



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 10, 2008

Members Present: Stanley Doughty Jr. and William Bauer
Members Late Arrival: James Gurney
Staff Present: Paul Adams, Larry Plourde, and Chris Brunelle
Audience Present: Dave Hale

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

I. EXECUTIVE SESSION

A. MRSA Chapter 13 Sec. 405 (6) A Personnel

1. Mr. Bauer made a motion to enter Executive Session. Mr. Doughty Jr 2nd the motion followed by a positive unanimous 2/0 vote.
2. Mr. Doughty Jr stated that they exited Executive Session at 7:35pm.
 - a. Mr. Gurney made a motion that they review the LWD Personnel Policy that addresses incidents that happen to LWD equipment that do not warrant disciplinary action.

II. AUDIENCE PARTICIPATION

A. 100th Anniversary of Lisbon Water Department

1. Mr. Hale asked the Commissioners' if they would like him to look into getting recognized for the 100th year anniversary of the Lisbon Water System. He believes that the Cast Iron Institute issues a certificate for this achievement. He said that they have an application to fill out requesting the recognition and that he would need proof of the dates
 - a. Mr. Bauer asked Mr. Hale to handle this issue to completion and Mr. Hale accepted.

III. WARRANTS

A. Warrant 9 for February 27, 2008-Approved

B. Warrant 10 for March 5, 2008-Approved

IV. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from February 25, 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. Wellhead Protection

1. Mr. Adams stated that The Planning Board approved the ordinance contingent on the approval of the Town's attorney.

2. Mr. Adams requested that the Town Manager, Mr. Eldridge, take appropriate action to get the ordinance brought before the Town Council and the Town's people to finalize it.
3. Mr. Gurney stated that there was an issue concerning the enacting date. Gendron's attorney wanted to use the date that the Town Council approves the ordinance and Androscoggin Valley Council of Government recommended to make the date retroactive to November 2007, when the process was started. Utilizing the retroactive date would prevent last minute threats from being grandfathered. He said that there is precedents set to show that effective dates were made retroactive to protect the Town.
4. Mr. Bauer requested that there be a meeting with the Town Manager to brief him on the results for the meeting with the Town Council. Mr. Hale stated that he would like to be present as well to help lend some expertise and support to the Water Dept.

C. Invoices from the Town

1. Worker's Comp and Property & Casualty Liability Ins. Invoices
 - a. Mr. Adams presented a break-out of the past invoices from the Town for Worker's Compensation and Property & Casualty Liability Insurance from MMA. He stated that the amounts have increased significantly lately.
 - b. Mr. Hale asked if the Town broke out the different departments on the invoice for the Water Dept. If they did not do this then the office personnel and the manager may have been billed at a much higher rate than they were supposed to be.
 - i. Mr. Adams will check into this.
 - c. The Commissioners' agreed to table the issue until Mr. Adams is able to look into it.
2. Northern Data Systems Invoices
 - a. Mr. Adams spoke with the Town Manager, The Town Engineer, and Sam Evrard. The Town Manager suggested having a meeting with all the parties involved to resolve the issue.
 - b. Mr. Adams stated that he had also received another invoice from the Town for the Base Edifice upgrade for \$1,852. He mentioned that some of these invoices are dated as far back as June 2006.
 - c. The Commissioners' decided to table the issue until after Mr. Adams meeting with Mr. Leighton and NDS.

D. New Truck

1. Mr. Adams presented the bid request letter that he mailed to the dealerships. He also said that the staff did not like the van idea as they felt it would have a very limited use.
2. Mr. Gurney stated that he thought the truck should be a V-6 instead of a V-8 engine to save on gas and cost. Mr. Bauer and Mr. Adams stated that they felt the savings would be very little.
3. Mr. Adams asked if they would like to utilize a ½ or ¾ ton truck. He stated that if they were going to plow with it, then they should get a ¾ ton truck. The Commissioners' decide to table the discussion until there are more bids to compare and then look at the budget again.
4. Mr. Bauer asked how Mr. Adams requested bids and he said that he mailed the letters to 8 dealers. Mr. Bauer asked why he did not put the ad in the paper under solicitation for bids. Mr. Adams stated that he did not want to pay for the cost of the ad. He said that the Town mails letters and he got the list of dealers from Public Works as they have received some really good bids through these dealers. Mr. Doughty Jr. stated that Topsham/Brunswick mails letters as well. Mr. Bauer was satisfied with this method.

