. Ms. Reynolds presented the first draft of the Customer Information Letter to the Board. The Board discussed the issue and Ms. Hale did not like the word “refrain” in the 3rd paragraph. Ms. Reynolds said she would edit it and send it out to the Board for approval. The Board agreed and will wait for the edited version.

J. Flushing

1. Mr. Alexander said that Lisbon flushing is completed except for the Gross Development area and will do that section once the sewer project is moved beyond the area. He said they have started flushing the Lisbon Falls end of the system and will be doing the downtown business area tonight beginning around 9pm. He said the businesses were notified and are all set.

K. Corrosion Control

1. Mr. Alexander said that they have done the requested samples, sent to lab and will forward the results to Wright-Pierce.

L. Chlorination at Stations

1. Mr. Alexander said that adding chlorination at all the stations is part of the Corrosion Control plan and will be implemented in that process.

M. Unresolved Issues

1. Memorial for Bill Bauer
2. Kelly Park Infrastructure Approval Letter
3. Master Plan Update

N. Any Other Old Business

1. None

IV. NEW BUSINESS

A. Superintendent's Report

1. New Service at 119 Main St
 - a. Mr. Alexander said that we have had a request for service for the 2 lots on Moxie Lane off Main St. in Lisbon Falls. He said that he has sent the estimate to the seller of the property for a new 2” main that will service two 1” service lines.
2. Rate Options & Projects List for Referendum
 - a. Ms. Reynolds said that she and Mr. Alexander wanted to recognize the handouts that were at the Council Meeting on the 3rd. The Board was good with the documents.

B. Business Manager's Report

1. New Finance Director
 - a. Ms. Reynolds said that the Town Council announced that they have hired a new Finance Director Kayla Tierney of Lisbon Falls.
2. Customer Compensation Request for 21 Crest Ave
 - a. Ms. Reynolds explained that there was an error in the address written on a work order for a request to shut off water for repairs. As a result the staff shut off the wrong location. The owner for 21 Crest Ave called to ask when we would be able to shut off water as her plumber was waiting to do the work and they still had water. The staff resolved the issue

but the plumber was kept waiting for over 45 minutes and charged the customer for that time. The customer wanted us to waive the \$52 turn on fee for compensation.

- b. Ms. Reynolds said she explained that we would not be able to do that but the Board may consider reimbursing part of the labor cost for the plumber if they could get us a copy of an itemized invoice. Ms. Reynolds said that the customer has not brought in a copy of the invoice for the Board to consider and would therefore like to table this issue until then and the Board agreed.

3. 2020 Budget Timeline

- a. Ms. Reynolds said that we would need to set the 2020 budget workshop for some time in October so that we have the November and December meetings to discuss and finalize the budget prior to December 14th. She said that the 2020 payroll budget would begin on December 14th.
 - i. The Board discussed the issue and agreed to begin with the budget workshop on October 8th at 5pm and then have the regularly scheduled meeting immediately following that same night.

C. Commissioner Communication/Requests

- 1. Mr. Bickford-None
- 2. Mr. Lemieux- None
- 3. Ms. Hale
 - a. Acknowledged Mr. Lemieux as sole Water Commissioner Candidate on the ballot.
 - a. She said that she will be taking a vacation from 9/22-09/27 up to the County.
 - b. Ms. Hale said she has Jury Duty from 10/02-10/10.

D. Complaint Log

- 1. 08/21/19-4 Gould Rd-low pressure
 - a. Mr. Alexander said that the flushing on Route 9 dropped the customers' pressure due to the elevation. He said it returned once they were completed for the day.
- 2. 08/26/19-8 Free St-Rate Increase
 - a. Ms. Reynolds said that the customer put a written note in with his bill payment. She said that it was not clear if he meant water or sewer as the water rate hadn't changed since last year and the sewer rate just changed for him.
- 3. 08/30/19-18 Serena St-low pressure
 - a. Mr. Alexander said that he will make an appointment to meet with the customer to identify the issue.

E. Customer Comments

- 1. None

F. Other New Business

- 1. None

G. Next Meeting

- 1. 2nd Reading for Bond referendum is September 17, 2019 at 7pm at the Town Office in the Council Meeting Room.
- 2. Budget Workshop will be Tuesday, October 8, 2019 at 5pm at the Lisbon Water Dept.
- 3. The next regular Commissioners' Meeting will follow the workshop on Tuesday, October 08, 2019 at the Lisbon Water Dept.

V. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Bickford 2nd the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:10pm.