



LISBON WATER DEPARTMENT

639 Lisbon Road

Lisbon Falls, Maine 04252

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Paul A. Adams, General Manager

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

Commissioners' Meeting Minutes for December 28, 2009

Members Present: Bill Bauer and Ken Wells

Members Absent: Stanley Doughty Jr.

Staff Present: Paul Adams

Audience: None

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

I. AUDIENCE PARTICIPATION

A. None

II. WARRANTS

A. Warrant 50 for December 16, 2009- Approved

B. Warrant 51 for December 23, 2009- Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes:

1. Minutes from December 14, 2009

a. Mr. Bauer made a motion to accept the minutes as written. Mr. Wells. 2nd the motion followed by a positive unanimous 2/0 vote.

B. Donaldson Payment Issue

1. Mr. Wells inquired of Mr. Adams if there was any new information with regards to the woman complaint about a missing payment.

2. Mr. Adams stated that we mailed out the copy of the bill she did not receive in August and she paid the bill by check.

C. Upland and Route 9 Project

1. Mr. Adams stated that they met on 12/16/09 and they discussed the engineering aspects and agreed to merge the blueprints for the entire project. He also stated that the bid date has been changed to April 2010.

D. Rate Case

1. Mr. Adams stated that he contacted Steve Levy at Maine Rural Water. Mr. Levy stated that they were very busy moving to their new location and to set up a meeting after the New Year to begin the process.

2. Mr. Adams stated that he and Ms. Reynolds have made a list of suggestions to address for the rate case.

a. Reducing the minimum usage which in turn will reduce the minimum charge.

b. Implement a flat fee for late payments rather than do annual interest charges.

c. Tenant final reading fee

- d. Implement a step increase on the rate case.
 - i. Mr. Adams recommended doing the rate increase in steps versus one large increase. He recommended first step to cover the depreciation and the second increase to cover the bond when the work is complete.
- E. Customer Complaint Log
 - 1. Mr. Adams stated that there was nothing new to report that had not already been discussed.
- F. Letter to Mr. Upham
 - 1. Mr. Adams stated that he mailed the letter to Mr. Upham and Mr. Upham called Mr. Adams to discuss the issue.
 - 2. Mr. Adams stated that Mr. Upham felt that it was implied in the letter that he was initiating the possibility of the Water Dept. placing a stand pipe on his property. He wanted the Commissioners to be aware that he did not initiate the idea, but he was approached by someone from the Town. He said that he would be willing to discuss the issue further at a meeting with the Town.
- G. Tabled Items
 - 1. Wellhead Protection-Tabled-No action has been taken.
 - 2. Dragon Property- Tabled
 - a. The Commissioners discussed the issue to inform Mr. Wells.
- H. Other Old Business
 - 1. Appreciation Plaque for Mr. Gurney
 - a. Mr. Bauer stated that he had an appreciation plaque made for Mr. Gurney's service as a Water Commissioner and he would contact him for the presentation.

IV. NEW BUSINESS

- A. General Manager's Report
 - 1. Budget Review for 2009 and Proposed Budget for 2010
 - a. Mr. Adams presented the budget to date for 2009 and a proposed budget for 2010.
 - b. The Commissioners discussed the issue.
 - c. Mr. Bauer made a motion to accept the budget review for 2009 and to accept the proposed budget for 2010. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote.
 - 2. Pay Increases
 - a. Mr. Bauer stated that the Commissioners had a workshop to discuss salaries. He also stated that he talked to the Town Manager, Mr. Eldridge, and he stated that there were no raises for the Town employees for fiscal year 2009/2010. Mr. Eldridge did say that they were recommending a 3% raise for the Town employees for 2010/2011.
 - b. Mr. Bauer stated that he did not feel comfortable not giving a raise and then trying to catch up in the next year. He recommended a \$.25/hr raise for all LWD employees for January 2010 through June 2010 and then another possible raise in July 2010.
 - i. The Commissioners discussed the issue and asked Mr. Adams to get a salary survey from Maine Rural Water to evaluate how the LWD pay rates compare with other water utilities.
 - ii. Mr. Bauer made a motion to give all LWD employees a \$.25/hr raise to begin on January 1, 2010. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote.
 - 3. Insurance Premium Stipend for Mr. Adams
 - a. Mr. Adams stated that when the Town chose to leave NDS for Trio the Water Dept. made the decision to stay with NDS and to help offset the cost; Mr. Adams

offered to forego two of his insurance premium payouts. Mr. Bauer had stated that he did not feel comfortable with that idea and that it would be addressed at a later time. Mr. Adams stated that it was time to payout the next insurance premium and he wanted to know if his payout should be void or not.

- b. The Commissioners discussed the issue and Mr. Adams stated that he would still forego the payments in order to stay with NDS. The Commissioners felt that he should not sacrifice his personal salary for an LWD financial decision.
 - c. Mr. Bauer made a motion to allow Mr. Adams to take his insurance premium. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote.
4. Commissioners' Pay schedule for Mr. Wells
 - a. Mr. Adams stated that Ms. Reynolds wanted to know when Mr. Wells pay schedule would begin and what he would be paid.
 - b. Mr. Bauer stated that Mr. Wells would be paid for the month of December for the last quarter of 2009.

B. Other New Business

1. None

C. Next Meeting Date

1. The next Commissioners' Meeting date is for Monday, January 11, 2010 at 6:30pm.

V. EXECUTIVE SESSION

- A. None

VI. ADJOURNMENT

- A. Mr. Bauer made a motion to adjourn and Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote. The meeting adjourned at 7:30pm.