



# LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Marie Hale, Chairman, Roger Bickford & Arthur McLean Commissioners

## Commissioners' Meeting Minutes for June 22, 2021

Members Present: Marie Hale, Roger Bickford, Arthur McLean

Staff Present: Bill Alexander Jr, Shellie Reynolds, Cindy Schafer

Audience: Don Fellows (liaison for Town Council) arrived at 5:30pm

### **I. CALL MEETING TO ORDER**

- A. Meeting called to order by Ms. Hale at 4:40pm
- B. Roll Call

### **II. AUDIENCE PARTICIPATION**

- A. Greg Morse – Abatement Request; Mr. Morse was invited to meeting but did not attend.
  - 1. Mr. Morse had high usage in January 2021
    - a) Mr. Morse called Lisbon Water Dept. to find out if the reading was accurate; it was. Mr. Morse then tried to find the source of the leak but was unable to. He then compared his meter reading to ours and let us know they were different. We investigated and let him know that ours was accurate.
    - b) Lisbon Water Department investigated at the office to see why our meter reading was different from the one Mr. Morse reads.
    - c) Mr. Alexander saw a spot under a 4-wheeler (at the end of a trailer) where the grass was green and suspected this is where the leak was but Greg did not think so.
    - d) Mr. Morse asked for help; LWD gave him EJP's contact information but EJP was not able to find a leak either
    - e) Mr. Morse had Longchamps in to dig a couple of possible locations with no luck in finding it
    - f) Mr. Alexander called Maine Rural Water Association; they listened and heard a leak. The area was dug and MRWA could no longer hear the leak.
    - g) The leak was eventually found under the trailer where Mr. Alexander had seen the green grass. When the tenant moved out, Mr. Morse was able to move the trailer and find the leak.
  - 2. Mr. Morse worked very hard to find the leak and to fix it.
  - 3. The abatement amount (if approved) would be \$384.75 as determined using the formula in our terms and conditions. Mr. Morse was given a copy of our Terms and Conditions when he asked about an abatement.
  - 4. Mr. McLean made motion to approve, Mr. Bickford 2<sup>nd</sup> motion followed by a 3/0 vote to approve.

### **III. WARRANTS**

- A. Warrant# 20021 (May 19, 2021)
- B. Warrant# 21021 (May 26, 2021)
- C. Warrant# 22021 (Jun 02, 2021)
- D. Warrant# 23021 (Jun 09, 2021)
- E. Warrant# 24021 (Jun 16, 2021)
- F. Warrant# 25021 (Jun 23, 2021)

### **IV. OLD BUSINESS**

- A. Minutes
  - 1. 05/11/2021
    - a) Ms. Hale made a motion to accept minutes, Mr. Bickford 2<sup>nd</sup> followed by 3/0 vote to approve
- B. Hiring Update
  - 1. New Hires
    - a) 2 Operator Positions Filled; Samuel Langdon on 6/7/2021 and Austin Jordan on 6/21/2021
    - b) Financial Assistant Filled – Wanda Renaud on 6/3/2021
    - c) General Mgr Position – Tonight’s interview was canceled by candidate; he has decided to stay where he is.
      - i. More applications have come in and we have expanded the search
      - ii. Mr. Alexander stated that he thinks we should reach out to national utilities (as well as local) that can help as head hunters.
      - iii. Ms. Reynolds suggested it may be a good idea to start looking at contracting services. We would like to find out if possible to continue to look for a General Manager while under contract for services.
- C. Memorial for Bill Bauer
  - 1. Hydrant was installed on 6/14/2021. Aceto did the work at a cost of \$2347.76. We are waiting for the Backflow device; once it is delivered we will install and turn on water.
  - 2. Lisbon Water will work with Mark Stevens (Rec Dept) on wording for the plaque
- D. Risk & Resilience Assessment & Emergency Response Plan
  - 1. Mr. Alexander received the draft from Dirigo Engineering today; he will look at it and set up a meeting with the board
  - 2. The board set a meeting to go over the draft on Tuesday, 6/29/2021 at 9:00am at the Water Dept
- E. Unresolved Issues (tabled)
  - 1. T-Mobile Proposal – New Generator
  - 2. 9 Merrill Ave Development
  - 3. Corrosion Control
  - 4. Legislative Bill for PFO’s & PFA’s – No update
  - 5. Route 125 Project – No update
  - 6. Master Plan
  - 7. Chlorination at Stations – No update
- F. Any Other Old Business
  - 1. None

### **V. NEW BUSINESS**

- A. Superintendent’s Report
  - 1. Kelly Park – 6<sup>th</sup> apartment building to be built behind Dollar General
    - a) At Planning Board
- B. Business Manager’s Report
  - 1. MWU – Annual Gathering – Pig Roast
    - a) August 12<sup>th</sup> at Brunswick Landing
    - b) There will be operator training in the morning

- c) Ms. Reynolds has not received a cost or registration date yet
- C. Commissioner Communication/Requests
  - 1. Ms. Hale – None
  - 2. Mr. Bickford – None
  - 3. Mr. McLean – None
- D. Customer Communication
  - 1. Complaint Log
    - a) 06/11 – 30 Beech St – dirty water. Mr. Alexander said it was calcium and explained Corrosion Control which is in the process of being installed
    - b) 06/11 – 6 Russell St – low pressure; we went out but no one was home. Mr. Alexander stated we had just flushed which could have caused the issue. We have not heard back from the customer.
    - c) 06/16 – 10 Pike St – low pressure; Mr. Alexander went to see customer. After looking around, including asking to see the plumbing, Mr. Alexander found that the water was going through a filter. When the customer bypassed the filter, the pressure was back to normal.
  - 2. Customer Comments
    - a) None
- E. Any Other New Business
  - 1. None
- F. Set next meeting date
  - 1. Tuesday, July 13, 2021 at 5:30pm at Lisbon Water Department.

## **VI. ADJOURNMENT**

- A. Ms. Hale made motion to adjourn, Mr. Bickford 2<sup>nd</sup>, followed by a 3/0 vote in favor. Adjourned at 5:32pm.