



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

Tel. (207) 353-3020 fax (207) 353-3004

Paul A. Adams, General Manager

Stanley Doughty Jr., Chairman, James Gurney, & William A. Bauer, Commissioners

Commissioners' Meeting Minutes for May 11, 2009

Members Present: Stanley Doughty Jr., Bill Bauer, and James Gurney

Staff Present: Paul Adams

Audience: Ronald Saindon

Audience Late Arrival: Kevin Partridge with Delorme

Meeting called to order by Mr. Doughty Jr., at 6:30pm.

I. AUDIENCE PARTICIPATION

A. After Hours Fee for Mr. Saindon

1. Mr. Bauer stated that Mr. Saindon had called him about the amount of the after hours reconnection fee of \$170. Mr. Saindon felt that it was excessive and that he only had about forty minutes to reestablish his water service from the time his water was shut-off at 2:50pm to the time that the staff goes off duty at 3:30.
 - a. Mr. Saindon spoke on his own behalf and the Commissioners discussed the issue.
 - b. Mr. Bauer made a motion to give a credit of \$66. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

B. Phone Request from Richard Lussier

1. Mr. Adams stated that he received a complaint from Mr. Lussier about charges to his water account. LWD had sent a low usage letter to Mr. Lussier as his account showed zero usage. Mr. Lussier called and spoke with Mrs. Sheehan concerning this and she was told that he had the water shut-off in the house. She stated that she would make a note of it and that he was all set with the letter. A few months later Mr. Lussier received a disconnect notice in the mail and called and spoke with Mrs. Reynolds. He thought because his water was off in the basement that he would have no charges. Mrs. Reynolds explained the purpose of the minimum charge. He was upset and wanted to know why Mrs. Sheehan didn't tell that he would still get charged a minimum if he did not shut off the water at the street. The water charges were not a topic when Mrs. Sheehan spoke with Mr. Lussier regarding the letter.
2. The Commissioners discussed the issue and requested that Mr. Adams send Mr. Lussier a letter stating that the Commissioners reviewed the complaint and LWD extends an apology for the confusion, that they feel the staff handled the matter appropriately, and follow up by reiterating that the bills need to be paid on time to avoid the disconnect process.

- C. GPS Mapping Training and Equipment
 - 1. Mr. Bauer stated that the LWD must map out the system to meet the PUC requirements for Homeland Security Requirements. Mr. Bauer had visited Delorme in Yarmouth and met Mr. Partridge and invited him to come and speak to the other Commissioners.
 - 2. Mr. Partridge offered his services to assist and train the staff on the use of any GPS equipment we may purchase to meet the PUC requirements. He brought his laptop to demonstrate the software.
 - a. Mr. Adams read the requirements for the data and Mr. Partridge reviewed different options.
 - i. \$1,200 for hand held PM40 Standard, the editor for XMap that will get within 6-9ft, and it uses 32 satellites.
 - ii. \$8,000 to \$10,000 for equipment more accurate than 6-9ft.
 - iii. Training is \$100/hr for as many people as we can set up.
 - a. The recommended training is around 4 hours for initial set up.
 - 3. The Commissioners discussed the issue and tabled any decision until the next meeting.
- D. The Beaudoin Complaint
 - 1. The Commissioners received a letter from Raymond Beaudoin of 76 Lisbon Street, Lisbon. Mr. Beaudoin requested a break on the water charges from when their water service had a leak.
 - 2. The Commissioners discussed the issue and decided that they would stand by the standard precedent that the Water Dept. had to incur the expense of pumping and filtering the water, therefore there is no leniency on the water charges. They asked Mr. Adams to convey their condolences and offer them a payment arrangement if they are incurring a hardship.

II. WARRANTS

- A. Warrant 17 for April 22, 2009- Approved
- B. Warrant 18 for April 29, 2009- Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes:
 - 1. Minutes from April 27, 2009
 - a. Mr. Bauer made a motion to accept the minutes as written. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
- B. Upland Road Project
 - 1. Mr. Adams stated that he received an e-mail from the Town Manager requesting information on any plans that we may have for the Upland Road project.
 - 2. The Commissioners discussed stimulus money and other financial options for the projects. They asked Mr. Adams to respond to the Town Manager's request by e-mail stating that LWD has tentative plans that need to be discussed with the Town Council, Town Engineer, and the Town Manager.
 - 3. The Commissioners tabled the issue until they have more information.
- C. Utility Billing Program
 - a. Mr. Adams stated that he received an amount from the Town's Finance Director about the Water Department's share of the new Trio software and support fees.

- i. The amount quoted is \$4,796 for the initial software and set-up and annual fees will be \$741. The quote includes portions of all the programs, not just the utility billing.
- ii. The Commissioners discussed the issue.

D. Tabled Items

1. Wellhead Protection-Tabled-No action has been taken.
2. Dragon Property- Tabled
3. Workshop with the Town
4. Upland Road Project

E. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Pay Increase for Christopher Brunelle

- a. Mr. Adams stated that Mr. Brunelle passed the Class I Treatment test for his Class I license and he requested to increase Mr. Brunelle's pay rate.

- i. Mr. Gurney made a motion to increase Mr. Brunelle's pay rate by \$.25/hr for successfully completing his Class I Treatment and Distribution license retroactive to his license date. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- ii. The Commissioners congratulated Mr. Brunelle on his accomplishment.

B. Other New Business

1. Anthony Riordan Complaint

- a. Mr. Gurney stated that the Commissioners had received an e-mail from the Town Manager who forwarded an e-mail complaint he received from Anthony Riordan of 21 Center St, Lisbon Falls.

- i. Mr. Riordan was complaining about the poor status of the yard and grass surrounding the fire hydrant in his yard.
- ii. The Commissioners discussed the complaint and had gone to the location and found that the status of this hydrant was no different than any other hydrant in town. There was no damage done to the yard by plowing, but there did appear to be normal weather killed brown grass around the hydrant, which they felt warrants no action.
 - a. Mr. Gurney made a motion to take no action for the complaint. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

2. Hydrant at the Lisbon Transfer Station

- a. Mr. Bauer stated that he was approached by Mr. Ricker at the Lisbon Transfer Station about a hydrant that was on an embankment beside the Transfer building.
 - i. Mr. Ricker wanted to know if there was a way to do away with the hydrant. Mr. Bauer stated that he told him that there was nothing that the Water Dept. could do for him as it is a private hydrant. He told him that he could request to have the hydrant shut off to save the quarterly charge. He also advised him to consult with the Fire Chief and his insurance carrier for further advice.

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, June 8, 2009 at 6:30pm.

V. EXECUTIVE SESSION

- A. Mr. Gurney made a motion to enter Executive Session, at 8:30pm, citing MRSA § 405 (6) (F) Discussion of Confidential Records. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
 - 1. Mr. Doughty Jr. made a motion to leave executive session at 8:45pm. Mr. Gurney 2nd the motion followed by a unanimous 3/0 vote. No action was taken.

VI. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 8:45pm.