

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 September 12, 2023

Members Present: Arthur McLean, Marie Hale, Allen Ward

Staff Present: Charles Harrison, Cindy Schafer

Audience: Don Fellows

1. CALL MEETING TO ORDER

# Meeting called to order by Mr. McLean at 5:00pm

# Roll Call

1. AUDIENCE PARTICIPATION

# None

1. WARRANTS

# Warrant #33023 (Aug 16, 2023)

# Warrant #34023 (Aug 23, 2023)

# Warrant #35023 (Aug 30, 2023)

# Warrant #36023 (Sep 6, 2023)

# Warrant #37023 (Sep 13, 2023)

1. OLD BUSINESS
	1. Minutes
		1. 08/08/2023-Meeting Minutes
			1. Ms. Hale made a motion to accept minutes, Mr. Ward 2nd motion, followed by a 3/0 vote to accept.

# Unresolved Issues (tabled)

* + 1. 26 Summer Street
		2. Memorial for Bill Bauer

# Any Other Old Business

# 125 Project Update/Change Order

* + - 1. Replacing water main over the next 2 weeks.
				1. They will get part in, cap it, add high chlorine, test and move to the next section.
				2. Once main is complete, they will hook up short side services, then the long side services.
			2. Contract Modification – David Street.
				1. Drawings show that the line feeding those houses on David does not go all the way through to the street behind it. Thinking there was not water, we instructed McGee to put a 6” tap to feed that line but the actual line did go all the way through. McGee bought all the material and did all the work, so we are responsible for that cost of $13,570.
				2. Mr. Ward made a motion to pay the change modification, Ms. Hale 2nd the motion, followed by a 3/0 vote to approve.
		1. Corrosion Control
			1. We have been pumping poly/ortho phosphate at a 50/50 mixture since last Wednesday at Bauer and Moody.
			2. We are recording sample results on a map of the town to see how it is moving through the system. This will help us dial in on the level we put into the system.
			3. Mr. Harrison gave kudos to all staff from office to operators for how well they have all handled calls coming in leading up to and during this process.
		2. Maine Department of Labor Compliance Directive (Safety Manual)
			1. The safety manual has been updated and is complete.
			2. The whole department participated in classes for Blood borne Pathogens, Fire Extinguishers, Safety Data Sheets and Confined Space Entry.
		3. Employee tuition reimbursement (Application Fee)
			1. The board had agreed to tuition reimbursement in a past meeting. Andrea received enough financial aid, she did not need reimbursement from us but Mr. Harrison asked the board how they felt about paying her one time application fee of $75.
			2. Mr. Harrison stated that so far Andrea is doing well with her classes so far.
			3. Ms. Hale made a motion to reimburse the $75 application fee, Mr. McLean 2nd the motion, followed by a 3/0 vote to approve.
		4. Terms and Conditions update
			1. The updates discussed and voted on at the last meeting have been submitted to Stephani at the PUC. Ms. Schafer will follow up with her to see where the process is.
1. NEW BUSINESS

# General Manager’s Report

1. Ann Street (Well rehab)
	1. We kept having dirty water at Ann St.
	2. We had the main break at Ann St. and thought that was the issue but we kept getting dirty water complaints (10 or 11 in one day from Lisbon Falls).
	3. Upon trying to find the source of the dirty water, the analyzer in the basement for the Ann St. well, was cleaned 3 days in a row; indicating that is where the issue is.
	4. We put money into the bond this year to do some well rehabs; $21,275 is for pump outfit to come out and do a 30-hour cleaning.
		1. They will put a camera down the well before, put a chemical down to clean it, they scrub the pipe, they bail the well out of any solid in the bottom and the water with the chemical cleaner, they will make sure filled with fresh water and the well will be back in use.
		2. Once completed, we will take a sample to the lab.
	5. Ms. Hale made a motion not to exceed $22,000 to have Weston and Sampson to do the Ann St. well, Mr. Ward 2nd the motion, followed by a 3/0 vote to approve.
	6. Mr. Ward asked Mr. Harrison about budgeted items and what the difference is between this request and budgeted items.
		1. Mr. Harrison answered that it was a line item for well rehab, drives, etc. for items that he knows will need attention.
	7. Mr. Ward then asked if we present financial statements to the board throughout the year.
		1. We will start providing financial statements once a quarter (starting with the next meeting) and Ms. Schafer will send the 2023 budget to Mr. Ward this week.
	8. Mr. Harrison noted that we cannot have an emergency fund line item unless we have an asset management program.
		1. We are still working toward this but are not there yet.
2. Chemical Analyzers (Water Usage).
	1. With the current analyzers, we are wasting a lot of water (about 309,000 gallons a year). We run the water, take the sample, put it through the analyzer then dump the sample in the sink, as we cannot put it back into the supply once it has gone through the analyzer.
	2. New analyzer (Halogen Systems) can be placed into the pipe through a tap, which would allow it to sample as it passes by. The device is self-cleaning and tests the same things we test now but does not waste the water.
	3. Mr. Harrison would like to start with one analyzer, see how it works for us
	4. You buy a kit to replace pieces every year ($375), you buy the PH probe every 2 years and every 5 years you send in the unit to be rebuilt for $1200.
	5. We would need three but Mr. Harrison would like to start with one (Moody), run it side by side the existing analyzer and see how it works.
	6. Mr. Ward made a motion to spend $7000, Ms. Hale 2nd the motion, followed by a 3/0 vote to approve.
3. Russell Dead End
	1. Russel is a dead end street so when we replaced the valve on High and Free St. which was in part of something that made all the issues up there worse because there was a valve on High Street that turned great, opened it, shut it, opened it leading up to knowing we need to replace this valve and it didn’t operate so it made our shutdown bigger which made a lot of people mad because we had to go up to the next block and get on a valve.
	2. Free St. is a dead end with a blow off at the end but it does not move enough water to blow it off.
	3. Don has been to a customer on Russell St. and her water is bad; it just sits.
	4. Mr. Harrison suggests continuing the line on Russell St. over cross-country through a customer’s yard because it is a cultisac to get over to Enterprise St. because we also have an issue at Enterprise, which is also a dead-end. We should put a hydrant on the end of Enterprise because it is a 6” line on Enterprise St. Due to Enterprise being uphill, air gets trapped and we need to go to everyone’s house and help customers get rid of the air if we ever have to shut down up there.
		1. It is part of the Engineer’s Risk and Resilience Plan to get dead ends fixed; this dead-end happened to be missed on the plan but it is just like the dead ends that need to be taken care of on that plan.
		2. The person that currently lives there is a tenant in the process of purchasing the property; they are contacting the management company and will get back to Mr. Harrison. Mr. Harrison does not see why anyone would not be agreeable; another benefit to this is that the addition of the hydrant will bring down their insurance.
4. Possible issue with modulating/PRV valve near Bauer well
	1. At the end of Farwell St. there is a PRV buried in the ground (Mr. Harrison just learned about it this week and does not know what it was used for) that is full of water.
	2. For a while, we had complaints of dirty water every time we turned Bauer on. Mr. Harrison feels it is due to either compromised pipe or because of how the valves are set up inside.
	3. We got it pumped out today; there are too many valves open which is allowing water to just sit.
	4. We are going to go in tomorrow, wash down with high-pressure hose, pump the water out and see what we can do.
		1. Mr. Harrison feels the best option is to take out the concrete, cut pipe and just run a straight pipe through.
		2. Mr. Harrison will be reaching out for a quote to get this done.
		3. The operators will get in once cleaned out and figure where water is coming from and going to through each pipe/valve.
5. Hired seasonal to full time
	1. Emily accepted a full time position with us.
	2. We have been very happy with her performance and attitude.
6. Start discussion about Fire Protection Funds (CD?)
	1. At some point probably after spring bond is paid, we will start looking at how to make these funds work better for us. Possibly a CD; something that pays more than 3.5%.
	2. These funds pay our bonds and we have just over $500,000 in that account making 3.25% interest.

