



LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

William A. Bauer, Chairman & Commissioners Stanley Doughty Jr. & Kenneth R. Wells

Commissioners' Meeting Minutes for March 8, 2010

Members Present: Bill Bauer, Stanley Doughty Jr., and Ken Wells

Staff Present: Paul Adams and Shellie Reynolds

Audience: Neil Ward with Androscoggin River Alliance

Meeting called to order by Mr. Bauer, at 6:37pm.

I. AUDIENCE PARTICIPATION

A. Mill Street Dam

1. Mr. Ward stated that they were looking at the removal of the Dam on Mill Street for the passing of Sea Run Fish up the Sabattus River. He asked the Commissioners if they had any suggestions on what to do with the water main in the river upstream from the Dam, as it will no longer be protected under water if the dam is removed.
2. The Commissioners discussed the issue and agreed to get a quote from an engineering firm to do a survey to decide what the best option would be.
 - a. Mr. Ward stated that there is roughly \$5,000 in their budget that could be used towards the survey costs. He will contact the engineers that he has been working with for a quote and research any grant opportunities available to him. He will bring that information to the next meeting on March 22nd.
 - b. Mr. Adams stated that the cost for the survey will most likely exceed the \$5,000.

II. WARRANTS

- A. Warrant 8 for February 24, 2010- Approved
- B. Warrant 9 for March 3, 2010- Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from February 22, 2010
 - a. Mr. Wells made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

B. Upland Rd and Route 9 Project

1. Mr. Adams stated that he received an e-mail from the Town Engineer presenting the issue of using plastic pipe for the new main extensions which could save \$100,000.
 - a. Mr. Adams stated that he spoke with Tim Sawtell about the pipe, but Mr. Adams did not get the impression that he was overly confident in that choice. He would not say either way.

- b. Mr. Adams stated that he has not seen the quote to know if everything involved was included in the quote. He does not feel that plastic pipe is the best option for our area and that ductile iron has a proven track record for our area.
 2. The Commissioners discussed the last meeting with the potential contractors, the Town Engineer and the Water Commissioners. The Town has decided to give the work for Route 9 to Longchamps to keep the money with a local company in the Lisbon community. They also agreed to get parts quotes from suppliers for both Upland Rd and Route 9 together to see if it would be cheaper.
 3. Mr. Adams stated that Longchamps wants to start digging the project next Tuesday. He doesn't believe that they will be ready as they have no parts or quotes for parts.
 4. The Commissioners decided that they will not utilize the plastic pipe for either of the new main extensions, and that they approve the class 52 ductile iron.
 5. Mr. Adams stated that the next meeting on the project is tomorrow March 9th at 10:30am at the Town Office.
- C. Letter to Potential Water Dept. Customers
 1. Mr. Adams submitted a draft letter to the Commissioners. The letter outlines the project and inquires as to whether the resident would be interested in tying in to the public water supply. The letter will be sent to all the residents on Upland Road and Route 9 that are within the project extensions.
 - a. Mr. Bauer wanted to add that the Commissioners' Meet every 1st and 3rd Monday of the month.
 - b. The Commissioners approve the letter with the revision.
- D. 42 Frost Hill Outstanding Balance
 1. Mr. Adams stated that he received an e-mail from the Town Manager requesting the Commissioners approval to accept half the balance as payment in full on the outstanding water balance for 42 Frost Hill Ave.
 2. Mr. Adams stated that the Town knew what was owed for the water balance before they accepted the bid. Mr. Adams stated that the Town sold the property for the accepted bid with all debts against it paid in full.
 3. The Commissioners discussed the issue and asked Mr. Adams to request a copy of the accepted bid and the amounts of taxes and sewer that were paid from the bid. They considered accepting a partial payment from the Town of \$1344.02 but they want to see the other debts that were paid. They tabled the issue until the next meeting.
- E. Dirigo Invoice
 1. Mr. Adams stated that they gave a copy of the invoice to the Town Manager at the March 2nd workshop and Mr. Eldridge said that the Town would pay the invoice.
- F. Northern Data Systems Third Party Bill Printing Contract
 1. Mr. Adams presented the bill printing contract from NDS for the approval of the Commissioners and direction to sign it.
 2. Mr. Bauer stated that he received an e-mail from Mike Bowie about the NDS contract details.
 - a. The Commissioners discussed the issue and Mrs. Reynolds will inquire with Mr. Leighton if he was able to answer Mr. Bowie's questions.
 3. The Commissioners directed Mr. Adams to sign the contract and forward it to the Town for their signature.
 4. Mr. Bauer stated that the Town agreed that the return address on the combined bills will be 639 Lisbon Street, Lisbon Falls. They also agreed that the invoice from NDS

should come to the Water Dept for payment and then LWD will bill the Town for the Sewer portion.

