

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020

Arthur McLean, Chairman, Marie Hale & Allen Ward Commissioners

Charles Harrison, General Manager

Water Commission Minutes for February 8, 2023

Members Present: Arthur McLean, Marie Hale, Allen Ward

Staff Present: Chuck Harrison, Cindy Schafer, Shellie Reynolds and representative for the Water Department, Nick Henry from Horton, McFarland & Veysey

Audience: None

1. CALL MEETING TO ORDER

# Meeting called to order by Mr. McLean at 4:59pm

# Roll Call

1. AUDIENCE PARTICIPATION

# None

1. WARRANTS

# Warrant #3023 (Jan 18, 2023)

# Warrant #4023 (Jan 25, 2023)

# Warrant #5023 (Feb 01, 2023)

# Warrant #6023 (Feb 08, 2023)

1. OLD BUSINESS
	1. Minutes
		1. 01/10/2023-Meeting Minutes
			1. Ms. Hale made a motion to accept minutes as written, Mr. McLean 2nd motion, followed by a 3/0 vote to accept.

# 2023 Rate Case (Public Hearing after this meeting) *If needed, the normal board meeting will restart after Rate Case Public Hearing*

# Terms and Conditions

* + 1. Mr. Harrison provided board members with a copy of the Terms and Conditions by email prior to the meeting.
			1. Mr. Ward asked if Bill Bauer was going to be left on the document.
			2. Mr. Harrison let everyone know that there are some housekeeping items that still need to be taken care of; Bill’s name is one of them as well as the initials in the margins (these are for the PUC).
			3. Mr. Harrison went over some of the items that are different than our last Terms and Conditions; the PUC has certain things they want to see.
			4. Mr. Ward asked who the one customer in Lewiston is; it is New England Vending.
			5. Mr. Harrison explained how he came up with the new pricing included in the Terms and Conditions.
		2. Ms. Hale made a motion to approve Terms and Conditions contingent on format changes, Mr. McLean 2nd motion, followed by a 3/0 vote to approve.

# Customers Rights and Responsibilities

* + 1. Mr. Harrison explained that the Rights and Responsibilities is the baby brother (summary) of the Terms and Conditions.
		2. Mr. Ward made a motion to accept as written, Ms. Hale 2nd motion, followed by a 3/0 vote to accept.

# Well Head Protection Plan (Update)

* + 1. Public Works was looking to install a 6000 gallon fuel storage tank in ground at Public Works on Capital Avenue.
		2. Mr. Harrison found a final draft that stated a fuel storage tank could only be installed above ground due to it being in tier 3 (2500 days for a drop of water to get from there to the pump at Ann Street).
		3. What is published on the Town website states that Public Works can install the 6000 gallon fuel storage tank underground with Town Council approval.
		4. Council listened to Mr. Harrison and to Randy Cyr along with Public Works and voted to approve the installation below ground.
		5. Well Head Protection Plan was completed by Avcog; Mr. Harrison reached out to them but has not heard back.
			1. He is hoping to be able to find out how it went from the final draft to what was approved and is on the Town website.
			2. Mr. McLean suggested we reach out to someone at the Drinking Water Program to help us out. Just because it is an ordinance, doesn’t mean it is correct.
		6. Mr. Harrison will continue digging.

# Unresolved Issues (tabled)

* + 1. Memorial for Bill
		2. Legislative Bill for PFO’s PFA’s
			1. Mr. Harrison gave Mr. Ward a rundown of what this is.
		3. 26 Summer Street
			1. Mr. Ward asked what this is about so Mr. Harrison gave a brief explanation of what has been going on and said they he will be following up with them again.

# Any Other Old Business

* + - 1. None
1. NEW BUSINESS

# General Manager’s Report

1. Mistake on Rate Case Letter
	1. Letters about the Public Hearing went out with Tuesday, February 8th, but it should have been Wednesday, February 8th.
	2. Mr. Harrison did post the correction on Facebook and the Town website.
	3. The notice in the paper was correct.
	4. Mr. Henry (Horton, McFarland and Veysey) looked into it and found that we were ok because we posted in the paper with correct details.
2. New Board Member
	1. Allen Ward
		1. Mr. Ward would like to see our meetings on the Town calendar
			1. They used to be; we are not sure why or when they stopped
		2. He would also like to see the minutes published on the Town website.
		3. He also asked about DocuSign for signing the warrants.
			1. Ms. Schafer is looking into it and will update the board once we have more information.
			2. Mr. Harrison asked how we would handle if a board member has a question.
				1. It was decided that commissioners could either call or email questions to us.
				2. Mr. Ward made a motion to look in DocuSign, Mr. McLean 2nd the motion, followed by a 3/0 vote to approve using DocuSign.
3. Service Line Grant
	1. Mr. Harrison asked for a motion to approve going for a service line grant; information was brought back from the conference and trade show attended by the water operators last week.
	2. This grant (if awarded) would help pay for the work that goes into identifying services with lead and/or copper. This needs to be done by October 2024.
	3. Mr. McLean made a motion to approve, Ms. Hale 2nd motion, followed by a 3/0 vote to approve.

# Business Manager’s Report

* + 1. None

# Commissioner Communication/Requests

* + 1. Ms. Hale – Kudos to the operators (Sam, Jay and Linden) that came in over this past weekend to assist with hydrants for the fire department.
		2. Mr. McLean – Agreed with Ms. Hale.
		3. Mr. Ward - None

# Customer Communication

* + 1. Complaint Log
			1. January 10, 2023 – 8 Warren Circle – Low pressure/Dirty water
1. Sam found low pressure and dirty water were only on hot side. This means issue is on customer’s side; could be calcium.
	* + 1. December 15, 2022 – 23 High Street – Dirty Water
				1. Sam flushed customer’s line; issue cleared. Told customer to call back if the issue reappears. Have not had a call back.
			2. FYI only - Two customers called about the Rate Case letter.
			3. January 26, 2023 – 31 Wing St – Communications with Gina from the Town
				1. Customer complained about someone messing with hydrant, they then sped down road in a truck with a V-plow going about 45mph, plowing snow back in driveways.
				2. Mr. Harrison looked at our GPS tracking and found that we did not have anyone on that street that day.
				3. Mr. Harrison called the customer who then said he was more upset that a Town plow got a little high up on lawn and damaged his retaining wall.
				4. Mr. Harrison has reminded the operators that they should not ever drop a plow on a town road.

# Customer Comments

* + - 1. Mr. Harrison spoke to a gentleman that was all in favor of a rate increase as long as employee’s compensation increased as part of the rate increase.

# Any Other New Business

* + 1. None
1. SET NEXT MEETING DATE

# Tuesday, March 7, 2023 at 5:00pm at Lisbon Water Department.

1. SUSPEND MEETING

# Mr. McLean suspended meeting until after Public Hearing.

1. RECONVENED MEETING

# Mr. McLean reconvened meeting at 6:29pm

1. EXECUTIVE SESSION

# MRSA 13 § 405 (6) (E) Legal Council

# Ms. Hale made a motion to enter into executive session, Mr. Ward 2nd that motion, followed by a 3/0 to enter executive session at 6:29pm.

* + 1. Out of executive session at 7:05pm.
		2. No vote taken.
1. ADJOURNMENT
	1. Mr. Ward made a motion to adjourn, Ms. Hale 2nd, followed by a 3/0 vote in favor. Adjourned at 7:06pm.