5. On Call Duty
 - a. Mr. Adams stated that Mr. Horton, the auditor, came last Thursday. Mr. Adams said that Mr. Horton was very impressed that things were ready for him so early.
 - i. Mr. Adams said that there were two issues of concern.
 - a. One issue is with the gallons pumped vs. the usage sold. The reports show that more water was sold than was pumped. He said that they are in the process of checking the NDS reports and the gauges at the plant.
 - b. The second issue is the payroll report for jobbing. Mr. Adams stated that Mr. Plourde had entered material costs incorrectly and that we need to fix this for the auditor to use for inventory.
6. Dragon Property
 - a. Mr. Hale stated that there is a bill before the State Legislature to attach liability to gravel pit owners for run-off from their gravel pit. He will keep us informed of the status of the bill and how it will affect us.

E. Tabled Items

1. Wellhead Protection-Tabled until the meeting with the Town Council.
2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision.
3. Employee Badges-Tabled until the next March Meeting.
4. Software Charges from the Town-Tabled until Mr. Adams can clarify the e-mail responses from Mr. Leighton, Mr. Eldridge, and Mr. Evrard.
5. On Call Duty-Tabled
6. New Truck-Tabled until LWD receives bid proposals.

F. Other Old Business

1. Original Copy of Minutes
 - a. Mr. Gurney stated that he had spoken with someone at the Town Office and they said that they had an incident once that a tape had been erased and the Town was accused of offering a blank tape as the minutes. They resolved the issue by making a copy of the tape at the customer's expense. He stressed that we should not lend the original to anyone, but to make a copy at the requester's expense.
2. Burke Complaint
 - a. Mr. Gurney asked if there was any feedback from the LWD resolution letter to the Burkes. Mr. Adams stated that we have not had a response. He also mentioned that we are currently experiencing a meter issue at their location. The meter has shown no usage for an entire quarter. He said that we are in the process of trying to set up an appointment to check the meter and replace it if necessary. We tried to call and then we mailed them a letter requesting them to contact us for this.
 - b. Mr. Bauer requested that we send a copy of all the correspondence to the Burke's to the Town Manager, so that the Town is informed should the Burkes contact them instead of LWD.

V. NEW BUSINESS

A. General Manager's Report

1. Budget Update
 - a. Mr. Adams presented the current status of the budget along with an easy to follow spreadsheet that included projected expenses for another full time person.
 - b. The Commissioners discussed the budget. There were no surprises.
 - i. Mr. Bauer made a motion to accept the budget as presented. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

- c. Mr. Bauer asked about considering a Segway for meter reading. Mr. Bauer stated that they were about \$6,000. No further consideration was warranted.
- 2. Temporary Water Line
 - a. Mr. Adams stated that Ms. Reynolds husband works for Wright-Ryan General Contractors and they have 800 feet of yellow mine temporary water line that they purchased from E.J. Prescott. They used the line and don't need it any longer and asked if LWD was interested in it. They paid \$3.65/ft and if we are interested then we can make them an offer.
 - b. The Commissioners decided not to utilize this option and would like to thank Mr. Reynolds for the offer.
- 3. Town Report
 - a. Mr. Adams stated that the Town Manager has requested the LWD report to be one page only and for it to be done by 03/31/2008.
 - i. Mr. Bauer and Mr. Doughty Jr. will meet on Friday 03/14/08 at 7am to draft it.
 - ii. Mr. Bauer stated that he will do badge photos at the same time.
- 4. Generator Switch at Bauer Station
 - a. Mr. Adams stated that there is an issue with the generator at Bauer station. The transfer switch to go from CMP power to the generator is bad. We have a quote from Power Products and it would cost about \$1,400 for the switch. This does not include labor. Mr. Adams stated that it does not have to be done by Power Products, that we would need a 1amp 40 volt transfer switch along with an Icecube relay. Mr. Gurney asked if the new switch will be compatible to another generator and Mr. Adams said that it would be.
 - i. Mr. Bauer made a motion to accept the purchase of the transfer switch and the cost of labor to replace the switch. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
 - ii. The Commissioners asked Mr. Adams to check into the cost of a manual transfer switch prior to the purchase of the automatic transfer switch.
- B. Other New Business
 - 1. New Bill in State Legislature
 - a. Mr. Hale stated that there is bill at the Legislature to change the stealing of water from a criminal act to a civil act. He will keep us informed of this bill.
 - 2. On Call Duty Licensing Information
 - a. Mr. Doughty Jr. presented information concerning on call duty. The Commissioners tabled this issue to the next meeting.
- C. Next Meeting Date
 - 1. Next Meeting date is for Monday, March 24, 2008 at 6:30pm.

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 8:28pm.

*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.