



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 2, 2009

Members Present: Stanley Doughty Jr. and Bill Bauer

Members Absent: James Gurney

Staff Present: Paul Adams and Shellie Reynolds

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 21, 2009- Approved

B. Warrant 43 for October 28, 2009- Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from October 19, 2009

a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd 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 November 3, 2009.

b. Mr. Bauer spoke with Sam Everard with Northern Data about service to the Town for the Sewer Dept. NDS gave a quote of \$600 per seat per year. Mr. Doughty Jr. stated that the Councilors on the Committee decided that the Sewer Dept would only need two seats.

c. Ms. Reynolds brought up information issues with utilizing two different systems and what information is going to be used on the combined bill for water and sewer. The Commissioners discussed the issue and agreed that it will be a topic for discussion at tomorrow's meeting.

- d. Ms. Reynolds and Mr. Bauer will be meeting with Mr. Leighton and Mr. Penley from Trio to solve the question if Trio can meet the Water Dept. requirements.

C. 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. 2nd the motion followed by a positive unanimous 2/0 vote.

D. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Holiday Gathering

- a. Mr. Adams inquired if the Commissioners wanted to schedule a gathering for the Water Dept. employees to celebrate the holidays.
 - i. The Commissions decided December 12th or 13th at Graziano's.
 - ii. Ms. Reynolds will call to make the arrangements with Graziano's.

2. Final Reading Process

- a. Mr. Adams stated that an issue with the final reading process. The issue pertains to when the closing does not go through, but we have done the final reading and have shut-off the water. He asked if LWD should charge the current owner to have the water reconnected if it can not remain off until the new closing date.
- b. The Commissioners discussed the issue and they agreed that LWD would reconnect the water with no charge.

3. Inspection requirements

a. Stop and Waste valves

- i. Mr. Bauer stated that a customer had complained about having to replace their valve because it was a stop and waste valve. Mr. Adams confirmed that the service would not pass inspection if they had a stop and waste valve as it provides a small avenue for backflow contamination and it also could allow access to water prior to the water meter.
- ii. The Commissioners discussed the issue and agreed that there was not enough threat involved with the tiny opening for the customer to sustain the cost to replace the valve and the cost to reconnect the water.

4. Complaint Log Book

- a. The Commissioners want to see the complaint log book at every meeting unless there are no new complaints. The Commissioners state that they will not address issues unless the customer leaves at least their name. They stated that they will address an issue if there appears to be a trend.

5. Personnel Policy

a. Longevity Pay and Employee Start Date

- i. Mr. Adams stated that the Longevity Policy stated that you begin accumulating time for longevity pay after you obtain permanent full time status. Ms. Reynolds has requested that her full time status date be retroactive to the date that she took over the full time position, on 10/28/2005. She stated that due to the medical circumstances of the previous full time employee her full time status date showed 10/28/2006.

- b. The Commissioners discussed the issue.

- c. Mr. Bauer made a motion to make Ms. Reynolds full-time start date 10/28/2005. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
 - 6. Pay Raises
 - a. Mr. Adams inquired if the Commissioners were going to address annual pay increases.
 - b. The Commissioners discussed the issue and requested that Ms. Reynolds put together the information for current pay rates, insurances costs, benefits, and salary surveys from MRWA. The Commissioners will discuss the issue at the next meeting.
 - 7. Town Council Agenda
 - a. Mr. Adams stated that the Council was addressing an Amendment to Administration Ordinance, Boards & Commissions.
 - b. Mr. Doughty Jr. stated that they will discuss it at the next committee meeting with Mr. Bowie and Ms. Wells.
- B. Other New Business
 - 1. Resignation Letter
 - a. Mr. Bauer stated that Mr. Gurney has issued a resignation letter from his position on the Water Commission Board.
 - b. Mr. Bauer requested that the issue of possible suggestions for a new Water Commissioner be added to the next meeting agenda.
 - c. Mr. Bauer made a motion to accept with regret, Mr. Gurney's resignation from the Lisbon Water Department Board of Commissioners. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
- C. Next Meeting Date
 - 1. The next Commissioners' Meeting date is for Monday, November 30, 2009 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote. The meeting adjourned at 8:05pm.