



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Paul A. Adams, General Manager

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

Commissioners' Meeting Minutes for June 23, 2008

Members Present: Stanley Doughty Jr. and Bill Bauer

Absent Members: James Gurney

Staff Present: Paul Adams

Late Arrival Audience: Craig Douglas

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

I. WARRANTS

- A. Warrant 24 for June 11, 2008-Approved
- B. Warrant 25 for June 18, 2008-Approved

II. AUDIENCE PARTICIPATION

- A. Standard Operating Procedure manuals

1. Mr. Doughty Jr. stated that he asked Mr. Douglas to attend the meeting to determine if he could or would be able to compile SOP's for the Water Dept.
2. Mr. Douglas said that he would be able to with direction and aid from an attorney. He said that the Commissioners need to be able to waive the liability issues concerning Mr. Douglas' input. He said that he could create some templates for us to follow to create our own manuals. Mr. Douglas asked the Commissioners to give him idea as to how in depth they would like the manuals to be.
 - a. Mr. Bauer stated that they would at least like to meet the requirements in order for a water operator of any class to be able to assist in the On-Call duty for our system.
 - b. Mr. Adams stated that the last time that LWD borrowed SRF funds from the State they had wanted to see LWD SOP's and that we needed to rectify the issue of not having any prior to any further lending from the State SRF fund. Mr. Adams stated that he would at least like to meet those requirements.
3. The Commissioners discussed the issue with Mr. Douglas. They agreed in order to help with cost, to set up a general specific SOP manual to help with the On-Call duty issue immediately and then continue as needed for future SOP manuals. Mr. Douglas will provide a quote for his services and deliver it to Mr. Adams.

III. OLD BUSINESS

- A. Reading and Approval of Minutes:

1. Minutes from June 9, 2008

- a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.

- B. Work Week
 - 1. Mr. Adams presented a copy of a preliminary schedule for a 4-day work week.
 - a. Mr. Adams stated that this schedule was just to get an idea of what it would be as it does not include all vacation time and/or holidays.
 - b. Mr. Bauer asked if the staff was satisfied with this schedule. Mr. Adams said that they were apprehensive, but they won't know for sure until they try it.
 - c. Mr. Bauer made a motion to accept the 4-day work week as proposed by Mr. Adams through the summer as a trial, with a review at the end of the season. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
- C. Tabled Items
 - 1. Wellhead Protection-Tabled
 - a. The issue is tabled until further notice from the Town.
 - 2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision.
 - 3. On Call Duty-Tabled
 - 4. SOP Manuals- Tabled
 - 5. Rate Increase-Tabled
 - a. Mr. Bauer stated that he is not in favor of an increase at this time given the increases with the Town Taxes.
 - b. Mr. Doughty Jr. is in favor of doing a few small increases as opposed to waiting longer and having to do one large increase.
 - c. The Commissioners table the issue until Mr. Gurney is present.
- D. Other Old Business
 - 1. New Garage
 - a. Mr. Doughty Jr. asked Mr. Adams if he had researched the idea of an all steel garage. Mr. Adams stated that he had spoken with a contractor about a metal roof and the contractor said that the price of steel is extremely expensive at this time so Mr. Adams did not pursue a steel garage thinking that the cost would be considerably higher than a traditional stick built garage.

IV. NEW BUSINESS

- A. General Manager's Report
 - 1. Employee Raises and Insurance Premiums
 - a. Mr. Adams stated that the issue was not discussed at the last meeting, but Mr. Gurney had called the next day and asked Ms. Reynolds to add the results of the workshop to the minutes. Mr. Adams stated that Ms. Reynolds had brought the results of the discussion to him as she felt they may require a motion to implement them and Mr. Adams agreed. Mr. Doughty Jr. and Mr. Bauer agreed that they should be put into a motion and approved.
 - b. Mr. Bauer made a motion to implement the workshop results to increase all full time staff hourly wages by \$.50/hr, to increase the permanent part-time staff hourly wage by \$.35/hr, and a 3% raise for the general manager. Also to increase the employee share of the insurance premium from 8% to 9%. Mr. Doughty Jr. 2nd the motion followed by a unanimous 2/0 vote.
 - 2. Troop# 109 Request
 - a. Mr. Adams stated that he received a request from Boy Scout Troop# 109 a non-profit organization to utilize the Water Dept. parking lot for a fundraising yard sale on one of the weekends in August.
 - i. Mr. Bauer stated that they would consider allowing the Troop to do this because they are a non-profit organization, but they must adhere to

