



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 November 26, 2007

Members Present: Stanley Doughty Jr, James Gurney, and William Bauer

Staff Present: Paul Adams

Audience: Dave Hale

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

- A. Warrant 45 for October 24, 2007-Approved
- B. Warrant 46 for October 31, 2007-Approved
- C. Warrant 47 for November 7, 2007-Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from November 5, 2007

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

B. New Hire Permanent Part-Time Position

1. Mr. Adams stated that the previously approved candidate Kathy Johnson was called and offered the position, but she declined to accept the offer. Mr. Adams stated that we then pursued our second choice, Kristy Sheehan and Mr. Adams requested that they formally approve the new candidate.

- a. Mr. Gurney made a motion to accept the General Manager's recommendation in hiring the part-time help. Mr. Bauer 2nd the motion followed by his abstention due to a personal relationship with the candidate, as Ms. Sheehan works for his wife. The Chairman called for the vote with a result of a positive 2/0 vote with Mr. Bauer abstained.

C. Dragon Property Appraisal Bid

- 1. Mr. Adams stated that he has received the results of the appraisal for the Dragon Property. The property was valued at \$42,000 as the pit is expired and that there is no top soil.
- 2. Mr. Gurney recommended forwarding a copy to the Town Manager so that he can forward copies to the Council members and set up a meeting with them to discuss the next step.

D. Customer Complaint-Burke

- 1. Tabled to next meeting.

E. Tabled Items

1. Wellhead Protection-Tabled until the next meeting with the Planning Board on December 27, 2007 at the Town Office at 7pm.
2. Dragon Property- Tabled until Appraisal.
3. Backflow Device Certification-Tabled until a class is held locally.
4. Executive Session- Tabled for Mr. Bauer to attend training seminar with Verrill Dana on 11/29/07 at 7pm.
5. On Call Duty-Tabled
 - a. Mr. Adams stated that he had spoken with Mr. Levy and he said that we were on the schedule for the first of the year once we were ready to proceed. Mr. Levy also stated that we would benefit on the fee as our information was already in their system from that last case.
 - b. Mr. Gurney asked Mr. Adams if he had contacted the Mexico Water Dist. and Mr. Adams said that he had not been successful in trying to reach them.

F. Other Old Business

1. Backflow Preventor Letters
 - a. Mr. Doughty Jr. asked if we were using the same letters and Mr. Adams confirmed that we were. Mr. Doughty Jr. stated that he had received a few telephone calls concerning these letters as the customer was under the impression that they needed to do the work or they would be shut-off. He told them that that is not the intention unless they had to have their water shut-off for any reason.
 - i. Mr. Bauer stated that he had received one for one of his buildings and he said that it could be confusing if read to quickly, but then he read it again and realized what the intent was.
 - ii. Mr. Adams stated that he purposely expressed the urgency in the letter so that the customer feels compelled to action, but he is open to suggestion if they would like to do something different.
 - iii. The Commissioners decide not to change the current letters.

IV. NEW BUSINESS

A. General Manager's Report

1. Meters

- a. Mr. Adams stated that he would like to order another 100 meters from the 400 that were price locked.
- b. Mr. Bauer is concerned about how these expenses will reflect on the rate case. He feels that if we still have 78 meters on hand then he doesn't think that this is a necessary expense at this time.
- c. Mr. Gurney made a motion to purchase an additional 50 meters to stay consistent with the previous meter expenses. Mr. Doughty Jr. 2nd the motion followed by positive 2/1 vote- Mr. Gurney and Mr. Doughty Jr. affirmative and Mr. Bauer opposed.

B. Other New Business

1. 5 year Capital Improvement Plan (CIP)

- a. Mr. Adams stated that this is driven by the Town's Comprehensive Plan in that we are required to give the Town the Water Dept.'s CIP for the next five years.
 - i. He presented the Commissioners with 2007 contribution for the Town Report. He had put the new transmission line in year five just to make sure it is on the horizon and omitted everything that didn't require the Town's approval or a bond issue.

- b. The Commissioners discussed the new transmission line and the impact on how this will affect the current rate discussion and future rate increases.
 - i. Mr. Bauer stated that there was a study done by Wright-Pierce awhile ago that gave four options to increase the supply from Lisbon to Lisbon Falls:
 - a. Run a main via Upland Road
 - b. Run a main via the Powerline
 - c. Run a main via the papermill road
 - d. Increase the main on 196
 - ii. The Commissioners reiterated that the current rate discussion for 2008 could be up to 30%.
 - c. Mr. Bauer made a motion to accept Mr. Adams' recommendation of the 5 year CIP for the Town report. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.
2. Rate of Pay for Office Personnel
- a. Mr. Gurney stated that he would like to discuss a pay increase for the office manager Ms. Reynolds, as he feels she has been instrumental in putting the finances on the computer, working with the auditor, and training new personnel.
 - b. Mr. Bauer agreed with Mr. Gurney and that they should table this discussion until the next meeting with Mr. Adams doing some research and make some recommendations.
 - i. Mr. Doughty Jr. stated that they should also look into raises for Mr. Plourde and Mr. Lawton.

V. NEXT MEETING DATES

- A. Next Meeting date is for Monday, December 10, 2007 at 6:30pm.

VI. EXECUTIVE SESSION

- A. None

VII. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:45pm.