



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 June 9, 2020

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

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

Audience: Don Fellows

Meeting called to order by Ms. Hale at 5:30pm

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 20020 (May 20, 2020)-Approved
- B. Warrant 21020 (May 27, 2020)-Approved
- C. Warrant 22020 (June 03, 2020)-Approved
- D. Warrant 23020 (June 10, 2020)-Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes
 - 1. 03/10/20-Meeting - Tabled
 - 2. 03/18/20-Emergency Meeting COVID-19 - Tabled
 - 3. 05/12/2020-Meeting - Tabled
- B. \$1.5 Million Bond Disbursement
 - 1. 05/21/2020
 - a. Jesco Vac Unit-\$27,000 – Not registered yet
 - b. Dirigo Engineering Designs-\$28,500
- C. Rate Increase for 2020 Bond
 - 1. Confirmed start date 10/01/2020
 - 2. Rate Case Schedule
 - 3. Public Hearing Date Set – The regular Commissioners' Meeting will be August 5th at 5pm with the Public hearing following at 6pm; both at the Town Office.
 - a. Mrs. Reynolds will invite Nick to the meeting
 - b. Mrs. Reynolds will reach out to Diane at Town of Lisbon
- D. Unresolved Issues (tabled)
 - 1. GIS Grant from Rural Development-No update
 - 2. Master Plan-No update
 - 3. Corrosion Control-No update
 - 4. Chlorination at Stations-No update
 - 5. Memorial for Bill Bauer - Tabled

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The audio recording for this meeting is on file at the Lisbon Water Department located at 639 Lisbon St, Lisbon Falls, ME 04252.

E. Any other old business

1. None

IV. NEW BUSINESS

A. Superintendent's Report

1. Propane Contract 2020 Season

a. Mr. Alexander handed out spreadsheet with pricing; MW Sewall came in lowest

b. Ms. Hale motion to go with MW Sewall, Mr. Bickford 2nd followed by 3/0 vote in favor.

2. Generator Maintenance Contract

a. Mr. Alexander handed out proposed 3 year contract from Cummins

b. Mr. Lemieux motion, Mr. Bickford 2nd followed by 3/0 vote in favor of renewing contract

3. COVID-19

a. Office opened to the public on June 8th

b. Mr. Alexander had a door mechanism installed on outside door; public has to be buzzed in. This is for security and to control how many enter vestibule at once.

c. The same mechanism will be installed on inside door as well and will remain locked at all times

4. Rt. 196 Main Replacement Project

a. Funds – Part of 2020 Bond; this project not in original plan but need to replace due to a leak and work needs to be completed before paving date of July 4th

b. Design has been completed; replace 8" main with 12" zinc coated pipe from Birch to tie in

i. Mr. Alexander to submit road open and utility permit to DOT

c. Meeting via Zoom held with Town of Lisbon, Dirigo, gas, CMP and telephone about project areas

d. Bid Date – June 15th opening

i. Bid request sent to St. Laurent and Longchamps

ii. Sealed bids due back on June 12th by 2pm.

iii. Dirigo thinks it will cost around \$75,000-\$125,000. Mr. Alexander believes it could be more due to the short timeline.

B. Business Manager's Report

1. Office hours will now be M-F 8:30 to 4:00; this is a change from closing at 4:30 on Thursday

2. Abatement request for 11 Second St; issue has been resolved. Abatement is in the amount of \$292.80.

a. Mr. Bickford 1st, Mr. Lemieux 2nd followed by a 3/0 vote to approve.

C. Commissioner Communication/Requests

1. Ms. Hale-Dig safe markings on Pinewoods? Mr. Alexander confirmed other utilities did mark.

2. Mr. Bickford-None

3. Mr. Lemieux- None

D. Customer Communication

1. Complaint Log

a. 6/1/2020-4 Booker St-Noise in pipes. Mr. Alexander went to residence and found that it is still the toilet and not an issue with water delivery from Lisbon Water Department.

E. Customer Comments

a. 06/02/2020-6 Sparsam St-Mr. Bradeen sent a comment card, stating it was great working with our staff, Mr. Stevens & Mr. Currier

F. Other New Business

1. Ann St. Well Pump – Lost level indicator in storm on 6/6/20

a. AEC Engineering coming to look at PLC to check pressure transducer and if it is sending to SCADA computer-they will repair

b. Without the level indicator they lost auto control and are running manually right now.

2. Ross Valve flow meter –

a. Lost output on flow meter; electrician will confirm where issue is

- b. Rep stated to Mr. Alexander that the pump is now obsolete so he is pricing a new interrogator so hopefully we will not have to purchase a new pump.
- 3. Sensus meter – Meeting with EJP
 - a. Devices to place over touch pads that will allow us to radio read meters without touching the pad; 24 year life
 - b. Some will require new wiring before installing new device
 - c. Town of Lisbon has set aside \$12,500 to help pay for the equipment
 - d. Total cost of project is \$395,000 and was included in the 2020 Bond
 - e. These devices are progression towards transitioning to a fixed based reading system in the future. With fixed based we will be able to read/download information in real time every 4 hours; make it easier to get final readings, alert when high usage is happening, and pressure readings can help detect and find leaks.
 - f. Mr. Lemieux 1st, Mr. Bickford 2nd followed by a 3/0 vote to approve

G. Next Meeting

- 1. The next regular Commissioners' Meeting will be on Tuesday, July 7th, 2020 at 5:30pm at the Lisbon Water Department.
- 2. Special meeting for bid opening will be held on Mondayday, June 15th, 2020 at 5:30pm at the Water Dept. office.
 - a. An email will be sent to contractors with date, time and location.
 - b. Meeting Notice will be posted.

V. **ADJOURNMENT**

- A. Mr. Lemieux made a motion to adjourn. Ms. Hale 2nd the motion followed by a 3/0 vote in favor. The meeting was adjourned at 6:19pm.