# Business Manager’s Report

* + 1. Abatement request for 23 High Street
			1. After a discussion, Ms. Hale made a motion to not approve the abatement, Mr. McLean 2nd the motion, followed by a 3/0 vote.

# Commissioner Communication/Requests

* + 1. Ms. Hale –
			1. Having foot surgery on Friday, 9/15.
			2. Customer on Pinewoods notified Marie that her water smells bad.
				1. Mr. Harrison asked commissioners to have customers call us when they have these complaints.
		2. Mr. Ward – None
		3. Mr. McLean – None

# Customer Communication

* + 1. Complaint Log
			1. September 8, 2023 – 34 Mill St – Dirty water
1. Customer brought in a sample bottle of discolored water. Sam flushed entire street.
	* + 1. August 23, 2023 – 3 Reid St. – Sewer smell
				1. Water operator called Tom from Sewer to assist; found that their Up flush toilet cap was missing.
			2. August 21, 2023 – Free/High St. – Dirty water
				1. A valve replacement caused several calls about dirty water/trapped air. Operators/Mr. Harrison ran hydrants and helped customers flush their lines.
			3. August 11, 2023 – 156 Main St. – Dirty water
				1. Home tested high for iron. Follow up indicated low iron at .20 after fresh water was pulled into a great deal of Lisbon Falls. Further test indicated iron of .02 to .05.
			4. August 11, 2023 – Lisbon Falls – 10 dirty water calls.
				1. Water operators freshened hydrants.
			5. August 8, 2023 – 3 Cranberry Dr. – Low pressure.
				1. Calcium buildup. Sam informed customer about corrosion control and how to clean screens.
			6. August 3, 2023 – 9 Pleasant St. – Dirty water
				1. Mr. Harrison talked to customer and it was only on the hot water side.
				2. On 8/7/23, Sam was called to verify the customers issues were just on the hot water side. Customer was going to call a plumber.
			7. August 7, 2023 – 141 Main St. – Dirty/smelly water
				1. Sam did witness dirty and smelly water. Pulled in fresh water to this location and others ending on 8/11/23.

# Customer Comments

* + - 1. None

# Any Other New Business

* + - 1. We are changing contacts with MePers; Chuck is being assigned as Security Administrator. Form is filled out and Ms. Hale signed; we will send this back to MePers.
1. SET NEXT MEETING DATE

# Tuesday, October 10, 2023 at 5:00pm at Lisbon Water Department.

1. EXECUTIVE SESSION
	* 1. MRSA 13 § 405 (6) (A) Personnel
			1. Ms. Hale made a motion to enter executive session MRSA 13 § 405 (6) (A) Employment Staff at 6:21pm, Mr. McLean 2nd motion, followed by a 3/0 vote to approve.
			2. Ms. Hale made a motion to exit executive session at 6:33pm, Mr. McLean 2nd motion, followed by a 3/0 to approve.
2. ADJOURNMENT
	1. Ms. Hale made a motion to adjourn at 6:33pm, Mr. Ward 2nd the motion, followed by a 3/0 vote in favor.