



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 July 13, 2009

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

Staff Present: Paul Adams and Shellie Reynolds

Audience: Roger Cote

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 27 for July 08, 2009- Approved

B. Warrant 26 Issue

1. Mr. Adams stated that he took the checks payable on Warrant 26 to Cathy Ricker, the Finance Director for the Town of Lisbon for the appropriate signature. She signed all checks except check number 3316 for \$4,350 made payable to Northern Data Systems. She stated that "they would not sign this check" and handed it back to Mr. Adams. Mr. Adams stated that he sent an e-mail to the Town Manager requesting an explanation for the denial, but he has not received a response.
 - a. He said that Mrs. Reynolds resubmitted the check this week again with Warrant 27 checks and Ms. Ricker refused again stating that "We will not sign this check" and gave it back to her.
 - b. Mr. Adams stated that he did forward all the information concerning this problem to the attorney.
2. The Commissioners discussed the issue with regards to the Water Dept. Charter. They await the advice from counsel.
3. The Commissioners discussed possible dates for a workshop with the Town Council members to try to resolve the increasing strain between the Water Dept., and the Town Offices.

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from July 01, 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. Backflow Device Testing Certification

1. Mr. Adams stated that he received notice that Larry Plourde passed the Backflow Device Testing Class and that he is once again an officially certified tester.

2. The Commissioners expressed their appreciation to Mr. Plourde's accomplishment.
- C. Personnel Policy
1. Permanent part-time paid time off accumulation.
 - a. Mr. Adams brought up the issue of earned time for the permanent part-time position tabled from the last 2 meetings. The Commissioners need to decide if time off accumulation is a result of all hours paid or just from hours worked.
 - b. The Commissioners discussed the issue.
 - c. Mr. Gurney made a motion to leave the process as is, utilizing only hours worked, and amending the personnel policy to reflect this process. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- D. Pay Increase Signature Request
1. Mrs. Reynolds presented the Commissioners with a letter quoting the approved 1.5% cost of living pay increases at the previous meeting. Mrs. Reynolds stated that the letter has always been sent to Geri Woods, the payroll clerk at the Town Office with the first payroll sheet reflecting the increases. This year when Mrs. Reynolds submitted the payroll and letter she received a call from Cathy Ricker, the Town's Finance Director and she stated that she would not implement the raises unless the Commissioners signed the letter. Mrs. Reynolds stated that a signature was never needed in the past and asked if a copy of the minutes with the approved motion by the Commissioners would satisfy the proof. Ms. Ricker said that the motion in the minutes would not be enough proof, that she wanted the signature of at least one commissioner.
 2. Mr. Bauer stated that the Water Dept. did not hire summer help to help meet normal yearly expenses including cost of living raises for the Water Dept. employees.
 3. The Commissioners discussed the issue and, as they approved the motion at the last meeting, signed the letter.
- E. Zone 3 Billing
1. Mr. Adams stated that the first Water only bill for Zone 3 has been completed and mailed. He was not sure if sewer has mailed their bills yet.
 2. Mr. Adams stated that the Town sent a Freedom of Information Request. LWD responded with the acknowledgement of the receipt of the request and that the Commissioners would consider their request.
 - a. Mr. Gurney made a motion that LWD will comply with their right to access the meter readings data for Zone 3 for June 2009, and allow a designated employee to access the data during normal business hours. A paper copy of the information will be provided at their expense if they wish. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- 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
 - a. The Commissioners proposed July 20th and July 28th for potential meeting dates.
 - b. Mr. Gurney stated that if attorneys are to be involved then all correspondence should be in writing from the attorneys.
 4. Upland Road Project-Waiting for more info.
 - a. The Commissioners discussed the issue.
 5. Mr. Bauer made a motion to continue to table the items. Mr. Gurney 2nd the motion followed by a positive unanimous 3/0 vote.

G. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Maine Water Utilities Assoc. Thomas Point Beach Gathering

- a. Mr. Adams stated that MWUA is holding their annual Thomas Point Beach gathering on August 13, 2009. He asked if LWD will be participating in this event. Ticket fees range from \$15-\$40 depending on menu choice.
- b. The Commissioners approved that all employees that wish to attend can attend.

B. Other New Business

1. Mr. Adams' Insurance Premium Incentive

- a. Mr. Bauer would like to add Mr. Adams' Insurance Premium Incentive to the next Commissioners' Meeting agenda.

C. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, July 27, 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 a positive unanimous 3/0 vote. The meeting adjourned at 7:35pm.