



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Paul A. Adams, General Manager

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

Commissioners' Meeting Minutes for January 11, 2010

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

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 30, 2009- Approved

B. Warrant 1 for January 6, 2010- Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from December 28, 2009

a. Mr. Bauer made a motion to accept the minutes as written. Mr. Wells. 2nd the motion followed by a positive 2/0/1 vote with Mr. Doughty Jr. abstaining as he was absent from the last meeting.

B. Upland and Route 9 Project

1. Mr. Adams stated that he received an e-mail from the Town requesting information about the bond details.

2. Mr. Bauer asked about the SRF money from State of Maine. Mr. Adams stated that there may be more money available in the near future, but there was nothing concrete to support this information. He said that the money would be going to projects that were approved and scheduled for construction and for Communities to apply for the money.

3. Mr. Adams spoke with Steve Levy about the bond money and the rate case. Mr. Levy stated that he needed some concrete numbers and a date when the project was going to be done. He said that it is too early for Public Utilities Commission (PUC) approval to address the bond if the project will not begin until 2011. He did not seem to be in favor of a rate increase that happened in two steps, one step for the necessary increase for expenses and the second one to cover the bond for Upland Road.

4. Mr. Wells asked if we had to have PUC approval first and Mr. Adams stated that we had to have PUC approval to borrow any money and for a rate increase.

5. The Commissioners stated that they were agreeable to either a 20 or 30 year bond and that they would favor one bond for both projects rather than incur the legal fees for two separate bonds for the Town and the Water Dept. They felt that the Town and the

Water Dept. could split the bond by percentage of costs for the Route 9 project for the Town and the Upland costs for the Water Dept.

6. Mr. Adams presented copies of a letter from David Cole with Maine Dept. of Transportation associated with the Route 9 project/well contamination. The letter outlined MDOT's position as to who was responsible for what, and what costs they would be agreeable to cover.
7. The Commissioners discussed the issues and stated that they need to obtain costs in writing for the projects to be able to present the request to the PUC.

C. Rate Case

- a. Mr. Adams stated that he contacted the Public Utilities Commission and they confirmed that the project date is too far away to apply for the bond money.
- b. Mr. Levy will send a list of information that will be required to pursue a rate case.

D. Commissioners and Council Committee

1. Mr. Doughty Jr. stated that there is a meeting tomorrow night, to reiterate previous discussions, and then to discuss the costs associated with combining the water and sewer bills.
2. Mr. Bauer stated that they will discuss the Town's agreement to assume all costs associated with the Route 9 project.

E. Customer Complaint Log

1. Mr. Adams stated that there were two complaints.
 - a. Payment that was made at the Town for a customer's disconnect notice. The payment was applied to the sewer account. This resulted in the customer getting shut-off, as there was no one home when we tried to collect on the day of disconnect. We have requested the customer provide a copy of the check to see who it was made payable to.
 - i. Mr. Wells and Mr. Adams discussed the disconnect procedures and possible remedies to reduce the number of disconnects per month.
2. Mr. Wells brought up Davis Landscaping
 - a. Mr. Wells felt the letter that was sent to Davis Landscaping was intimidating and he questioned Mr. Adams about the requirements for the backflow devices. Mr. Adams explained the policy and the law that dictated the necessity for immediate action when a particular type of backflow fails.
 - b. The Commissioners discussed the issue but took no action.
3. Mr. Adams stated that there was an issue with snow on a hydrant
 - a. Mr. Adams stated that after the last significant snow fall in December, someone had piled more snow on a particular hydrant at the end of a driveway. Mr. Lawton contacted Mr. Plourde about the issue and Mr. Plourde went to the house to speak to the residents about the issue. The owner called and was very upset as her daughter called her and said that we had banged on the door and that the Water Dept. employee was rude and she wanted to speak to someone in charge. Mr. Plourde called Mrs. Huot to explain what happened and she was satisfied with his explanation and thanked him for returning her call. Then, last week, Mr. Huot was at the Town Office and was discussing the issue with the Town Clerk. She called the Water Dept. and spoke with the office staff and asked if it was the customer's responsibility to clean the snow from around a hydrant and if we fine the customer if they don't clean the hydrant. The staff assured her that that was not the policy and the Water Dept. cleans the hydrants and that the Water Dept. does not issue fines. She seemed satisfied with the reply and they hung up.

- b. The Commissioners discussed the issue and Mr. Bauer stated that he believes that there is a Town ordinance that you can not bury a hydrant with snow. Mr. Adams will look into this with the Town.

F. Tabled Items

1. Wellhead Protection-Tabled-No action has been taken.
2. Dragon Property- Tabled

G. Other Old Business

1. None

IV. NEW BUSINESS

A. General Manager's Report

1. Lisbon Water Dept. Check Signing

- a. Mr. Adams inquired if the Commissioners would consider requesting to add Mr. Adams to the Lisbon Water Dept checking account signature card. He thought that it may be beneficial with no finance director at this time.
- b. The Commissioners discussed the issue, but took no action at this time.

2. Signing Warrant #2

- a. Mr. Adams stated that Ms. Reynolds requested that two Commissioners be available to sign the warrant on Wednesday as the Maine State Sales Tax must be mailed that day. The Commissioners should be available on Wednesday.

3. 42 Frost Hill Payment

- a. Mr. Adams stated that we have not received payment from the Town yet. He said that we had inquired with the Town about payment and we were told by accounts payable that they are holding the payment until the charges can be discussed. Mr. Adams stated that he sent a request to the Town Manager but has not received a reply.
- b. Mr. Bauer asked if the Town received payment from the bid and Mr. Adams stated that they had and that the Town Manager agreed at the Council meeting that the Water Dept. bill would be paid. Mr. Adams believes that the issue may be brought up the committee meeting tomorrow night between the Councilors and the Commissioners.

B. Other New Business

1. Election of Water Commission Chairman

- a. Mr. Doughty Jr. nominated Mr. Bauer for Chairman of the Water Commission.
 - i. Mr. Doughty Jr. made motion to elect Mr. Bauer as the Water Commission Chairman. Mr. Wells 2nd the motion followed by a positive 2/0/1 vote with Mr. Bauer abstaining from the vote.

2. Election of Water Commission Vice Chairman

- a. Mr. Bauer nominated Mr. Doughty Jr. for Vice Chairman of the Water Commission.
- b. Mr. Bauer made a motion to elect Mr. Doughty Jr. as Vice Chairman of the Water Commission. Mr. Wells 2nd the motion followed by a positive 2/0/1 vote with Mr. Doughty Jr. abstaining.

C. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, January 25, 2010 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Doughty Jr. 2nd the motion followed by a positive unanimous 3/0 vote. The meeting adjourned at 7:45pm.