



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 27, 2008

Members Present: Stanley Doughty Jr. and James Gurney

Members Absent: Bill Bauer

Staff Present: Paul Adams

Audience: None

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 42 for October 15, 2008-Approved

B. Warrant 43 for October 22, 2008-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from October 14, 2008

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

B. Verizon Wireless Lease

1. Mr. Adams stated that he contacted Maine Municipal Association with regards to the subrogation clause. He presented their responses to his questions to the Commissioners.

a. There is still an issue concerning the fence surrounding the standpipe. Verizon wants to remove it, but we can't allow that. They said they would like to have free access to their cables, which will be on the tower. Mr. Adams stated that, per the lease, they do not have free access to the standpipe, so they need to resolve that issue.

b. The issue with the damage release needs to be resolved as well.

c. The Commissioners discussed the issues.

i. They decided that they would not accept the proposed damaged waiver as recommended by MMA. They will, however, accept the damage clause on the current lease agreement as the damage clause for the proposed lease agreement.

ii. They agree with Mr. Adams in that no-one will have free access to the standpipe.

- d. They decide to table the approval of the agreement until Verizon agrees with their proposals to the damage waiver clause.
- C. Budget Review
 - 1. Mr. Adams stated that in the last meeting the Commissioners asked which Bond would be paid off and he wanted to update that information. Previously, he said that it was the \$5,000 bond that would be paid off, but he corrected it to be the \$20,000 Bond that will be paid off.
 - 2. Mr. Adams also stated that the unused transport trailer was sold for \$1,500. The original price was \$1,895.
- D. On Call Duty and the Proposed Standard Operating Procedure Manual
 - 1. The Commissioners both agreed to accept the SOP Manuals.
 - 2. Mr. Gurney made a motion to accept the SOP manuals as written, to put them into effect immediately and pay Mr. Douglas his fee of \$4,750. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
 - 3. The Commissioners discussed the issue to add Mr. Brunelle to the On-Call duty rotation schedule. Mr. Adams stated that both Mr. Plourde and Mr. Lawton feel Mr. Brunelle is ready immediately for the rotation schedule.
 - a. Mr. Gurney made a motion to add Mr. Brunelle to the On-Call duty rotation schedule. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
- E. Wellhead Protection
 - 1. Mr. Adams stated that he spoke with Mr. Lea about the ordinance.
 - a. Mr. Lea asked if LWD would approve a pipeline for natural gases, but to prohibit petroleum based products as the current verbiage prohibits all pipelines. Mr. Adams told him that LWD could support that change. The Commissioners agreed.
 - b. Mr. Lea also stated that he would recommend removing the prohibition of doctor's offices, beauty salons, etc. when they have the formal copy done. The Commissioners supported this change as well.
 - c. Mr. Adams stated that it will be brought to the next Town Council Meeting. The issue is tabled until after the Town Council Meeting.
- F. Tabled Items
 - 1. Wellhead Protection-Tabled
 - 2. Dragon Property- Tabled- Mr. Adams is still waiting on the Town's decision.
 - 3. Rate Increase-Tabled until January.
- G. Other Old Business
 - 1. None

IV. NEW BUSINESS

- A. General Manager's Report
 - 1. Town Report
 - a. Mr. Adams stated that the Town is requesting the LWD figures for the 1st of December for the Town's Annual Report.
 - 2. Furnace at the Ann Street Shop
 - a. Mr. Adams stated that the furnace will not work at the Ann Street shop. They called Fielding's Oil to figure out the issue. They discovered the chimney is plugged. Mr. Adams asked if they should repair chimney or replace furnace with a direct vent model.
 - b. The Commissioners discussed the issue. They asked Mr. Adams to get quotes for both.

- c. Mr. Gurney made a motion that, if the difference between repairing chimney and replacing furnace is \$500 or less, then Mr. Adams is to replace the furnace to a direct vent model. If the difference is more, then Mr. Adams is to submit the information at the next Commissioners' Meeting for them to decide what to do. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.

B. Other New Business

1. Customer Telephone Complaints

a. Letter for Cross-Connection Program

- i. Mr. Doughty Jr. presented a letter that LWD has mailed in the past. He would like to edit the letter to be more customer friendly as he has had complaints that the letter is threatening.
- ii. The Commissioners discussed the issue and requested that Mr. Adams make some suggestions and return with other options.

b. Mr. Haveman

- i. Mr. Doughty Jr. had received a telephone complaint from Mr. Haveman regarding a disconnect notice. Mr. Doughty Jr. said that he had come in and had spoken with Ms. Reynolds about the issue. He took no action after speaking with Ms. Reynolds. He felt the Water Dept. staff acted appropriately by acting proactively to try to prevent the customer from disconnection and offering a payment arrangement.

C. Next Meeting Date

1. Next Commissioners' Meeting date is for Monday, November 10, 2008 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by an affirmative unanimous 2/0 vote. The meeting adjourned at 7:00pm.