



LISBON WATER DEPARTMENT

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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 April 28, 2008

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

Staff Present: Paul Adams

Audience Present: Pauline Baumer from Crosman Funeral Home

Audience Late Arrival: Dave Hale

Meeting called to order by Mr. Doughty Jr., at 6:35pm.

I. AUDIENCE PARTICIPATION

A. Request for Reduction of Charges

1. Ms. Baumer explained that Mr. Lawton had come to the funeral home to check for a leak as the last reading had an unusually high reading. She said that after some investigation they discovered that the irrigation line leading to a location that was once a fountain had a significant leak. They shut-off the line for the irrigation and the leak stopped. She quoted the cost for the high usage of 17,400cf and requested to have a break on the expense. She mentioned that she had known that another individual had a leak a few years ago and she thought that person had received a break in their water charges.
2. The Commissioners discussed the issue and decided that they could not offer a break as it would create a slippery slope. They mentioned that the sewer has been known to offer a break on a leak as there may not have been a cost to the Sewer Dept. The Water Department has not, as it is still an expense to the Water Dept. to have pumped and treated the water even in a water leak situation.
3. The Commissioners offered Ms. Baumer an option to use a payment plan to help ease the financial burden. She said that she will probably pass the option on to the owner SCI.

II. WARRANTS

- A. Warrant 16 for April 16, 2008-Approved
- B. Warrant 17 for April 23, 2008-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from April 14, 2008
 - a. Mr. Gurney made a motion to accept the minutes as written. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

B. New Truck

1. Mr. Adams reiterated what was said at the last meeting that he had received updated quotes.
 - a. The Chevy dealer said that a ½ ton truck can not take a plow.
 - b. Rowe Ford said that there would be an additional cost of \$1,254.00 for a plow prep package for the F150 originally quoted.
 - c. Quirk Ford quoted with the plow prep package and a 7 ½ foot Boss plow for an additional cost of \$3,945.00.
 - d. Mr. Adams stated that he checked with Messer Truck Equip. in Westbrook for a quote on a plow prep package and they said that he could not match or better the dealership quotes.
2. The Commissioners discussed the issue and Mr. Gurney made a motion to allow Mr. Adams to make the deal with the dealership that will offer the best deal for the entire truck, plow package, and plow not to exceed \$23,000. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

C. Backflow Certification Class

1. Mr. Adams stated that we received a message today from New England Water Works Assoc. to let him know that the class was cancelled in Auburn. He said that he called them to see how many people they would need to continue with the class and they said that they would need 3 more people.
2. The Commissioners decide that they will not pursue the issue until another class comes to Auburn. They want it duly noted that they have made several attempts to have Mr. Plourde re-certified, but that they can not justify the thousands of dollars to send him out of state to another class.

D. Tabled Items

1. Wellhead Protection-Tabled until after the Town Council Meeting May 6, 2008.
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 until the results of the 2007 Auditor's Report.
4. SOP Manuals- Tabled until Mr. Levy gets us a proposal for the more detailed manuals.
5. Rate Increase-Tabled until the results of the 2007 Auditor's Report.

E. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Summer Projects

- a. Mr. Adams asked the Commissioners what their goals are for this summer's projects.
 - i. Summer Help
 - a. Mr. Adams asked if they were going to hire summer help.
 - b. The Commissioners discussed the need to hire summer help. Mr. Bauer made a motion to hire summer help at the same wage as the previous year. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
 - ii. Main Break
 - a. Mr. Adams stated that there was an 8" main break off Route 196 and the River Road. Mr. Adams stated that the staff believes the

reason for the break was due to fluctuating pressure when they were flushing hydrants. The fluctuation caused the Ross valve, which was on automatic flow control, to open more. This action caused an increase in water flow pressure and the result was a break in the lowest elevation in a weak main. In the future the staff will set the Ross valve to manual so that it will not respond to low pressure when they are flushing hydrants.

- b. He also said the main was A/C pipe. He had asked Mr. Plourde to do an estimate for replacement for the rest of the A/C pipe in that stretch of main. Mr. Plourde's estimate for a little over 1400' was \$27,000 for materials alone, which equates to about \$18/ft.
- c. The Commissioners decide that there is not enough money in the current budget to replace this main at this time. They will consider the expenses when they are discussing a need for a rate case for 2009.

2. Budget Review

- a. Mr. Adams presented the Commissioners with current budget balances.
- b. The Commissioners discussed the figures.
- c. Mr. Gurney asked if LWD was utilizing energy saving devices or bulbs. Mr. Adams said that we have utilized them where the options are available.
- d. Mr. Gurney asked about the last few meter services that need to be changed to touch read meters. Mr. Adams said that they are down to about 20 that we are waiting to hear from.
- e. Mr. Bauer asked who we were purchasing our propane from. Mr. Adams stated that we have two suppliers, M.W. Sewall, and Fielding's Oil & Propane.
- f. Mr. Adams asked the Commissioners if they were considering building a garage or storage building to house equipment for 2009.
 - i. The Commissioners asked Mr. Adams to solicit quotes on a storage building about 40ft long and negotiate the width.

3. Employee Probation Period

- a. Mr. Adams stated that Ms. Reynolds asked him to address the Commissioners about Ms. Sheehan's probation period and to inquire about a raise. The Commissioners asked Mr. Adams for an evaluation. He stated that she has done an excellent job and was very instrumental in straightening out the work order spreadsheet for 2007 for us to give to Malcolm. He said that she is a very hard worker. The Commissioners discussed the issue for the raise.
- b. Mr. Bauer made a motion to increase Ms. Sheehan's rate of pay from \$9hr to \$9.35hr. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

B. Other New Business

1. Complaint

- a. Mr. Adams handed out copies of a letter that Mr. Bauer had received in the mail from the Town Manager. Mr. Bauer stated that he had been gone and upon his return he had this letter in his mail. He came to the Water Dept. the following Monday to show it to Mr. Adams, who stated that he was not made aware of the letter prior to Mr. Bauer showing him that day. Mr. Bauer also showed the letter to Mr. Gurney when he saw him at work. Mr. Bauer asked for the letter to be added to the Commissioner's Meeting agenda for tonight for acknowledgement of reception and for discussion.

- b. Mr. Bauer stated that the letter referred to a letter that LWD had mailed to a customer requesting 2 separate payments for water and sewer. Mr. Bauer stated that the letter mentioned that the customer felt the letter was threatening, but he did not agree with that interpretation. He stated that he could understand if Mr. Ferguson was upset with this request as they have always sent one check for payment.
 - i. Mr. Bauer offered to go speak with Mr. Eldridge and explaining the basis for our decision for requesting separate checks for water and sewer payments. The Commissioners agreed for Mr. Bauer to address the issue with Mr. Eldridge about the desired process for handling complaints. They want Mr. Eldridge to know that it is their choice to have all complaints go to Mr. Adams first, as the general manager, and then, if needed, to follow up with a copy to all the Commissioners.
 - ii. The Commissioners were not happy about the length of time that has lapsed since the date on the customer's letter. They would like the forwarding process to happen quicker than a 3-4 week turnaround.
 - c. Mr. Bauer suggested that we invite Ms. Fournier, the author of the letter, to a meeting so that they can address her complaint with her. The Commissioners agreed to contact Ms. Fournier.
2. Electronic Payment Option
 - a. Mr. Bauer stated that the Auburn Water District has the capability to process check payments electronically. He asked the Commissioners if they would like him to look into the costs. The Commissioners agreed to look into this.

C. Next Meeting Date

1. Next Meeting date is for Monday, May 12, 2008 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:00pm.

*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.