



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 5, 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 43 for October 24, 2007-Approved

B. Warrant 44 for October 31, 2007-Approved

III. OLD BUSINESS

A. Reading and approval of minutes:

1. Minutes from October 22, 2007

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.

2. Minutes from October 30, 2007

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. On Call Duty

1. Mr. Adams presented the financial data for the rate case to the Commissioners to review for the decision to higher a Class II Water Operator to resolve the on call duty pressure.

a. Mr. Adams stated that he has done some preliminary numbers for the rate case and the first page shows a 30.6% increase. The second page shows a 24% increase. The difference between the first and second page is the cost to higher another full time Class II Water Operator. The third page is debt service, which includes a new truck in 2008 and in 2009. The fourth page shows 29.1% and page 5 shows 22.4%. The difference between page 4 and 5 is that page five is without the new trucks. Page 6 shows the debt service without trucks in it. Page 7 is a worksheet from the 2005 rate case. The proforma column, which shows projected growth for all types of service, shows in bold the projected revenue and then he filled in actual revenue collected last year, which shows a loss of \$34,843. The next page shows increase in revenue from rate case and it also shows that

automatically mailed a courtesy letter to the customer. He said that we definitely go above and beyond to help people avoid the disconnect list.

- ii. Mr. Doughty Jr. asked if the Council was all set with the information and Mr. Bauer said that they agree with sending a letter but they did not like the way it was worded.
 - a. Mr. Adams presented the original letter that the Council did not like along with 2 amended letters for the Commissioners' approval.
 1. The Commissioners discussed the options and the result was that they would remove the wording "disconnection list" and replace the wording with "past due".
 2. Mr. Gurney made a motion to change the original partial payment letter by removing the word "disconnection" in paragraph three and replacing it with "past due". Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.
- c. Mr. Bauer made a motion to draft a letter to the Burkes from 13 Blethen Street, inviting them to attend the second Water Commissioners' meeting in December and to send a copy of the letter to the Town Council, through the Town Manager, in hopes that a Council member will attend as well.
 - i. Mr. Bauer withdrew the motion until the Commissioners can discuss the issues with the Town Council.
- d. The Commissioners discussed the issues in the complaint letter from the Burkes.
 - i. Mr. Gurney suggested making most meter change appointments in the morning so that we are not running into the \$170 after hours reconnect fee, should there be an issue if the water must be turned off.
 - ii. Mr. Doughty Jr. suggested turning the water off at the street and not utilizing the customers inside valve.
 - iii. Mr. Bauer stated his frustration with the Council not forwarding this information immediately to the Water Dept. so that we could research the issues prior to the confrontation at the Town Council workshop. The other Commissioners and Mr. Adams empathize with this frustration.
 - iv. The issue is tabled at this time.

F. Tabled Items

1. Wellhead Protection-Tabled until the next meeting with the Planning Board in December.
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.
5. On Call Duty-Tabled

G. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Permanent Part-Time Position

- a. Mr. Adams stated that interviews were conducted and that he recommended hiring Katherine Johnson.
 - i. Mr. Gurney asked why she was the candidate we chose and Mr. Adams stated that she exhibited the computer skills and the customer service attitude that we were looking for. He said that she was retired, had

been a teacher, and that she has also worked at a Christian Camp. He felt that she was very positive and a very nice person.

- a. Mr. Doughty Jr. stated that the person filling this position is the first person customers see and that we want that person to have a nice smile and personality to handle the public.
- ii. Mr. Gurney made a motion to hire Kathryn Johnson for the part-time position. Mr. Bauer 2nd the motion. Mr. Bauer asked prior to the vote if Ms. Reynolds had participated in the interview process and if she was in agreement with Mr. Adams recommendation. Mr. Adams stated that we in fact did a two step interview process where Ms. Reynolds forwarded her recommendations to Mr. Adams for the 2nd interview and then they conferred and agreed on Ms. Johnson. Mr. Doughty Jr. brought the motion to a vote with a result of a positive unanimous 3/0 vote.

B. Other New Business

1. ID badges

- a. Mr. Gurney suggested that LWD have ID badges for the field staff to show proof of employment.
 - i. Mr. Gurney made a motion to purchase identification badges for the LWD field staff. Mr. Bauer 2nd the motion followed by a positive unanimous 3/0 vote.

V. NEXT MEETING DATES

- A. Next Meeting date is for Monday, November 26, 2007 at 6:30pm.

VI. EXECUTIVE SESSION

- A. None

VII. ADJOURNMENT

- A. Mr. Gurney made a motion to adjourn and Mr. Bauer 2nd the motion followed by an affirmative 3/0 unanimous vote. The meeting adjourned at 8:15pm.