



LISBON WATER DEPARTMENT

639 Lisbon Road

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Paul A. Adams, General Manager

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

Commissioners' Meeting Minutes for June 9, 2008

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

Staff Present: Paul Adams

Audience: None-Written Communication from Mark Laroche

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

I. AUDIENCE PARTICIPATION

- A. Mark Laroche sent a letter regarding water loss after a valve was left open at his car wash overnight on May 11, 2008. He requested a reduction in the water charges from the leak. Mr. Adams stated that when Mr. Laroche had come in to the office to let us know about the issue the staff had requested that he come to the Water Commissioners' Meeting tonight to make the request. Mr. Laroche chose to send a letter.
 1. Mr. Bauer made a motion to deny the request from Mr. Laroche as LWD had already incurred the cost for the water to be pumped and treated. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

II. WARRANTS

- A. Warrant 20 for May 14, 2008-Approved
- B. Warrant 21 for May 21, 2008-Approved
- C. Warrant 22 for May 28, 2008-Approved
- D. Warrant 23 for June 4, 2008- Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes:
 1. Minutes from May 12, 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. Auditor's Report
 1. Mr. Adams presented a copy of the Auditor's Report as well as the PUC Report for 2007.
 - a. He stated that Mr. Doughty Jr. had signed the PUC Report and it was forwarded to the PUC.
 - b. The Commissioners discussed and reviewed the report.
- C. On-Call Issue
 1. Mr. Adams asked what the Commissioners would like to do regarding the on-call rotation now that they have the figures from the 2007 audit.
 2. The Commissioners discussed the issue and decided to table the issue until LWD has the written procedures so that Mr. Brunelle can be added to the rotation schedule.

Mr. Bauer asked Mr. Doughty Jr. to invite Craig Douglas to a meeting to see if he would be interested in doing the written procedures.

3. Mr. Adams stated that another option would be to add him to the rotation as he has a Class III license.
 - a. He said that there are two issues:
 - i. He will reside outside of the 30 minute response time.
 - ii. Compensation
 - b. The Commissioners chose not to utilize Mr. Adams at this time.

D. Garage Bids

1. Mr. Adams stated that he had received two bids for the new 30'x40' garage along with one other building option.
 - a. FCI bid for T-111 siding was \$23,385.35 and for vinyl siding it was \$26,086.35. This builder specified 2x6 studs for the frame.
 - b. Better Homes & Garages for T-111 siding was \$21,600 and for vinyl siding was \$24,500. This builder specified 2x4 studs for the frame.
 - c. Bob Strout- Mr. Adams spoke with Mr. Strout about doing the garage. Mr. Adams suggested that Mr. Strout supervise and aid the LWD staff in construction of the garage. Mr. Strout said that he would be interested in discussing it. Mr. Adams stated that this may cut costs considerably.
 - d. The specifications do not include windows or ground work, but it does include two garage doors and one entry door.
2. Mr. Adams stated that he spoke with the code enforcement officer and was told that there would be no problem with LWD getting a building permit.
3. The Commissioners discussed the impact of the new Wellhead Protection Ordinance. They felt that the garage would be a safer option for storing the vehicles as the garage would have a self contained drain to help prevent leaks or spills from going directly into the ground.
4. Mr. Gurney asked if there was money in the budget and Mr. Adams stated that there was money, as we have saved considerably with less main breaks than budgeted.
5. The Commissioners asked Mr. Adams to take out the Building Permit and invite Mr. Strout to the next meeting to discuss costs.

E. Insurance Services Office Evaluation-ISO

1. Mr. Adams stated that the Town had an ISO done in 1992. This survey rated the town for fire insurance so that Town's people can tell their insurance companies the ISO rate to determine their fire insurance premium.
2. Mr. Gurney asked if the letter was sent to the Town. Mr. Adams said that this letter was the Water Dept. portion of a letter that was sent to the Town. Mr. Gurney suggested that we find out if the Town Manager is going to proceed with this ISO survey and if he is not, then there is no need for LWD to proceed.
3. Mr. Adams is concerned that the information requested from the ISO may be a violation of the Homeland Security with regards to infrastructure. The Commissioners told Mr. Adams to fill out the information he is comfortable in releasing and then go from there.

F. Tabled Items

1. Wellhead Protection-
 - a. Mr. Adams stated that he and Mr. Doughty Jr. met with the Town Council and they rejected the ordinance, as they did not understand it. They requested a workshop with the code enforcement officer and the economic development director. They want them to explain the ordinance in more simple terms.

- b. Mr. Adams stated that he had a meeting with the code enforcement officer and the economic development director this past week. The Economic development director had a list of ideas and changes that she would like to see. She was supposed to put a proposal together and get it to Mr. Adams, but he has not seen anything yet.
 - c. Mr. Doughty Jr. stated that special revisions were made in the beginning which was resolved. Mr. Adams stated that if there are changes to the ordinance it must go through the entire process of the first reading to the Council and then again for a public hearing before the second reading and approval by the Council.
 - d. Mr. Adams stated that he invited the Economic Development Director to this Commissioners' Meeting but she declined stating that she does not work in Lisbon on Mondays.
 - e. The issue is tabled until further notice.
2. Cell Tower Rent- Verizon purchased RCC so that they now hold the lease. They will contact us about expansion of the tower at the standpipe. Tabled until that meeting is confirmed.
 3. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision.
 4. On Call Duty-Tabled
 5. SOP Manuals- Tabled
 6. Rate Increase-Tabled

G. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Budget Review
 - a. Mr. Adams presented the current budget.
 - b. The Commissioners discussed the budget.
2. New Truck
 - a. Mr. Adams said that the new truck is in and they are installing the plow package. He mentioned that Mr. Doughty Jr. would need to sign paperwork soon.
 - b. Mr. Adams said that he may ask Public Works to switch bodies with Mr. Plourde's truck so that we have two utility trucks available. The Commissioners thought this was a good idea.
3. Work Week
 - a. Mr. Adams wanted to discuss the possibility of utilizing a 4 day work week.
 - b. The Commissioners discussed the issue. The Commissioners do not want the office closed and they want an operator here every day. They are not opposed to employees working 4 day workweeks, but they want coverage for everyday for both the office and the water operators.
 - c. Mr. Adams stated that one benefit for the office is that the hours would be extended as someone would be here later in the day.
 - d. The Commissioners asked that Mr. Adams put together some schedules and present it again at the next meeting. Preliminary schedule for the office would be 7:30-6pm and 6:30am-5pm for the water operators with coverage every day.
4. Cell Phone Agreement
 - a. Mr. Adams presented written cell phone agreements for employees using cell phones paid for by the Water Dept.

i. Mr. Adams stated that he wanted an agreement for the new seasonal help so that they are aware of the responsibilities that go along with a LWD cell phone. He also stated that Ms. Reynolds felt if we were going to do it, then we should do it for everyone.

ii. Mr. Doughty Jr. signed his agreement.

5. Consumer Confidence Report

a. Mr. Adams presented the CCR report for 2007.

b. The Commissioners discussed the report results and approved the mailing.

6. Seasonal Help

a. Mr. Adams stated that they hired Benjamin Doucette of Lisbon Falls.

B. Other New Business

1. None

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, June 23, 2008 at 6:30pm.

V. EXECUTIVE SESSION

A. None

VI. ADJOURNMENT

A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 7:40pm.

*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.