



## 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 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

- b. Augusta 10/08/19
        - i. Mr. Alexander said that he went to an MDOT staff meeting in Augusta for the Route 125 project. He said that they do not have the storm water design completed and needed our design to complete it so he will have Dirigo Engineering send our design to them. He said as of now the start date is spring of 2022.
  - 5. Standpipe Base Repairs
    - a. Mr. Alexander said that the base at the Lisbon Tank has some cracks and holes in the base and should be repaired before it creates an unsafe issue. He has sent out requests and is waiting to get them back.
- B. Business Manager's Report
  - 1. New Hire
    - a. Ms. Reynolds said that Ms. Masse would be retiring in September 2020 and that she would like to hire a replacement prior to have that person trained by the time Ms. Masse leaves. She said that she would like to start the process after the New Year with the person in place around March 2020.
    - b. The Board discussed the issue and if the budget allows then they will be in favor of the plan.
  - 2. Holiday Dinner
    - a. Ms. Reynolds said that she would like to start the discussion of the holiday dinner and to make sure the Board wanted to continue with this tradition and they all agreed to do a dinner. They discussed options for Ms. Reynolds to look into and will RSVP as soon as they can for a count to book a reservation sometime in the first week of December.
  - 3. Cellular Lease Buyout Offer
    - a. Ms. Reynolds said that she was contacted by a company that buys cellular lease agreements for a lump sum payout. She said that she has discussed the issue with Mr. Alexander and he is not completely in favor of giving up the monthly revenue. Ms. Reynolds said that she would bring the official offer to the Board when she receives it for further discussion.
- C. Commissioner Communication/Requests
  - 1. Ms. Hale
    - a. Ms. Hale said she has Jury Duty beginning October 10<sup>th</sup> and will keep the office in the loop of availability for warrant signing.
  - 2. Mr. Bickford-None
  - 3. Mr. Lemieux- None
- D. Complaint Log
  - 1. 09/05/19-670 Lisbon St- low pressure
    - a. Mr. Alexander said that they dug up the corporation and cleaned it out and it restored pressure to service.
  - 2. 09/25/19-Several complaints of no water during the Franklin St valve replacement project.
  - 3. 09/27/19-75 Pinewoods Rd-low pressure
  - 4. 10/03/19-4 Booker St-low pressure in fixture with other use.
    - a. Mr. Alexander said that when he went he could not duplicate the issue.
- E. Customer Comments
  - 1. None
- F. Other New Business
  - 1. Personnel Policy Changes
    - a. Longevity Stipend
      - i. Ms. Reynolds said that she has an employee coming up that will qualify for the longevity stipend so she reviewed the policy and wanted to make some recommendations. She said that the current process is to pay the stipend in an

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 5<sup>th</sup> 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 15<sup>th</sup> having only to wait 2 weeks while other hire dates are January 15<sup>th</sup> 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 5<sup>th</sup> 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 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 7:33pm.