

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 April 11, 2023

Members Present: Arthur McLean, Marie Hale, Allen Ward

Staff Present: Shellie Reynolds, Charles Harrison

Audience: Don Fellows

1. CALL MEETING TO ORDER

# Meeting called to order by Mr. McLean at 4:52pm

# Roll Call

1. AUDIENCE PARTICIPATION

# None

1. WARRANTS

# Warrant #12023 (Mar 22, 2023)

# Warrant #13023 (Mar 29, 2023)

# Warrant #14023 (Apr 5, 2023)

# Warrant #15023 (Apr 12, 2023)

1. OLD BUSINESS
	1. Minutes
		1. 03/14/2023-Meeting Minutes
			1. Ms. Hale made a motion to accept minutes as written, Mr. Ward 2nd motion, followed by a 3/0 vote to accept.

# Terms and Conditions

* + 1. Rates in Terms and Conditions last updated in 2012
		2. Approved by PUC and uploaded to the website

# Customer Rights and Responsibilities

* + 1. Approved by PUC and uploaded to the website

# Memorial for Bill Bauer

* + 1. Waiting for rock placement

# Unresolved Issues (tabled)

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

# Any Other Old Business

* + - 1. None
1. NEW BUSINESS

# General Manager’s Report

1. 125 Project Update
	1. Starting on both ends of the project at once
	2. Installing 5 to 6 temp services a day until done; this should go until middle of May
2. Employee Benefits
	1. Vacation currently given as earned
	2. Mr. Harrison is proposing that all employees will be given vacation and personal time upfront and have it renew on their anniversary date
	3. Mr. Ward asked how the time will be handled upon separation
	4. Change would take place as soon as commissioners approve it
	5. Commissioners asked to see the proposed policy written up before they vote on it
3. Corrosion Control Update
	1. 90+% of work is done for this project
	2. Waiting to hear from PLC guys about when they will be able to be here
	3. We are concentrating on getting Ann Street chlorinated, up and running first then we will start adding the poly-ortho phosphate
4. Team building activity
	1. Winter Storm survival
	2. Challenging
	3. Lots of lessons about how team is communicating
	4. Mr. Harrison feels it was beneficial

# Business Manager’s Report

* + 1. 2023 Bond Account
			1. 2023 Securities App submitted to PUC
				1. PUC approved 3/31 and sent to Bond Bank
				2. We need to open another bank account to deposit these funds to in order to keep them separate

Money will go into a money market; right now paying about 4% interest

We can only take 3 withdrawals from but that should work well for us

* + - * 1. We, along with designees from the Town went into the bank to make changes to signers on the account
				2. When new Finance Director starts, we will go back and add her as a signer
				3. Chief McGee will stay on as a signer

Mr. Ward has asked for Ms. Reynolds to make sure that the Town Manager wants Chief McGee to remain as signer or if he wants the Assistant Town Manager added

# Commissioner Communication/Requests

* + 1. Ms. Hale –
			1. When are we starting flushing
				1. Mr. Harrison has posted on Facebook that we will be starting on 4/24
			2. Admin Day – Ms. Hale will be taking office staff to lunch for; day is to be decided and office will be closed during that time
		2. Mr. McLean – None
		3. Mr. Ward – Noticed that the town website now has dates for meetings. Do we have access to the website or does the town do that for us.
			1. Mr. Harrison answered that we have access

# Customer Communication

* + 1. Complaint Log
			1. April 5, 2023 – 128 Main St – White/cloudy water
1. Flushed main to bleed off air.
	* + 1. April 3, 2023 – Various locations – Dirty Water
				1. Dirty water complaints due to 125 project. Flushed all afternoon and evening until 3 AM.
			2. April 1, 2023 – 26 Gartley St – High Usage
				1. Sam was onsite and meter is spinning. Customer is checking on water usage. Follow up with customer, left voicemail on 4/3/23.
			3. March 27, 2023 – 35 Park and 30 Wing St – Sediment
				1. Customers given instructions and told to call back in if they were still having issues. Neither customer called back.

# Customer Comments

* + - 1. None

# Any Other New Business

* + - 1. CCR Report completed and link will be posted to website tomorrow
				1. Bills for next 3 months will include a notice with the link as well
			2. 2023 VAS (Value Added Services) contract with EJP
				1. Mr. Ward made a motion to accept 2023 contract, Ms. Hale 2nd the motion, followed by a 3/0 vote to accept
			3. Mr. Harrison explained that we get reward points for purchases; we are currently at about $11,000 which we want to use for a GPS unit for locating assets in the ground
			4. Ms. Reynolds has commitment of the rates that need to be read.
				1. Mr. Ward made a motion on this the 11th day of April, 2023 the Lisbon Water Department Commissioners commit to the treasurer of the Lisbon Water Department the annual water rates, the majority rate being $65.00 for 500cf and $3.42 for each additional 100cf thereafter from April 1, 2023 through December 31, 2023. The attached MPUC approved docket #2023-00004 schedule of rates outlines the complete list. The treasurer is hereby authorized to collect these rates and any accrued interest and fees by any means legally available under State law. Ms. Hale 2nd the motion, followed by a 3/0 vote to approve.
1. SET NEXT MEETING DATE

# Tuesday, May 9, 2023 at 5:00pm at Lisbon Water Department.

1. EXECUTIVE SESSION

# MRSA 13 § 405 (6) (E) Legal Council

* + 1. Ms. Hale made a motion to enter executive session, Mr. McLean 2nd the motion, followed by a 3/0 vote to enter executive session at 6:11pm.
		2. Ms. Hale made a motion to exit executive session, Mr. Ward 2nd the motion, followed by a 3/0 vote to exit executive session at 6:28pm. No vote was taken in executive session.
1. ADJOURNMENT
	1. Ms. Hale made a motion to adjourn, Mr. McLean 2nd the motion, followed by a 3/0 vote in favor. Adjourned at 6:29pm.