



## 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 October 19, 2009

Members Present: Stanley Doughty Jr. and Bill Bauer

Members Absent: James Gurney

Staff Present: Paul Adams

Audience: Roger Cote

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

#### **I. AUDIENCE PARTICIPATION**

A. None

#### **II. WARRANTS**

A. Warrant 39 for September 30, 2009- Approved

B. Warrant 40 for October 7, 2009- Approved

C. Warrant 41 for October 14, 2009- Approved

#### **III. OLD BUSINESS**

A. Reading and Approval of Minutes:

1. Minutes from September 28, 2009

a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.

B. Town Council Workshops

1. The Commissioners discussed the last meeting with Shellie Reynolds and Councilors Norma Wells and Mike Bowie.

a. The Committee discussed billing options, costs to both the Town and the Water Dept. concerning the readings, and services provided by both parties. They all took information back to the perspective departments for options for the next meeting on October 26, 2009 at 6pm.

b. Mr. Cote inquired as to who chose the Council members for the Committee and Mr. Bauer stated that both Chairmen picked the participants for the Committee. Mr. Cote expressed some concern that Mr. Doughty Jr., Mr. Bowie and Ms. Wells could all be gone on November 3<sup>rd</sup> election.

2. Informational workshop with Tim Sawtell of Dirigo Engineering

a. The Commissioners and Mr. Cote agreed that the workshop was very helpful with the Upland and Route 9 projects.

b. The Commissioners discussed some of the information presented.

3. The Referendum bond for \$1.72 million
  - a. The Commissioners stated that they were concerned about the cost as the bids for the Upland Road project will not be revealed until next year.
  - b. Mr. Cote was not completely sure what construction is covered by the \$1.72 million bond. The Commissioners discussed the information that they had with Mr. Cote.
- C. Invoice from Dirigo Engineering at \$1,311.00
  - a. Mr. Adams stated that we received an invoice from Dirigo Engineering for services to date which included meetings and letters Mr. Sawtell mailed for the Route 9 and Upland Projects.
  - b. The Commissioners decided to pay the full amount of this invoice, but will need the Town's assistance to pay the invoice for the major upgrade to the plans for Upland Road and Route 9.
- D. Tabled Items
  1. Wellhead Protection-Tabled-No action has been taken.
  2. Dragon Property- Tabled
  3. Mr. Bauer made motion to table the unresolved issues above. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- E. Other Old Business
  1. Mr. Plourde's work status.
    - a. Mr. Bauer asked for an update on Mr. Plourde's work status. Mr. Adams stated that the last communication from his health care provider stated November 3, 2009.
    - b. Mr. Doughty Jr. asked how Mr. Lawton and Mr. Brunelle were doing without Mr. Plourde on the rotation schedule. Mr. Adams stated that they were doing ok so far.

#### **IV. NEW BUSINESS**

- A. General Manager's Report
  1. Unpaid Time Off
    - a. Mr. Adams asked the Commissioners if there was a definite time period that Ms. Reynolds could take unpaid time off, or if it was open ended. Mr. Adams stated that no one had complained and there were no problems, but he felt she was getting more vacation time than anyone else. He stated that he just wanted to make sure of what was agreed to with Ms. Reynolds' proposal. The Commissioners stated that it was open ended unless there was a problem with performance or customers. They also stated that it was not vacation time if Ms. Reynolds was taking the time unpaid and that it was a cost savings to the Water Dept.
  2. Hydrant at the Transfer Station
    - a. Mr. Adams stated that he received a letter from Mr. Eldridge requesting that the hydrant at the Transfer Station to be capped. Mr. Adams stated that he wanted to know the Commissioners intentions for charges for Water Dept. services.
    - b. The Commissioners discussed the issue and requested Mr. Adams to find out the goal. If they only want the hydrant out of use, then LWD could just shut-off the hydrant, which would stop the quarterly water charges for the Town.
  3. Town Report
    - a. Mr. Adams presented the Town Managers' request for the Water Dept.'s inclusion for the Town Report for 2009.

- b. The Commissioners discussed the issue and will work on the submission.
  - 4. Elected Officials Workshop
    - a. Mr. Adams presented a training brochure for newly elected officials.
    - b. The Commissioners discussed the issue but took no action.
- B. Other New Business
  - 1. Resignation Letter
    - a. Mr. Adams stated that a resignation letter was submitted to the Water Commissioners.
    - b. Mr. Bauer made a motion to table the acceptance of the resignation until they can talk to the individual about the submission. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
  - 2. Complaint
    - a. Mr. Bauer stated that he had a complaint from a customer. The Customer was upset that Mr. Brunelle had used her hose and water to do his work without asking her permission.
    - b. Mr. Bauer had done some research with the other staff and found out that Mr. Brunelle did try to contact her, but she did not answer the door at that time.
    - c. Mr. Adams stated that Mr. Brunelle had spoken to him about this and she had come out while Mr. Brunelle was still flushing her curb stop and he explained the process to her. He felt she was ok with the process.
  - 3. Position Compensation
    - a. Mr. Bauer stated that Mr. Lawton approached Mr. Bauer about the \$1/hr position comp that was in the policy. He asked Mr. Bauer why he was receiving the benefit when both Mr. Plourde and Mr. Adams were out of the office. Mr. Bauer told Mr. Lawton he would discuss it at the next Commissioners meeting.
    - b. The Commissioners discussed the issue and agreed that the staff was not making decisions in Mr. Adams absence, so they took no further action.
  - 4. Referendum Bond Informational Letter
    - a. Mr. Bauer inquired if the Water Dept. would like to submit correspondence to the local newspaper and or Lisbon Reporter about their approval of the Bond issue for the referendum. Mr. Bauer will write the letter and both Commissioners will review and approve it before submission.
  - 5. Correspondence from the Water Dept. Attorney
    - a. Mr. Adams presented written correspondence from Mr. Donahue.
    - b. The Commissioners reviewed the letter, but took no action.
- C. Next Meeting Date
  - 1. The next Commissioners' Meeting date is for Monday, November 2, 2009 at 6:30pm.
    - a. Mr. Bauer will be out of Town 11/5-11/21 and Mr. Doughty Jr. will be out of Town 11/25-11/29.
    - b. The Commissioners will pre-sign the warrants for the weeks mentioned above.

**V. EXECUTIVE SESSION**

- A. None

**VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote. The meeting adjourned at 7:35pm.