



## 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 September 8, 2008

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

Staff Present: Paul Adams and Chris Brunelle

Audience: None

Audience Late Arrival: 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. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
  - a. Mr. Doughty Jr. stated that they had left Executive Session and that they had discussed the Water Operator's Licensing Policy.

#### **II. AUDIENCE PARTICIPATION**

##### A. None

#### **III. WARRANTS**

- A. Warrant 35 for August 27, 2008-Approved
- B. Warrant 36 for September 3, 2008-Approved

#### **IV. OLD BUSINESS**

##### A. Reading and Approval of Minutes:

1. Minutes from August 25, 2008
  - a. Mr. Gurney made a motion to accept the minutes as written. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

##### B. Payroll Services

1. Mr. Bauer stated that he had made calls to some companies and he has not heard back from any.

##### C. LWD Policy on Obtaining a Water Operator's License

1. Mr. Adams presented a copy of the amended LWD Policy for the requirements for obtaining the required Water Operator's License.
2. Mr. Bauer made a motion to accept the changes presented by Mr. Adams to the LWD Policy concerning Water Operator Licensing. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

##### D. Tabled Items

1. Wellhead Protection-Tabled
2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from Councilor Norma Wells on the Town's decision.

3. On Call Duty-Tabled
4. SOP Manuals- Tabled
5. Rate Increase-Tabled until January.

E. Other Old Business

**V. NEW BUSINESS**

A. General Manager's Report

1. Fall Hydrant Flushing
  - a. Mr. Adams stated that we will post the notice for fall hydrant flushing.
2. Diesel Prices
  - a. Mr. Adams stated that Public Works had a significant price increase for diesel from \$2.65/gal to \$4.60/gal.

B. Other New Business

1. Cost Saving Ideas

a. Propane Prices

- i. Mr. Bauer stated that he had done research about propane pricing. He said that if we owned the tanks the price per gallon could be 50-80 cents/gal less. The life expectancy of a tank is 30 years.
- ii. The Commissioners discussed the issue, but tabled it until more information is available.

b. Weekend On-Call Duty

- i. Mr. Gurney asked Mr. Adams if the laptop has had issues with false alarms so that the staff would not need to visit the pump locations, thus eliminating the 4 hours of pump labor on the weekends. Mr. Adams stated that the laptop was working correctly.
- ii. The Commissioners discussed the issue and decided that Mr. Adams would consult the staff and revisit the idea at the next meeting.

c. 16' Hauling Trailer

- i. Mr. Adams stated that at the last meeting they had discussed selling the 16' hauling trailer, but no decision was made. He asked if they wanted to sell the trailer or keep it.
- ii. The Commissioners discussed the issue and they agreed to sell it if they could.

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, September 22, 2008 at 6:30pm.

**VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 7:25pm.