



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 April 06, 2009

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

Staff Present: Paul Adams

Audience: None

Meeting called to order by Mr. Doughty Jr., at 6:30pm. The meeting date was changed from April 13, 2009 to accommodate all Commissioners.

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 12 for March 25, 2009- Approved

B. Warrant 13 for April 1, 2009- Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from March 23, 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. Lisbon Water Department Policy Handbook Changes

1. Mr. Adams stated that he made changes under Compensation for On-Call Duty.

a. Mr. Adams read the change and submitted it to the Commissioners.

b. The Commissioners discussed the issue and tabled the discussion until the next meeting.

C. Filter Plant Sludge

1. Mr. Adams stated that he spoke with the Town Engineer about the DEP letter. Mr. Leighton said that he was surprised with the letter, but he has plans to schedule a meeting with DEP, the Water Dept. and any other parties that need to be involved in this. He is not opposed to the idea of handling the Water Dept. sludge until he is told that he can't. Mr. Leighton stated that he would request that we test the sludge prior to being dumped into the sewer system.

2. The Commissioners discussed the issue, but took no action.

D. Route 9 Project and Upland Road Projects

1. Mr. Adams stated that he spoke with the Town Engineer about the project and Mr. Leighton told Mr. Adams that both the Route 9 and the Upland Road projects are on the State's plan to proceed this summer.

2. The Commissioners discussed the issue, but took no action.
 3. The Commissioners asked Mr. Adams to get information together for both projects and send letters to the State to notify them of the Water Dept. intentions.
- E. Utility Billing Program
1. Mr. Adams stated that at the last Town meeting it was mentioned that the Town would be switching to Trio for computer software.
 - a. The Council will be voting on the issue on 04/07/09.
 - b. Mr. Adams stated that he got a quote from Trio for the Water Dept. to have a separate company from the Town and an interface for QuickBooks.
 - c. The Commissioners discussed the issue, but took no action.
 - d. The Commissioners asked Mr. Adams to get cost information for the Water Dept. share of the Town's Plan.
- F. Health Insurance Changes
1. Mr. Adams presented the changes to the health insurance plan that the Town is proposing to the Town Council.
 2. The Commissioners discussed the issue and asked Mr. Adams to find out if the Water Dept. can stay with the same policy. They also asked Mr. Adams to get a total cost savings to the Water Dept. if they switch.
- G. Employee Bonding
1. Mr. Adams stated that he checked with the Administrative Assistant to the Town Manager and she said that the insurance company recommends who should be bonded and she will get the list for Mr. Adams.
 2. The Water Commissioners found no reason to bond any employees.
- H. GPS Locations for Water System
- a. Mr. Bauer stated that he went to DeLorme in Yarmouth and he spoke with an associate.
 - i. He was quoted \$350 for a Locator, \$750 for XMAP software, and \$50 for a street level locator. Kevin Partridge, a Delorme associate, will help us get this set up for a fee.
 - ii. The Commissioners discussed the issue and asked Mr. Bauer to get a quote from Mr. Partridge for his time.
- I. Down East Energy Fuel Quote for 2009
1. Mr. Bauer spoke with Rob with Downeast Energy and he said that he will contact Mr. Adams with a quote based on 4,000 gallons of propane.
- J. Tabled Items
1. Wellhead Protection-Tabled-No action has been taken.
 2. Dragon Property- Tabled
- K. Other Old Business
1. None

IV. NEW BUSINESS

- A. General Manager's Report
1. None
- B. Other New Business
1. None
- C. Next Meeting Date
1. Next Commissioners' Meeting date is for Monday, April 27, 2009 at 6:30pm.

V. EXECUTIVE SESSION

A. Mr. Gurney made a motion to enter Executive Session, at 8:00pm, citing MRSA § 405 (6) (F) Discussion of Confidential Records. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

1. Mr. Bauer made a motion to leave executive session at 8:10pm. Mr. Gurney 2nd the motion followed by a unanimous 3/0 vote. No action was taken.

VI. ADJOURNMENT

A. Mr. Bauer made a motion to adjourn and Mr. Gurney. 2nd the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 8:13pm.