



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 28, 2008

Members Present: Stanley Doughty Jr and William Bauer

Members Absent: 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 50 for December 12, 2007-Approved
- B. Warrant 51 for December 19, 2007-Approved
- C. Warrant 52 for December 26, 2007-Approved
- D. Warrant 1 for January 2, 2008-Approved
- E. Warrant 2 for January 9, 2008-Approved
- F. Warrant 3 for January 16, 2008-Approved
- G. Warrant 4 for January 23, 2007-Approved

III. OLD BUSINESS

- A. Reading and approval of minutes:
 - 1. Minutes from December 10, 2007
 - a. Mr. Bauer made a motion to accept the minutes as written. Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 2/0 vote.
 - 2. Mr. Bauer requested that a copy of the Water Commission Meeting Minutes be sent to the Town.
- B. Burke Complaint
 - 1. Mr. Bauer stated that he was asked about the issue. He explained to that person that the issue is not resolved and that they would try to resolve it at the next Water Commissioners' Meeting.
 - 2. Mr. Bauer stated that he would invite the Town Manager to the Water Commissioners' Meeting on February 11, 2008, and discuss the Burke issue. If the Town Manager is not able to attend the meeting then Mr. Adams and Mr. Bauer will try to meet with him some afternoon that he is available.
 - 3. Mr. Bauer stated that he feels this issue is not just going to go away and that if LWD does nothing then he feels that it would not set well with the Town Council. He feels that meeting with the Town Manager and discussing the issue may help resolve it.

C. Budget

1. Mr. Adams presented updated information on 2007 budget.
 - a. The Commissioners discussed the final expense, profit and loss figures for 2007.
2. Mr. Adams presented information on 2008 projected budget.
 - a. The Commissioners discussed the projected revenue of \$873,181 and expenses of \$852,298 with an expected contingency of \$20,883 for 2008.
 - i. Mr. Adams explained where possible profit and expense adjustments could be seen at the end of 2008.
3. Mr. Adams asked if he could control spending based on approved budget and if an expense will go over budget then he will bring update and issue to Commissioners.
4. The Commissioners accepted the proposed budget with ongoing monthly updates.

D. Rate Case Procedures

1. Mr. Adams had contacted Mr. Levy with MRWA and asked if there were any changes in the rate increase procedures specifically concerning automatic annual increases and Mr. Levy said that he had no confirmation of this change. He also said that if the proposed change were enacted that it would only be for the large water districts and that the smaller districts would still have to use the current rate increase procedures.

E. Employee Badges

1. Mr. Bauer stated that he spoke to his son, but he has not had a response.
2. Mr. Bauer said that he would take care of the badges; he would come in and take pictures of the staff and create the badges himself.
3. Mr. Bauer suggested that staff have a badge on a lanyard for daily use and a card carried in their wallet as a secondary form of LWD identification.

F. New Truck

1. Mr. Doughty Jr. read the previous minutes that stated that Mr. Gurney inquired whether it would be in the best interest to LWD to have an additional truck for Mr. Adams rather than paying monthly mileage.
2. Mr. Bauer requested that Mr. Adams get the mileage on the trucks for the next meeting to decide whether they will add an additional truck or if they will need to replace a truck.
3. Mr. Adams stated that if another water operator was hired that they would need to purchase an additional truck for the new employee.
4. The discussion was tabled until they can discuss it with Mr. Gurney.

G. Comp Time

1. Mr. Adams stated that the staff approached him and explained that he had not presented their request correctly at the last meeting, so he will present their request again.
 - a. They said that they would be willing to give up the overtime pay for on call duty in exchange for 1 day off a week of comp time.
 - b. The discussion is tabled until they can discuss it with Mr. Gurney.

H. Wellhead Protection

1. Mr. Bauer stated that both he and Mr. Adams attended the Town Planning Board Meeting on January 24, 2008.
2. Mr. Bauer stated that there were three issues that were presented.
 - a. A customer wants to build a house on Ann Street which is in an area that would be protected, therefore it would not be allowed.
 - i. Mr. Bauer stated that he did not see the residential house being a problem.

- ii. Mr. Doughty Jr. asked that maybe there could be some sort of waiver stipulating that they would use town sewer.
- iii. Mr. Adams said that Mr. Lea recommended a blanket statement that would allow one single family residential home to be built in District 1, which was introduced at the time of the proposal of this ordinance.
 - a. Mr. Bauer agreed with this statement, but he also wanted to amend the statement to stipulate that the house must utilize the town sewer.
 - b. Mr. Adams stated that the sewer was not the only issue with a new house. He said that you also have to consider that there may be an oil tank. Mr. Bauer said that they would also add that they are prohibited from storing petroleum products and that they must use non-petroleum fuel sources.
- b. George Jonosco was concerned that the house he purchased as commercial property would be changed to residential property, which would ultimately affect the property value.
 - i. Mr. Adams stated that there was a section that addresses this issue under non-conforming use. He was concerned about who would decide if the new change would be more or less impacting to the area. Mr. Doughty Jr. said that he hoped that it would be LWD and the Town Planning Board.
- c. Gendron had an issue with some wording in the ordinance and would like their lawyer to re-write it in concurrence with the Lisbon Water Department.
- 3. No action was taken at the Planning Board meeting. They tabled the ordinance to the next Planning Board meeting so the revisions suggested could be written into the draft.

I. Tabled Items

- 1. Wellhead Protection-Tabled until the next meeting with the Planning Board.
- 2. Dragon Property- Tabled- Mr. Adams is waiting for an e-mail from councilor Norma Wells on the Town's decision.
- 3. On Call Duty-Tabled
- 4. New Truck

J. Other Old Business

- 1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Charges from the Town

- a. Mr. Adams presented copies of the charges LWD received from the Town at the end of December 2007. They were for charges from Northern Data Systems for support and annual fees for a total of \$2,313.00. It is for half the cost of the new Edifice software, the general ledger upgrades for four seats, cview database, and the LWD company general ledger fee.
 - i. Mr. Adams would like to know if they want to pay these charges to the Town now or wait until they resolve the Town paying for the meter readings.
 - a. Mr. Bauer said that he did not think the meter reading charge issue would ever be resolved with the Town.
 - ii. Mr. Bauer asked Mr. Adams to confirm the annual charges with Sam at Northern Data Systems.

iii. They discussed the value of the services that the Town provides for the Water Dept. and vice versa, but the result was that Mr. Bauer instructed Mr. Adams to withhold payment until it can be discussed further at the next meeting.

2. Technical Issues

a. Mr. Adams stated that we have had technical difficulties with the internet connection. He said that we have been working with three different people, Time Warner, the company for the firewall, and the support person from the Town. He said that they still haven't resolved the issue and that the system has been down for 3 days.

B. Other New Business

1. None

V. NEXT MEETING DATES

A. Next Meeting date is for Monday, February 11, 2008 at 6:30pm.

VI. EXECUTIVE SESSION

A. None

VII. ADJOURNMENT

A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by an affirmative 2/0 unanimous vote. The meeting adjourned at 7:45pm.

*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the tapes are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.