



## 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 August 25, 2008

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

Staff Present: Paul Adams

Audience: Cathy Robinson with Maine Rural Water Assoc.

Audience Late Arrival: Dave Hale

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

#### **I. AUDIENCE PARTICIPATION**

##### **A. Rate Case**

1. Ms. Robinson presented information for the Commissioners to determine the need for a rate increase. She recommended a minimum rate increase of 16.54%, which would make the minimum \$38.51 per quarter and the cost per 100cf over the minimum would be \$1.33. This would be due to the loss from depreciation and increased expenses.
2. The Commissioners discussed the issue. They decided to table the issue until January to allow time for the Town to budget the increase in the hydrant rental for July 2009.

#### **II. WARRANTS**

- A. Warrant 32 for August 6, 2008-Approved
- B. Warrant 33 for August 13, 2008-Approved
- C. Warrant 34 for August 20, 2008-Approved.
- D. Mr. Bauer asked if they want to consider handling warrants on a bi-weekly basis. He said that it may save money by not having to use as many checks, or employees time to create the warrants and checks. He also suggested going to bi-weekly pay periods and considering using an outside payroll company. Mr. Adams stated that there is currently no cost to the Water Dept. for these services with the Town processing our payroll.

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

##### **A. Reading and Approval of Minutes:**

1. Minutes from August 4, 2008
  - a. Mr. Gurney made a motion to accept the minutes as written. Mr. Bauer 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

##### **B. Garage Bids**

1. Mr. Adams presented the new bids as a result from the ad in the newspaper.
  - a. He said that he received several requests for the information, but only received two bids from new contractors.
    - i. S.D. Herrin's new bid, which is now all inclusive per specifications, is \$28,450.

- ii. Great Falls Construction from Gorham, ME bid \$66,840.
    - iii. Strout Custom Home Builders bid \$35,750.
  - b. The Commissioners discussed the issue. They decided to reject all bids and not to pursue the garage at this time.
  - c. Mr. Bauer made a motion to indefinitely postpone the new garage. They discussed the issue and then Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by the vote results of Mr. Doughty Jr. and Mr. Bauer in favor of the motion and Mr. Gurney abstained.
- C. LWD Policy on Obtaining a Water Operator's License
  - 1. Mr. Gurney inquired as to Mr. Brunelle's test results and Mr. Adams stated that Mr. Brunelle did not pass.
  - 2. Mr. Adams read the policy aloud. The Commissioners considered changing the policy.
  - 3. The Commissioners discussed the issue. Mr. Gurney asked Mr. Doughty Jr. what the policy was for Topsham/Brunswick Water District. He said that their policy states that they have 5 years to obtain the necessary license required for the system, which is currently a Class II. They also have a supervisor on call for the non-licensed personnel.
  - 4. Mr. Bauer made a motion to change the LWD policy in regards to obtaining the required Water Operator's license to allow up to 5 years after the date of hire, to obtain the required license for the LWD water system. Mr. Doughty Jr. 2<sup>nd</sup> the motion. They discussed the issue. Mr. Doughty Jr. called for a vote with the results of 2/1 showing Mr. Doughty Jr. and Mr. Bauer in favor and Mr. Gurney opposed.
- D. Tabled Items
  - 1. Wellhead Protection-Tabled
  - 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 until January.
- E. Other Old Business
  - 1. Fiscal Year to Calendar Year for Pay Increases
    - a. Mr. Gurney inquired from Mr. Adams if he had any other information.
    - b. Mr. Adams said that he did not remember that further action was requested. He would have asked Ms. Reynolds to come if he did.
    - c. The Commissioners discussed the issue from the information provided in the last meeting.
    - d. Mr. Bauer made a motion to accept the proposal to change the pay increases from a Fiscal Year to a Calendar Year to be changed according to Mr. Adams recommendations of 50% of the annual raise in July of 2009 followed by 100% of the annual raise in January 2010. Beginning with 2010, annual raises will be awarded in January thereafter. Mr. Gurney 2<sup>nd</sup> the motion followed by a positive unanimous 3/0 vote.

#### IV. NEW BUSINESS

- A. General Manager's Report
  - 1. Clean Harbor
    - a. Mr. Adams stated that the cost of disposal has changed as the waste was so condensed that it was considered a semi-solid, which incurred an additional fee. The invoice was around \$8,000, the same as before, but contained 2000 gallons less waste than the previous shipment. LWD was trying to decrease the amount

shipped in order to save money, but by condensing the waste more steps are needed to handle it, which resulted in an additional fee. There doesn't appear to be a way to save money with the waste disposal.

- b. Mr. Gurney asked if LWD would be able to dump to the sewer system. Mr. Adams said that the Sewer Dept. has not given permission for that yet.
- c. Mr. Hale mentioned that once Maine Electronics is no longer dumping their waste into the sewer system, it may allow room for our waste with the Arsenic.
- d. The Commissioners discussed the issue, but took no action.

B. Other New Business

1. Executive Session Request

- a. Mr. Bauer requested that Mr. Adams invite Mr. Brunelle to attend an Executive Session with a date to be determined by all parties.

C. Next Meeting Date

- 1. Next Commissioners' Meeting date is for Monday, September 8, 2008 at 6:30pm.

**V. EXECUTIVE SESSION**

- A. None

**VI. ADJOURNMENT**

- A. Mr. Doughty Jr made a motion to adjourn and Mr. Bauer 2<sup>nd</sup> the motion followed by an affirmative unanimous 3/0 vote. The meeting adjourned at 8:05pm.