



## 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 March 23, 2009

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

Staff Present: Paul Adams, Shellie Reynolds, Kristy Sheehan, and Larry Plourde

Audience: None

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

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. OLD BUSINESS**

A. Water Department Workshop

1. The Commissioners held a workshop to consider cost saving ideas. There were several options to consider that were submitted by Water Dept. staff. No decisions were made at the workshop, as they wanted to discuss the options with the employees that made suggestions.
2. The Commissioners discussed the suggestions at length and took action on three items, then tabled the rest to a later workshop.
  - a. Cleaning Services
    - i. The office staff submitted a proposal to terminate the office cleaning contract with JKS Cleaning Services and Mrs. Sheehan offered to add the responsibilities to her duties. She would increase her hours by 2.5 hours every other week to do the same cleaning now provided by the contractor.
    - ii. The Commissioners discussed the issue and Mr. Gurney was not in favor of this idea.
    - iii. The Commissioners stated to create a two separate job descriptions one for the part-time office position and one for the part-time cleaning position.
      - a. Mr. Bauer made a motion as a cost saving to terminate the current office cleaning contract with JKS Cleaning Services, and hire within the Water Dept. to cover the duties not to exceed 5 hours a month. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by 2/1 vote with Mr. Gurney opposed.
  - b. Compensation Time for On Call Duty
    - i. The staff recommended getting paid 6 hours of overtime and one comp day per week to be used the next pay period.
    - ii. Mr. Adams will bring the suggestion to the rest of the staff and; if they agree, then he will edit the LWD personnel policy and bring the changes to the next Commissioners meeting for approval.



2. The Commissioners discussed the issued and they all agreed to proceed with the training.
- G. Route 9 Project
  1. Mr. Adams stated that he spoke with the Department of Transportation and they said that the reconstruction of Route 9 is scheduled to take place this summer beginning in August and starting at the Lisbon end first. He said that they have made a provision for work to install a water line across Route 9 with stubs on both sides of the road.
    - a. The Commissioners agreed to pursue with the stub.
- H. Water Line Easement Through the CMP Corridor
  1. Mr. Adams stated that he had the information of the owners that own the property on the CMP corridor when and if LWD wanted to pursue the second main from Lisbon to Lisbon Falls via this route.
- I. Tabled Items
  1. Wellhead Protection-Tabled-No action has been taken.
  2. Dragon Property- Tabled
- J. Other Old Business
  1. None

### **III. WARRANTS**

- A. Warrant 10 for March 11, 2009- Approved
- B. Warrant 11 for March 18, 2009- Approved

### **IV. NEW BUSINESS**

- A. General Manager's Report
  1. Red Flag Rules Identity Theft Prevention Program
    - i. Mr. Adams stated that we were notified that we as a utility must put in place an Identity Theft Prevention Program to be in compliance with the Federal Identity Theft Prevention Program for the Red Flag Rules.
    - ii. Mr. Adams submitted for approval the new Identity Theft Prevention Program for the Water Dept.
    - iii. The Commissioners discussed the issue.
      - a. Mr. Bauer made a motion to accept the new Identity Theft Prevention Program for the Water Dept. Mr. Gurney 2<sup>nd</sup> the motion followed by positive unanimous 3/0 vote. All Commissioners signed the Program for verification as required.
  2. Heater Replacement at Bauer Pump Station
    - a. Mr. Adams stated that the heater quit working at the Bauer Pump Station.
      - i. Mr. Adams presented an estimate to replace the heater for \$1,200 and an additional \$158 to replace the blower.
      - ii. The commissioners discussed the issue and asked Mr. Adams to get some quotes to compare the estimate.
  3. Budget Review
    - a. Mr. Adams presented the LWD budget to date.
    - b. Mr. Gurney asked if we could consult with the Town Manager about their budget line item for public fire protection being reduced by 50%.
      - i. Mr. Adams stated that he spoke with Mr. Eldridge about the figure and he stated that he had discussed it at the workshop with the Water Commissioners and they were working on it together. Mr. Eldridge told Mr. Adams that he was trying to set up another meeting with the Commissioners for the issue.
      - ii. Mr. Bauer stated that the Town Manager asked if the amount could be reduced, but he didn't say to what extent and that he felt that the allocation

of the expense was not fair. Mr. Eldridge quoted some figures that are not accurate for percentages.

iii. Ms. Reynolds stated that she consulted with Mr. Horton, the LWD auditor, and he stated that per PUC Rules the Public Fire Protection is 30% of the LWD annual revenue regardless of how many hydrants there are. The only way to change the rate would be to pursue a rate case with the PUC, which would result in the change of all the rates; some would increase and some would decrease if the PUC finds the submittal acceptable.

iv. The Town is in the process of the annual budget workshops. The Commissioners decided that the Water Dept will be represented at the workshop addressing the public fire protection line item in the Town's budget.

4. Letter from the Town Engineer for new software

a. Mr. Adams read an e-mail he received from Mr. Leighton stating that they are considering switching to a new software company and are looking at Unifund and Trio, with Trio being the better option at this point. If approved then the changes will take place in the near future and finalizing in July 2009.

b. The Commissioners discussed the issue and asked Mr. Adams to research all the options for the Water Dept. and bring the results to the next meeting.

B. Other New Business

1. None

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, April 13, 2009 at 6:30pm.

## V. EXECUTIVE SESSION

A. Mr. Bauer made a motion to enter Executive Session citing MRSA § 405 (6) (F) Discussion of Confidential Records. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

1. Mr. Bauer made a motion to leave executive session. Mr. Gurney 2<sup>nd</sup> the motion followed by a unanimous 2/0 vote. Mr. Doughty Jr. was not present for this vote as he left for a family emergency.

2. Mr. Bauer made a motion to retain the services of Maine Rural Water Association to act on behalf of the Lisbon Water Department for certain financial matters. Mr. Gurney 2<sup>nd</sup> the motion followed by a 2/0 positive unanimous vote.

## VI. ADJOURNMENT

A. Mr. Bauer made a motion to adjourn and Mr. Gurney. 2<sup>nd</sup> the motion followed by an affirmative unanimous 2/0 vote. The meeting adjourned at 8:47pm.