



## 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 September 14, 2009

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

Staff Present: Paul Adams

Audience: None

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

#### **I. WARRANTS**

- A. Warrant 34 for August 26, 2009- Approved
- B. Warrant 35 for September 02, 2009- Approved
- C. Warrant 36 for September 09, 2009- Approved

#### **II. AUDIENCE PARTICIPATION**

- A. None

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

- A. Reading and Approval of Minutes:
  - 1. Minutes from August 24, 2009
    - a. Mr. Gurney made a motion to accept the minutes as written. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. .
- B. Town Council Workshops
  - 1. Route 9 Project
    - a. Mr. Bauer and Mr. Doughty Jr. discussed the results of the workshop with the Town for the Route 9 Project.
    - b. Mr. Gurney asked if the Upland extension was a good option for the rate payers versus the Power Line main extension option.
      - i. Mr. Adams stated that he had received a proposal from Dirigo Engineering.
        - a. Tim Sawtell, with Dirigo Engineering gave a quote of \$10,000 to update plans and prepare plans for Wing St. to Route 196. He also stated in his proposal that any improvement to this water main extension should include a new standpipe located at the high point.
      - ii. The Commissioners discussed the options and decided not to pursue the Upland Road option.
      - iii. The Commissioners decided to pursue the main replacement from Barker Brook to Mill Street. The Commissioners charged Mr. Adams with gathering the costs to make this happen.
    - c. Mr. Gurney made a motion to support the Lisbon Town Council in pursuing a bond to resolve the salt contaminated wells. They approve the main extension on

Route 9 from Frost Hill Avenue, up Route 9 to Wing Street, and down Wing Street to tie into the existing water main on Wing. Street. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

- d. Mr. Bauer made a motion to confirm that no cost of the Route 9 project from Wing Street to Upland will be paid by the Lisbon Water Dept. ratepayers. Mr. Gurney 2<sup>nd</sup> the motion followed by discussion. Mr. Doughty Jr. called for a vote quoting the motion that no cost of the extension from Frost Hill up Route 9 and onto Wing Street will be absorbed by the rate payers. The vote was 2/0/1 Mr. Gurney and Mr. Doughty Jr. to the positive and Mr. Bauer abstaining.
  - i. Mr. Bauer explained that if free money became available to the Water Dept. then he would like to see a standpipe installed on Upland Road and if he concurred with the no cost motion he was afraid it would forego the standpipe option.

### C. Customer Correspondence

#### 1. Mr. Don Goulet

- a. Mr. Adams presented a complaint letter about the relationship between the Town Depts. and the Water. Dept.
  - i. The Commissioners discussed the issue and stated that there is another workshop scheduled to try to resolve some of the issues.
- b. Ms. April Hawks
  - i. Mr. Doughty Jr. received a letter from Ms. Hawks. She expressed her appreciation for Mr. Bauer's help but she also went on to express her frustration with the customer service she received from Mr. Adams.
  - ii. The Commissioners discussed the issue and stated that in the future the Water Dept. staff will do more to inquire and assist the customer to try to resolve their problem.
- c. Mr. Richard Main
  - i. Mr. Doughty Jr. and Mr. Bauer received an e-mail from Mr. Main. Mr. Main expressed his opinion on the issue of the electronic files for the water readings. He also submitted an additional e-mail in regards to Executive Session. Mr. Adams forwarded the information to the LWD attorney. The attorney responded to the Executive Session issue and his advice was that the Commissioners continue the procedure that they have been using.
- d. Letter to the Town Council
  - i. Mr. Adams presented the draft of the letter that the attorney sent with regards to the electronic readings and the costs associated with the readings.
  - ii. The Commissioners discussed the issue.
    - 1. Mr. Bauer made a motion to supply the Sewer Dept. with the past electronic water readings files as well as the readings for the next 60 days, with the stipulation that the Town Council will negotiate a fair cost within the 60 days for further water readings supplied. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- e. Lisbon Water Dept. Comment Card
  - i. Mr. Adams presented a sample for a comment card for the Lisbon Water Dept. as well as a box for the customer to place the card into.

- ii. The Commissioners discussed the issue and approved the comment card with the addition of the line requesting the customer information for follow-up action.

D. Tabled Items

1. Wellhead Protection-Tabled-No action has been taken.
2. Dragon Property- Tabled

E. Other Old Business

1. None

**IV. NEW BUSINESS**

A. General Manager's Report

1. Invoice from Town for Photocopies

- a. Mr. Adams stated that he received an invoice from the town for photocopies. He stated that we had not been charged for this in the past and that the fees are the same amount that would be charged to any other customer. He also stated that he did not believe that all the copies were for the Water Dept.
- b. The Commissioners discussed the costs that the Town charged for photocopies and they agreed that the Water Dept. would not utilize the Town's copier and to request that the Water Dept. code be removed from their copier.

2. Invoice from Town of Lisbon Transfer Station for Tire Disposal

- a. Mr. Adams stated that he received an invoice for disposing 4 tires. He stated that we had not been charged for this in the past, but it appears that we are now.

3. Employee out on Sick Leave

- a. Mr. Adams stated that Mr. Plourde is out on sick leave due to an injury at least until Monday.
- b. The Commissioners discussed the issue and hope that Mr. Plourde is feeling better soon and, that he can return at least to light duty in the near future.

4. Town Council Workshop

- a. The Commissioners made a list of the information they would like to utilize for the workshop for discussion.
- b. The Commissioners discussed some of the ideas in the cost saving data from the Town Manager including the idea of utilizing the Water Dept. office building at 639 Lisbon Street for the new Public Works office building. They also stated that prior to hiring a general manager they asked the Town if they could share the Town Engineers services and they were declined stating that he did not have time to take on the Water Dept.
- c. Time Line of Correspondence for the Issues between the Town Dept/Manager and the Water Dept.

- i. Mr. Adams presented a timeline showing all the correspondence between the Town Manager and the Water Dept.

- d. Mr. Gurney asked Mr. Adams to look into having other local businesses take water payments as a matter of convenience. Mr. Adams stated that he would consult with the Mr. Horton about this idea.

5. Executive Session Details

- a. Mr. Adams stated that he had copies of the Town Council motions for Executive Sessions, which is the same documentation that LWD has been using.
- b. Mr. Adams stated that he has inquired to the attorney about this issue.

6. Copy of the Town Council and Water Dept. Workshop on August 18, 2009

- a. Mr. Adams stated that Mr. Bauer had requested that Mr. Adams get a copy of the taped workshop. Mr. Adams stated that he had done that and delivered it to Mr. Bauer.

B. Other New Business

1. None

C. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, September 28, 2009 at 6:30pm.

**V. EXECUTIVE SESSION**

- A. None

**VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 8:00pm.