5. Mr. Bauer stated that he would like a notice posted to the customers that they can pay their sewer payments here as well as their water payments. Mr. Wells suggested adding it to the new combined bill.
6. Mrs. Reynolds stated that with the need to match mailing data with the sewer the Water Dept will be sending a second bill to the location address for the tenant. She asked the Commissioners to decide if there is going to be extra charges to send a second bill to the tenant. The Commissioners decide not to pass that charge on to the owner.
7. Mr. Bauer made a motion approving the NDS contract for the procedure for the Water to merge the Water billing data with the Sewer billing data for a combined Water/Sewer bill. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

G. Water/Sewer Combined Services

1. Mr. Bauer asked Mr. Wells to summarize the Town's suggestion for combined services for the Water and Sewer Depts.
 - a. Mr. Wells stated that Mr. Leighton offered to move the sewer clerk to the Water Dept. office and the Water Dept would eliminate the part time position. He suggested cross-training both full time employees to cover time off. However, Mr. Leighton would maintain control of the Sewer issues.
 - b. Mr. Adams questioned eliminating the part time position as we currently need a full time person and a part time person to do just Water Dept. work. He also did not agree with Mr. Leighton having control over the Sewer clerk in a combined working environment.
 - c. Mr. Adams asked how the staff would access the Trio system for the Sewer.
 - i. Mrs. Reynolds suggested a designated computer with a VPN to the Town's software.
 - d. Mrs. Reynolds suggested getting the job duties for the Sewer to see if they could be absorbed.
 - e. Mr. Adams suggested offering Mr. Leighton a contract for the work he wants the LWD staff to do for the Sewer Dept.
 - f. Mr. Wells suggested the committee to try to resolve this suggestion.
 - g. The Commissioners discussed the issue but took no action.

H. Non-Water Employee Passenger Policy

1. Mr. Adams submitted suggested revisions to the LWD Non-Water Employee Passenger Policy.
2. The Commissioners discussed the issue and Mr. Wells made a motion to accept the amendments to the Personnel Policy concerning Non-Water Employee Passengers. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote.

I. Rate Increase

1. Mr. Adams stated we met with Cathy Robinson from Maine Rural Water Assoc. He stated that they went over the information that she would need to pursue the rate increase case and she will have some information for us by the March 22nd meeting.
2. Mr. Adams also asked her for the specific formula for Public Fire Protection and she said that she would forward the formula to him. She also stated that it is virtually impossible to get the percentage to the Town below the PUC cap of 30%. She said the number is directly related to population and the amount of water pumped and judging

from the figures she has seen, she feels that the percentage will go up from the previous 37% as the pumping figures have dropped considerably. She also stated that the amount will increase if we are pursuing a bond for the Route 9 and Upland Rd main extensions.

3. Mr. Adams stated that Ms. Robinson will provide three options for a rate increase.
 - a. The first presentation will have full depreciation.
 - b. The second option will have ½ the depreciation.
 - c. The third option will show what it will look like if we lower the minimum amount and minimum charge to accommodate the fixed income households.
 - d. Mr. Wells asked if the rate case will include the new hydrants for Route 9 and Upland Rd.
 - i. Mr. Adams did not think that they would be included in this rate case as they can only use what is in place at the time of the evaluation. There may be an additional charge for the new hydrants until the next rate increase when they would be included.

J. Salary Survey

1. Mr. Adams presented the salary survey provided by Maine Rural Water Assoc.
2. The Commissioners will review the information for the next pay raise discussion in July.

K. Customer Issues and Complaint Log

1. Mr. Adams stated that there were a few dirty water complaints.
2. Mr. Bauer read the PUC complaint filed by Wendy Daigle.
 - a. Mr. Adams explained that the customer ended up on the disconnect list for \$54.84 and was shut-off for nonpayment. She tried to claim that the \$4.70 that was 120 days old was not her charge. The charges were hers for the remainder of a quarter that she had requested a tenant final reading. Mr. Adams stated that we have responded to the PUC questions and we waiting on their decision.
 - b. The Commissioners discussed the issue, but took no action.

L. Minimum Dollar Amount for the Disconnect Process

1. Mr. Bauer suggested that they discuss setting a minimum dollar amount that will start the disconnect process.
2. Mr. Doughty Jr made a motion to change the disconnect process so that an account will not go to the disconnect process unless they exceed one months worth of the minimum quarterly charge. Mr. Wells 2nd the motion followed by a positive unanimous 3/0 vote.

M. Tabled Items

1. Wellhead Protection-There is a planning board meeting on March 25th at LCS at 7pm.
2. Dragon Property- Tabled
 - a. Mr. Bauer stated the Town Manager said that there was an interested buyer in 14 acres of the Dragon Property. Mr. Wells stated that they said that the business will work well and not jeopardize the aquifer. The Commissioners are awaiting the details.
3. Rate Case-Tabled

N. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. MePERS Employer Contribution Percentage

- a. Mr. Adams stated that we received the confirmation letter from MePERS stating the projected employer's percentage increases for the next three years.
- b. The Commissioners discussed the issue, but took no action.
2. Planning Board Meeting
 - a. Mr. Adams reiterated that there is a Planning Board Meeting on March 25th at LCS at 7pm to discuss rezoning issues as well as the Wellhead Protection Ordinance.
 - b. The Commissioners discussed the issue and Mr. Bauer plans on attending.
- B. Other New Business
 1. None
- C. Next Meeting Date
 1. The next Commissioners' Meeting date is for Monday, March 22, 2010 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Wells made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 8:50pm.