



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 7, 2008

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

Staff Present: None

Audience: Dave Hale

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 26 for June 25, 2008-Approved

B. Warrant 27 for July 2, 2008-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from June 23, 2008

a. Mr. Gurney made a motion to accept the minutes as written. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

B. Rate Case

1. Mr. Bauer stated that they tabled the issue at the last meeting to wait for Mr. Gurney's return.

2. Mr. Doughty Jr. stated that he would like to do several small increases as opposed to waiting and implementing a large increase. He feels the rate payers would be more receptive to gradual increases rather than to having to absorb the increase in one year.

3. Mr. Bauer stated that he would like to look at reducing expenses before he would like to do a rate increase case.

C. Standard Operating Procedure Manuals

1. Mr. Doughty Jr. stated that Mr. Douglas had left a proposal to produce the manuals.

a. Mr. Douglas' quote was for \$4,750.

b. Mr. Bauer made a motion to accept Mr. Douglas' proposal for \$4,750 for environmental consultation for the first phase draft SOP manual for operations of the Moody, Ann St. and Bauer pump stations. Mr. Gurney 2nd the motion followed by a vote with a positive unanimous 3/0 vote. The Commissioners discussed the issue pertaining to the on call duty rotation.

c. The Commissioners would like to know when the draft could be expected.

D. Tabled Items

1. Wellhead Protection-Tabled

a. The issue is tabled until further notice from the Town.

2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from Councilor Norma Wells on the Town's decision.
 3. On Call Duty-Tabled
 4. SOP Manuals- Tabled
 5. Rate Increase-Tabled
 6. New LWD Garage-Tabled until next meeting
- E. Other Old Business
1. Work Week
 - a. Mr. Bauer stated that some of the staff is on a 4 day work week and some are on a 5 day work week. The Commissioners discussed the issue.
 - b. Mr. Gurney stated that there is an issue with the holiday hours. The staff that opted to work a five day work week felt that it was unfair that they had to work two more hours than the staff that chose the 4 day work week. The Commissioners decided to end the 4 day work week the week prior to the Labor Day weekend and to table the rest of the discussion until Mr. Adams is present.

IV. NEW BUSINESS

- A. General Manager's Report
 1. None
- B. Other New Business
 1. Travel and Mileage Expense
 - a. Mr. Gurney stated that the Water Dept. showed travel expenses in excess of \$2,800 last year and that he feels that we could reduce this cost significantly.
 - b. Mr. Gurney suggested that Mr. Adams use a LWD truck to do all Water Dept. business instead of paying him mileage for using his own vehicle.
 - c. Mr. Gurney made a motion that all Water Dept. personnel will use a Water Dept. vehicle for all Water Dept. business travel, including attending training classes; unless there is absolutely no vehicle to use. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- C. Next Meeting Date
 1. Next Commissioners' Meeting date is for Tuesday, July 22, 2008 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 an affirmative unanimous 3/0 vote. The meeting adjourned at 7:05pm.

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.