

**Bangor Water District  
Board of Trustees**

**Minutes of the  
Annual and Regular Meetings  
February 20, 2018**

The annual and regular meetings of the Bangor Water District Board of Trustees were held at 3:45 p.m. in the Hughes Building, 614 State Street. Present were:

Ralph Foss  
Rick Fournier  
Laurel Grosjean  
Patty Hamilton  
Gerry Palmer  
Robert Sypitkowski

being more than a quorum of Trustees. Absent: Trustee Wellington. Also in attendance: General Manager Moriarty, Finance Manager Bailey and District Engineer Soucier. In the absence of Trustee Wellington, Trustee Grosjean served as clerk pro tem.

**Annual Meeting**

**Election of Trustee Positions:** Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to elect Trustee Fournier as chair, Trustee Palmer as vice-chair, and Trustee Wellington as clerk.

**Appointment of Officers:** Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to re-appoint Moriarty as General Manager and Finance Manager Bailey as Treasurer.

**Check signing authority:** Moriarty explained that the chair typically serves as the third authorized signatory on the District's checking account, to be utilized in the absence of the General Manager or the Finance Manager to sign checks over \$10,000 (two signatures required). No change is required since Trustee Fournier is already an authorized signatory.

Hearing no further business to come before the annual meeting, it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn the annual meeting and reconvene the regular monthly meeting at 3:49 p.m.

**Regular Meeting**

I. **Public Comment:** None.

## II. Administrative:

**Minutes:** The minutes of the January meeting were approved as presented.

**Treasurer's Report:** Finance Manager Bailey presented the Treasurer's Report, noting revenue was higher than budget. The budget included a 1% decrease for consumption. Wages, supplies and transportation expenses were all higher than budget due to additional plowing.

She also compared the investment policy asset allocation to actual investment allocation and performance over the past year. The fund is used to pay Bangor Water's share of retirement contributions.

**Progress Report:** After discussion, the progress report was accepted as presented.

## III. Old Business:

**Engineer's Report:** Soucier updated the Board on various projects:

- French, State, and Exchange streets – after shutdown for most of January, contractor is mobilizing in February to continue work. Contractor has met with inspectors for Bangor Water and City of Bangor
- JPS window and door replacement – replacement of all c. 1957 external and internal doors and windows (including non-standard sizes).
- Butler ozone plant upgrade – staff met with consulting engineer to discuss liquid oxygen systems, including effectiveness. More information was requested before final decisions, submission to Drinking Water Program, and bid process.

**Rate Case Schedule:** Moriarty reviewed the schedule for the proposed rate case, including the notification for customers and public hearing on May 10. She reminded the Trustees of a workshop on Feb. 27 to review the rate case financials.

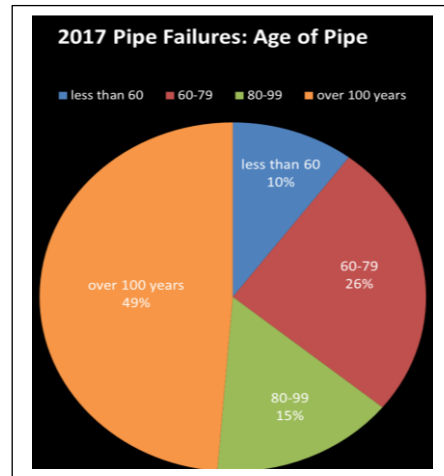
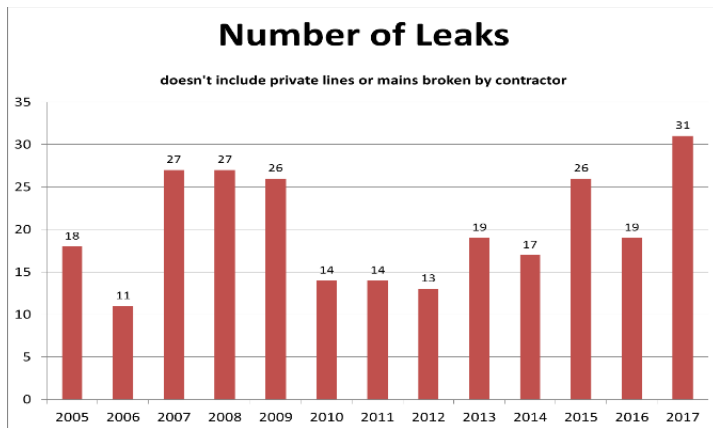
**2018 Capital Budget revision:** Bailey presented a revised capital budget to agree with depreciation figures, on which funding for the capital budget is based. It was upon motion being made and duly seconded, unanimously

VOTED: to approve the revised 2018 capital budget.

## IV. New Business:

**Work Force Planning:** Moriarty reviewed staffing and indicated the utility would be advertising for a utility work due to a resignation.

**2017 Leak Summary:** Moriarty reviewed leaks occurring during 2017 (31), with 64 percent occurring on lines over 80 years old.



**Policy Revisions:** Bailey presented new and revised policies to satisfy the Uniform Guidance requirements. The policies presented were:

- Asset capitalization (update)
- Purchasing (update)
- Cash management (new)
- Conflict of interest – Board member (update)
- Conflict of interest – Employee (update)

After review and discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the policies.

**Commitment of bills for collection:** The Board considered its annual action to assist in the collection of water bills, and it was upon motion being made and duly seconded, unanimously VOTED: to certify and commit to the Treasurer of Bangor Water a list of water rates established by Bangor Water and approved by the MPUC for locations required by local and State law to pay a water rate to the District, **for the period from March 1, 2018 to February 28, 2019**, and as reflected in each District billing register. The Treasurer is hereby required and authorized to collect the amounts listed and approved interest by any means legally available under law.

**Thomas Hill Standpipe tour request:** Moriarty reviewed a request from the Bangor Symphony to auction a private tour of the standpipe (in conjunction with a regularly scheduled tour) as part of a fundraising effort. She noted the request – with restrictions – had been approved for the past three years. After review of the Thomas Hill Standpipe use policy, it was upon motion being made and duly seconded, unanimously VOTED: to authorize the tour as outlined above.

**Board Correspondence:** As distributed.

Hearing no further business to come before the meeting, it was upon motion being made and duly seconded, unanimously  
VOTED: to adjourn at 4:50 p.m.

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Laurel Grosjean, clerk pro tem

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Ralph Foss

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Rick Fournier

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Patty Hamilton

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Gerry Palmer

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Robert Sypitkowski