



## 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 November 30, 2009

Members Present: Stanley Doughty Jr. and Bill Bauer

Members Absent: James Gurney

Staff Present: 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 44 for November 4, 2009- Approved
- B. Warrant 45 for November 11, 2009- Approved
- C. Warrant 46 for November 18, 2009- Approved
- D. Warrant 47 for November 25, 2009- Approved

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

A. Reading and Approval of Minutes:

1. Minutes from November 2, 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, Mike Bowie, Ryan Leighton, Cathy Ricker, Ora Madden, and Bob Penley the Trio representative.
  - a. The Committee discussed the billing requirements and options to combine the water and the sewer bill onto one bill. Each party agreed to research costs for the Water Dept. to generate the bill, for the Town to generate the bill, and to have the bills outsourced to a third party.
  - b. The Councilors, Commissioners, and Cathy Ricker agreed that the Water Dept. could utilize the Town's Postage meter for the Water Dept. monthly bills.
  - c. Mr. Doughty Jr. stated that he would call Mr. Bowie to arrange the next committee meeting date after the first of the year as he has other obligations until after the New Year.

C. Pay Increases

- 1. Ms. Reynolds presented the spreadsheet of proposed wage increases.

2. The Commissioners discussed the information and decided to table the issue for a workshop.
- D. Customer Complaint Log
1. Ms. Reynolds stated that there was nothing new to report.
- E. Commissioners Gurney's Final Pay
1. Ms. Reynolds stated that there should be a final payout for Mr. Gurney's service as a Commissioner for the last quarter of July, August and September for a total of \$375.
  2. Mr. Doughty Jr. made a motion to pay Mr. Gurney his final stipend of \$375 for his service of Water Commissioner for July, August, and September. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- F. 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.
- G. Other Old Business
1. Upland Road Bids
    - a. Mr. Bauer stated that he heard that the bids for the Upland Road project would be submitted by March 2010.
    - b. Mr. Bauer asked Ms. Reynolds to check with Mr. Adams about Mr. Leighton's correspondence with Tim Sawtell of Dirigo Engineering. Mr. Bauer stated that the Councilors agreed that Mr. Leighton was supposed to be keeping Mr. Adams abreast of all the decisions related to the new main construction.
    - c. Mr. Bauer asked Ms. Reynolds to ask Mr. Adams to send a letter to Mr. Upham of Upland Road concerning a possible new standpipe location.

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

- A. General Manager's Report
1. None
- B. Other New Business
1. Possible Commissioner Replacements
    - a. Mr. Bauer stated that Mr. Hutchins was considering applying for the open Water Commissioner position.
- C. Next Meeting Date
1. The next Commissioners' Meeting date is for Monday, December 14, 2009 at 6:30pm.

#### **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 7:10pm.