



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 July 01, 2009

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

Staff Present: Paul Adams and Shellie Reynolds

Audience: None

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

I. EXECUTIVE SESSION

- A. Mr. Bauer made a motion to enter Executive Session, at 6:33pm, citing MRSA § 405 (6) (F) Discussion of Confidential Records and (6) (E) Consultation with Legal Counsel. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
 1. Mr. Bauer made a motion to leave executive session at 7:26pm. Mr. Gurney 2nd the motion followed by a unanimous 3/0 vote.
 2. Mr. Bauer made a motion to send a copy of the opinion letter from Joseph Donahue of Preti, Flaherty, Beliveau, & Pachios, LLP, to the Town Manager and the Town Council. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

II. AUDIENCE PARTICIPATION

- A. None

III. WARRANTS

- A. Warrant 23 for June 10, 2009- Approved
- B. Warrant 24 for June 17, 2009- Approved
- C. Warrant 25 for June 24, 2009- Approved
- D. Warrant 26 for July 01, 2009- Approved
 1. Mr. Gurney and Mr. Adams discussed Mr. Adams' mileage expense submittal and Mr. Gurney approved the expense.

IV. OLD BUSINESS

- A. Reading and Approval of Minutes:
 1. Minutes from June 08, 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. Personnel Policy
 1. Permanent part-time paid time off accumulation.

- a. Mr. Adams presented a spreadsheet that showed the difference between what the part-time associate made using the current practice and what the benefit would be if all the benefit time was included.
 - b. The Commissioners discussed the issue at length, and to proceed with the rest of the agenda they decided to table it until the next meeting.
 - C. Water Payments at the Town Office
 1. Mr. Adams presented the letter that was sent to the Town Manager and the Town Councilors requesting them to stop accepting water payments in the current procedure. The Water Dept. requested to put a drop box at the Town Office for customers to utilize. Neither the Town Manager nor the Councilors responded to the letter, but we received a denial of request from Cathy Ricker, the Finance Director.
 2. The Commissioners discussed the issue and took no new action at this time.
 - D. Route 9 Project
 1. Mr. Adams stated that he received and signed the contract from the Maine Dept. of Transportation. He said that everything is all set and just waiting for them to start the work.
 - E. Utility Billing Program
 1. Mr. Adams stated that the Water Dept. is now on an independent Northern Data Systems program on the NDS Server, and that we are no longer linked to the Town for the utility billing.
 2. The Commissioners discussed the issued and expressed their approval.
 - F. Fussaro Complaint
 1. Mr. Bauer stated that he proposed the collection fee complaint for Mrs. Fussaro at the last meeting. Mr. Bauer stated that he did not agree with charging a collection fee if the staff does not go to the location. Mr. Doughty Jr. stated that the Brunswick/Topsham Water District does not charge if the staff does not go to the location to attempt to collect.
 - a. Mr. Bauer made a motion to give a \$10 credit to the Fussaro account. Mr. Gurney 2nd the motion followed by discussion. The discussion result was that there is no way to determine all the parties involved that had been assessed the fee in the current practice so they were not in favor of crediting only one customer. Mr. Doughty Jr. called for a vote and it was a unanimous 3/0 vote opposed to the motion.
 - b. Mr. Bauer made a motion that as of July 1, 2009 there will be no collection fee charged if the staff does not go to that location to attempt to collect for the disconnect notice balance. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
 - G. Tabled Items
 1. Wellhead Protection-Tabled-No action has been taken.
 2. Dragon Property- Tabled
 3. Workshop with the Town-Date to be Determined
 4. Upland Road Project-Waiting for more info.
 - H. Other Old Business
 1. None

V. **NEW BUSINESS**

 - A. General Manager's Report

1. Pay Increases for July 2009
 - a. Mr. Adams inquired if the Commissioners were going to give pay increases for July 2009. The last proposed plan was to give 50% of the normal annual increase in July and then a full annual increase in January 2010. This plan was to adjust the pay increases from a Fiscal year schedule to a Calendar year schedule to match all other Water Dept. finances.
 - b. Mr. Doughty Jr. made a motion to award all employees a 1.5% pay increase for July 1, 2009. Mr. Bauer 2nd the motion. The Commissioners discussed the motion Mr. Doughty Jr. called for a vote with a result of 2/1 with Mr. Gurney opposed.
 2. Consumer Confidence Report
 - a. Mr. Adams stated that all the information required was forwarded to First Choice Printing for the annual Consumer Confidence Report and it was printed and mailed on time. Mr. Adams also present the blue memo that was mailed with the CCR report requesting customers to make all payments at 639 Lisbon Street, Lisbon Falls.
 - b. The Commissioners discussed the report and the memo and expressed their appreciation for all the hard work from the staff to meet this July 1st goal.
 3. Budget Review
 - a. Mr. Adams presented a spreadsheet of the budget to date.
 - b. The Commissioners discussed the budget figures and were pleased that the expenses were either on track or under budget.
- B. Other New Business
1. Lisbon Water Dept. Website
 - a. Mrs. Reynolds asked the Commissioners to address the Water Dept. website on the Town's website. She stated that the information was not displayed accurately and that there were format and spelling errors that should be addressed. Originally, the Town's IT personnel were supposed to come to our office and show someone how to edit the information but that hasn't happened.
 - b. The Commissioner's discussed the issue and Mr. Adams stated that he will look into it. Mr. Bauer stated that he will check with some other sources for an independent website.
 2. General Manager Appreciation
 - a. Mr. Bauer complimented Mr. Adams for being able to conduct normal daily business with the Town Office in spite of the current state of affairs.
- C. Next Meeting Date
1. The next Commissioners' Meeting date is for Monday, July 13, 2009 at 6:30pm.

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 9:15pm.