



## LISBON WATER DEPARTMENT

639 Lisbon Road

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Marie Hale, Chairman, James Lemieux & Roger Bickford Commissioners

### Commissioners' Meeting Minutes for August 14, 2018

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

Staff Present: Bill Alexander Jr and Shellie Reynolds

Audience: None

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

#### **I. AUDIENCE PARTICIPATION**

- A. None

#### **II. WARRANTS**

- A. Warrant 29018 (July 18, 2018)-Approved
- B. Warrant 30018 (July 25, 2018)-Approved
- C. Warrant 31018 (Aug 01, 2018)-Approved
- D. Warrant 32018 (Aug 08, 2018)-Approved
- E. Warrant 33018 (Aug 15, 2018)-Approved

#### **III. OLD BUSINESS**

- A. Reading and Approval of Minutes
  - 1. Mr. Lemieux made a motion to accept the minutes as written for July 10, 2018. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- B. Mill St Project
  - 1. Mr. Alexander said that the new hydrant assembly on the Upland Rd side of the bridge was complete on Mill St. He said that the one on the Route 196 side is scheduled to be done this Thursday. He said that they will be relocating the Brook St. tap at the same time and setting up a temporary water service so that no one will be without water. He said that the hydrants are NOT available for firefighting purposes until the project is complete; he said that he sent the e-mail to the fire chief to let them know. Mr. Lemieux said that we should to mark the hydrants so that the volunteers will know when they get to it.
- C. Route 196 Paving
  - 1. Mr. Alexander said that we have completed the removal of the valve boxes in the paving area and will address them as the paving crew gets by them.
- D. New Employee
  - 1. Mr. Alexander said that Tim Shultz started July 30<sup>th</sup> and that he has fit in nicely and has started doing the plant work and that he expects him to take rotation in couple weeks.
- E. Thomas Pt Beach
  - 1. Ms. Reynolds said that everyone went and we all had a great time. Mr. Lemieux thanked the Board for the opportunity as he saw a lot of people he hadn't seen in a while and

enjoyed the food and company. Mr. Alexander said that he had the opportunity to talk with fellow peers, engineers and prior co-workers; that it was a very productive day.

F. Unresolved Issues

1. Memorial for Bill Bauer
2. Kelly Park Infrastructure Approval Letter
3. Route 125 Main Replacement Project-Meeting with MDOT tomorrow at 2:30pm
4. Commissioner Terms
5. Sludge to TOL Sewer
6. Comprehensive Plan Update for Planning Board

G. Any Other Old Business

1. None

**IV. NEW BUSINESS**

A. Superintendent's Report

1. Superintendent's Communication Letter for Council Updates
  - a. Mr. Alexander said he e-mailed a letter that he prepared for Council in light of no new liaison. The Board reviewed and appreciated his efforts to communicate with Council.
2. Summer St Easement for Consolidated Communications
  - a. Mr. Alexander said that he sent a copy of an easement for Consolidated Communications so that they can fix a broken pole at the Lisbon Falls standpipe location.
  - b. Mr. Lemieux asked if the property was Town property and Ms. Reynolds confirmed that it was but the Water Board has control for the inhabitants of the Town of Lisbon for the Lisbon Water Dept. Mr. Alexander said that this easement was identical to the easement we issued at Moody Rd last year.
3. 743 Lisbon St
  - a. Mr. Alexander said that he was contacted by the new owner of the Knight-Celotex property about getting water restored to that location so that he is able to wash his trucks. He said that they walked the property to locate the private water main. He said that it is not clear who owns the private main and they need to determine who will retain this main as PUC rules says that we can only service one customer on that main otherwise it is considered a main extension.
  - b. Ms. Reynolds said that this property had one owner but it has since been split and the previous owner retained the property behind this new owner's property which the private main served.
  - c. Mr. Alexander said that there is also an issue with the gate valve; he said that to end service they went on private property with owner's permission, cut the valve and capped it. He said that he feels that we should correct that situation now before we need the valve.
  - d. The Board discussed the issue and gave Mr. Alexander permission to fix the valve and they will wait until the next meeting to hear what the owner's decided to do with the private main.

B. Business Manager's Report

1. Billing Error Issue
  - a. Ms. Reynolds said that she sent an e-mail explaining a billing error. She said that she figured out through a final reading that did not calculate correctly that one of the rate tables did not get updated to the new 100cf rate. She said that the bills created in May, June, and July did not calculate correctly on the usage overage. She said that because those bills were all prorated for different amounts that it was not noticeable. She said that minimums were all correct but the overages were not. She said that she needs to

determine the amount for each account that they should have been billed and subtract it from the amount they were billed and add a separate line charge for the difference on each account affected along with a notice explaining the charge.

- b. She said that the PUC put out a notice last January that we need to notify the customers as well as them about any billing error so she called and spoke with the PUC and explained the issue. They said that we were doing all the right steps to rectify the issue and to send them the notice and the total of the difference when we are done.

C. Commissioner Communication/Requests

- 1. Ms. Hale asked about the trees on 35 Moody RD.
  - a. Mr. Alexander said that he went down again and determined that the trees are on Water Dept. property and he will get a price to have them removed.
- 2. Mr. Bickford asked about other water sources.
  - a. Mr. Alexander said that there are other water sources on Littlefield Rd, Ferry Rd, and Pinewoods Rd. He said that he would like to pursue the one on Ferry Rd and that he would like to update the Master Plan which would include these options.
  - b. Mr. Bickford asked if they were all the same big aquifer and Mr. Alexander said that the Moody Rd was more towards Lewiston and Sabattus River but the Ferry Rd was a different aquifer.
  - c. Mr. Bickford asked if there was any in Lisbon Falls and Mr. Alexander said that there was not.
- 3. Mr. Lemieux- None

D. Complaint Log

- 1. 07/25 & 07/26-Dirty water complaints in Lisbon & Lisbon Falls due to hydrant use. Mr. Alexander said that it took about ten hours of flushing to relieve the issue.

E. Customer Comments

- 1. None

F. Other New Business

- 1. Vacations
  - a. Ms. Reynolds said that she was going on vacation next week in Rangeley and will take the laptop to do some work and check e-mails.
- 2. Hose Testing
  - a. Mr. Lemieux said that the Fire Dept. will be doing hose testing 08/14 & 15 on Capital Ave.

G. Next Meeting

- 1. The next regular Commissioners' Meeting is Tuesday, September 11, 2018 at 5:30pm at the Lisbon Water Dept.

**V. EXECUTIVE SESSION**

A. MRSA 13 § 405 (6) (A) Personnel

- 1. Ms. Hale made a motion to go into Executive Session citing MRSA 13 § 405 (6) (A) Personnel. Mr. Lemieux 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 6:02pm
- 2. Mr. Lemieux made a motion to exit Executive Session with no action taken. Ms. Hale 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote at 6:23pm.

**VI. ADJOURNMENT**

- A. Mr. Lemieux made a motion to adjourn. Mr. Bickford 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting was adjourned at 6:24pm