



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 June 08, 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 7:30pm.

I. AUDIENCE PARTICIPATION

- A. None

II. WARRANTS

- A. Warrant 19 for May 13, 2009- Approved
- B. Warrant 20 for May 20, 2009- Approved
- C. Warrant 21 for May 27, 2009- Approved
- D. Warrant 22 for June 03, 2009- Approved

III. OLD BUSINESS

- A. Reading and Approval of Minutes:

- 1. Minutes from May 11, 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.

- 2. Minutes from May 22, 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. Health Insurance

- 1. Mr. Adams stated that Maine Municipal Association declined our application for Associate Membership as their attorney's determined that we are not a completely independent corporation. Therefore, we must remain under the Town's policy. However, they did state that LWD could, as a whole department, elect to remain on the POS C plan with the Town Manager's endorsement.
- 2. Mr. Adams stated that he submitted the request to the Town Manager, but he declined the LWD request to remain on the POS C health insurance plan. Mr. Adams said that after he received the Town Manager's refusal, he petitioned the Town Council Members, but has had no response.

3. The Commissioners discussed the issue and ultimately decided because of the significant annual savings to the LWD they would not continue to protest Mr. Eldridge's refusal.
 - a. Mr. Bauer made a motion to switch from POS C to POS B in lieu of the cost savings clarification. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
- C. GPS Quote
1. Mr. Bauer stated that he spoke with Kevin Partridge again about the costs he proposed and everything is the same.
 - a. Mr. Bauer made a motion to purchase the GPS unit and software for \$1,200 and hire Mr. Partridge at \$100/hr for four hours of initial training. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.
- D. Upland Road Project
1. Mr. Adams stated that he gave the State DOT a quote for non-material work of \$70.60/ft, for 40ft of pipe to cross Route 9 to potentially connect to the 12" main on Wing Street. The Water Dept. will provide the materials and the State will do the work as part of their work agenda.
 2. The Commissioners discussed the issue and agreed with the course of action.
- E. Utility Billing Program
- a. Mr. Adams stated that he received information from the Town that they are not purchasing a General Ledger for the Water Dept. with the Trio system. The Town Manager's intention is to apply the water payments into a water account and into the Town's general ledger.
 - i. The Commissioners expressed that the Town Manager's course of action is not in line with the Water Commissioners' decisions, and that the Town is in violation of the Water Dept. Charter if they pursue with this plan.
 - b. Mr. Adams presented a spreadsheet of quotes, comparisons, and cost savings for other options.
 - i. Mr. Adams stated that he acquired a quote from Northern Data Systems to remain with NDS and not disrupt the Water Dept. records.
 - ii. Mr. Adams stated that the overall cost difference between Trio and NDS would be around \$300.
 - iii. The Commissioners discussed the issue.
 - a. Mr. Bauer made a motion to pursue an independent contract with NDS. Mr. Gurney 2nd the motion followed by discussion. Mr. Doughty Jr. called for a vote with an outcome of a positive unanimous 3/0 vote.
 - c. The Commissioners directed Mr. Adams to send a letter to the Town Manager to cease processing water payments and co-mingling Water Dept. funds as they are in clear violation of the Water Department Charter and policies that the LWD is bound to by the P.U.C.
- F. 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.

G. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Personnel Policy

a. Mr. Adams stated that he had two policy edits to clarify current policy.

i. The first one is under the On Call Duty Compensation Time. He edited the day off to reflect in the same pay period and not the next pay period.

a. Mr. Bauer made a motion to accept the change to the personnel policy regarding the On Call Duty Compensation Time to reflect "the same pay period" and not the "next pay period". Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

ii. The second change is under the calculation of the benefit entitlement for the permanent part-time position. Mr. Adams proposed a change to reflect from "the part-time employee's average hours per workweek" to the part-time employee's average hours worked per workweek".

a. Ms. Reynolds stated that the holiday should not be reduced when sick, vacation, or other benefit hours are used as that is part of the benefit. Mr. Adams feels that Ms. Reynolds interpretation is making a double benefit.

b. Mr. Gurney asked Mr. Adams to calculate the costs associated with this issue and bring it to the next meeting.

c. The Commissioners discussed the issue and tabled it to the next meeting.

B. Other New Business

1. Collection Fee

a. Mr. Bauer stated that he was contacted by a customer who was on the disconnection list. She came in on the disconnect date in the morning and paid her water balance and then was charged the extra \$10 collection fee. She was upset because the water personnel had not made it to her street or her house.

b. Mr. Adams stated that the current procedure is that once the staff leave the office with the slips scheduled for disconnection all those accounts will sustain either a \$10 collection fee or their water will be disconnected. He stated that it is approved by the P.U.C.

c. The Commissioners expressed that they were not comfortable charging a collection fee to someone that they did not physically go to the location to collect. They discussed the issue and decided to table it until the next meeting once they had more specific information.

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, June 22, 2009 at 6:30pm.

V. EXECUTIVE SESSION

A. None

VI. ADJOURNMENT

A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 9:00pm.