four stipulations. They also suggested or recommended using the lot out back for the sale and the front lot for signs and advertisement to avoid traffic issues/ accidents on route 196. The four stipulations are as follows:

- a. To have the yard sale during non-business hours only.
 - b. There is to be no entry into the building by anyone.
 - c. Clean the parking lot of all debris.
 - d. Get permission from the police department about utilizing the front parking lot.
- ii. Mr. Bauer made a motion granting permission to Troop# 109 to utilize the Water Department property at the office location on Route 196 in Lisbon Falls with the above mentioned stipulations. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
3. Propane Quotes for 2008/2009 Season
 - a. Mr. Adams stated that he had received two quotes for propane. One is from M.W. Sewall and one is from Fielding's Oil & Propane, both companies we utilize at this time. He said that the quote from Fielding's Oil & Propane at \$2.499/gal was lower than M.W. Sewall at \$2.719/gal, which was the exact opposite of last year. He said that he had called Fielding's about switching service to them and they said they could switch everything at no additional cost, but it wouldn't be until July. Mr. Adams then called M.W. Sewall to see if they could meet Fielding's quote and they could not even come close.
 - b. The Commissioners discussed the issue.
 - i. Mr. Bauer suggested checking with Downeast. The Commissioners left it up to Mr. Adams to check with Downeast.
 - c. Mr. Bauer made a motion to accept the contract with Fielding's for \$2.499/gal, providing that there is not a better deal with Downeast. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
 4. Last 2 Minutes of the last Commissioners' Meeting
 - a. Mr. Adams stated that they needed to reiterate the last two minutes of the last meeting as the recorder did not record the end of the meeting and Ms. Reynolds requested that they cover them again at this meeting. Mr. Doughty Jr. stated that he remembered an issue with the recorder, but Mr. Adams thought it was still recording appropriately. Unfortunately, it had not.
 - i. Summer Help under General Managers Report-Agenda 5, a, 6
 - a. Mr. Adams stated that they hired Benjamin Doucette and the Commissioners approved the hire.
 - ii. Other New Business - Agenda 5, b,
 - a. There was no Other New Business
 - iii. Next Meeting Date- Agenda 5,c
 - a. Set for June 23, 2008 at 6:30pm.
 - iv. Adjournment
 - a. The Adjournment was at 7:40pm

B. Other New Business

1. Cross-Connection Letter from a Customer
 - a. Mr. Bauer stated that he was approached by a customer who had received a cross-connection letter from LWD. Mr. Bauer felt that the implication in the letter was that the customer must comply within 30 days and he is not comfortable with this. Mr. Doughty Jr. said that he had been approached by a customer as well.

- i. The Commissioners and Mr. Adams discussed the contents of the letter. Mr. Adams stated that the ultimate goal of the letter is to inform people of the requirement of the cross connection device and to have them contact us regarding it. No action was taken to edit the letter.

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, July 14, 2008 at 6:30pm.
2. Mr. Adams stated that he will be participating in a meeting with the Town Manager, the Town Engineer, and the Public Works Director to discuss road improvements and possible sewer improvements. Mr. Doughty Jr. and Mr. Adams both felt that it would be wise for LWD to seriously consider replacing some main pipes at the same time the sewer replaces pipe. The date for this meeting is not set yet.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by an affirmative 2/0 unanimous vote. The meeting adjourned at 7:15pm.

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.