



## 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 January 12, 2009

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

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 52 for December 24, 2008-Approved

B. Warrant 53 for December 31, 2008-Approved

#### **III. OLD BUSINESS**

A. Reading and Approval of Minutes:

1. Minutes from December 22, 2008

a. Mr. Gurney made a motion to accept the minutes as written. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

B. Insurance

1. Mr. Adams stated that he followed up on the inquiry about the Town's information and decision about the Worker's Comp. insurance. The Town Manager, the Finance Director, the Administrative Assistant to the Town Manager reviewed the policies and the Town Council made the ultimate decision. He was assured that the new policy is the same as the former policy.

C. Rate Increase Letter to the Town

1. Mr. Adams stated that he mailed and delivered the letters about the proposed rate increase, but he has had no response from anyone. He had asked the Town Manager if he had heard anything and Mr. Adams was told that the Town Council had requested a presentation from the Water Department at the next Town Council Meeting.
2. The Commissioners will contemplate the request once the year end accounting for 2008 has been completed to be able to provide a specific amount for the rate increase.
3. Mr. Adams stated that the communication from the Town to the Water Department has seriously deteriorated. They are not communicating on decisions that are directly affecting the Water Department such as the insurance change, the payroll year end, they changed out the Town server without any notice to us, and they installed new software on the Water Department terminal server without permission or notice.
  - a. The Commissioners will try to contact the Town Manager to rectify the issue.

- D. Tabled Items
  - 1. Wellhead Protection-Tabled-No action has been taken.
  - 2. Dragon Property- Tabled- Mr. Adams is still waiting on the Town's decision.
  - 3. Rate Increase-Tabled until January

- E. Other Old Business
  - 1. None

#### **IV. NEW BUSINESS**

##### A. General Manager's Report

- 1. Budget
  - a. Mr. Adams presented the 2008 year end budget and the new proposed 2009 budget.
  - b. 2008 remaining contingency was \$835.28 at this time.
  - c. The Commissioners discussed the budgets.
  - d. Mr. Bauer made a motion to accept the 2009 proposed budget and the expenditures on the 2008 budget. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
  - e. Mr. Bauer recommended that Mr. Adams forward copies to the Town Manager to present to the Town Council. The Commissioners agreed to allow Mr. Adams to use his discretion.
- 2. Verizon Wireless Lease Amendment
  - a. Mr. Adams presented the signed copy back from Verizon. The lease has been registered with the Registry of Deeds to file the debt against the property.
- 3. Mr. Brunelle's Pay Increase
  - a. Mr. Gurney made a motion to increase Mr. Brunelle's pay by \$.25/hr for passing his Class I Distribution Test. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.
- 4. Projects
  - a. Mr. Adams stated that he attended the last Town Department Head meeting and the Town Manager would like specific project information if LWD has a project.
  - b. The Commissioners stated that LWD does not have a \$500,000 project at this time and that we can not pursue a project this size without a bond in place to pay for it. LWD does not have the funds to support a bond without a rate increase.
  - c. The Water Department has nothing to submit of this size in the near future.

- B. Other New Business
  - 1. None

##### C. Next Meeting Date

- 1. Next Commissioners' Meeting date is for Monday, January 26, 2009 at 6:30pm.

#### **V. EXECUTIVE SESSION**

- A. None

#### **VI. ADJOURNMENT**

- A. Mr. Bauer made a motion to adjourn and Mr. Gurney 2<sup>nd</sup> the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 7:15pm.