

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 March 16, 2023

Members Present: Arthur McLean, Marie Hale, Allen Ward

Staff Present: Cindy Schafer, Shellie Reynolds

Audience: Don Fellows

1. CALL MEETING TO ORDER

# Meeting called to order by Mr. McLean at 5:20pm

# Roll Call

1. AUDIENCE PARTICIPATION

# None

1. WARRANTS

# Warrant #7023 (Feb 15, 2023)

# Warrant #8023 (Feb 22, 2023)

# Warrant #9023 (Mar 01, 2023)

# Warrant #10023 (Mar 08, 2023)

# Warrant #11023 (Mar 15, 2023)

1. OLD BUSINESS
   1. Minutes
      1. 02/08/2023-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.

# Terms and Conditions

* + 1. Have been submitted to PUC; we are waiting to hear back.

# Customer Rights and Responsibilities

* + 1. Have been submitted to PUC; we are waiting to hear back.

# Unresolved Issues (tabled)

* + 1. Memorial for Bill Bauer
    2. Legislative Bill for PFO’s PFA’s
    3. 26 Summer Street

# 2023 Bond

* + 1. Heard from Bond Bank; they will accept either the Clean Water Bond or the General Obligation Bond. At this point we are still moving forward with the General Obligation but Town Council wants us to provide the reason we are choosing that over Clean Water SRF.
    2. Although the SRF interest rate is less we would need to meet certain requirements, including using an engineering firm to do pay requisitons, you have to meet Davis-Bacon wages and we cannot do that if we do the work in-house; they won’t let you do it yourself. This would allow for less work to be completed for the same money.

# Any Other Old Business

* + - 1. None

1. NEW BUSINESS

# General Manager’s Report

1. Employee Recognition (Sam, Don)
   1. Sam has taken and passed his Level 2 Treatment test so he is fully licensed for Class II.
   2. Don was able to save Lisbon Water money by installing the new backhoe tires himself.
2. Pamphlet
   1. Simple document with common issues to hand to customers.
      1. Low pressure, dirty water
      2. List our contact information
      3. Will post on website and FB page
3. Flushing to start ASAP
   1. A notice will be posted on Facebook this coming week.
4. Meeting with Town to discuss communications
   1. Ms. Schafer and Ms. Reynolds met with Glenn (Town Manager) and Melanie (Assistant Town Manager).
   2. Discussed communications, what the Department is looking for and why we aren’t getting feedback from the current Finance Director. Glenn took our request and is going to get back to us with answers.
   3. The new Finance Director for the Town is due to start on April 17.
   4. Glenn will act as point person and Melanie will help where she can.
5. Corrosion Control
   1. We are currently working on the latest PLC items to bring up to date.

# Business Manager’s Report

* + 1. DocuSign
       1. I checked with the Town Manager; they use the basic plan (up to 5 documents a month) and receive a discount for non-profits ($7 monthly).
       2. After looking more closely the Business Pro plan ($28 monthly) offers Advanced Authentication.
       3. I am going to look into this further to find out what is done to make sure only the authorized signer is doing so (password, etc.).
       4. Mr. Ward let us know that he is ok if we do not end up using DocuSign since he was the one that brought it up and no longer has an issue getting in to sign the warrant.
    2. Audit
       1. Our auditor was in our office on March 9th.
       2. She is new to her company; she will report back to her manager and let us know if they need anything else.
       3. We have not heard anything at this point.

# Commissioner Communication/Requests

* + 1. Ms. Hale – None
    2. Mr. McLean – None
    3. Mr. Ward - None

# Customer Communication

* + 1. Complaint Log
       1. February 8, 2023 – 107 Frost Hill Ave – Low pressure

1. Linden and Jay found a dirty filter and plugged faucets.
   * + 1. February 1, 2023 – 9 Charity St – Dirty Water
          1. Customer brought in a sample of Calcium, thought it was sand. Made appointment to flush customer line and replace meter.
          2. Updated after meeting: Plumber fixed the issue. No need to replace meter as it was a hot water issue.

# Customer Comments

* + - 1. None

# Any Other New Business

* + 1. We have requested an executive session with Town Council at the next Council meeting on March 21st. The meeting starts at 7pm. Mr. McLean has another meeting that night; he will join us at about 7:15pm; we will ask Glenn (Town Manager) if they can start the executive session at that time.

1. SET NEXT MEETING DATE

# Tuesday, April 11, 2023 at 5:00pm at Lisbon Water Department.

1. EXECUTIVE SESSION

# None

1. ADJOURNMENT
   1. Ms. Hale made a motion to adjourn, Mr. Ward 2nd, followed by a 3/0 vote in favor. Adjourned at 5:51pm.