

**Bangor Water District  
Board of Trustees**

**Minutes of the  
Regular Monthly Meeting  
December 15, 2015**

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

Ralph Foss  
Richard Fournier  
Patricia Hamilton  
Gerry Palmer  
Robert Sypitkowski  
Dan Wellington

being more than a quorum of Trustees. Absent: Trustee Lawler. Also in attendance: General Manager Moriarty, District Engineering Pershken, Finance Manager Bailey, Office Manager Marchegiani, Service Supervisor Luttrell, and Utility Worker Adam Webb. The clerk kept the minutes.

**Minutes:** The minutes of the regular November meeting were accepted as presented.

**Treasurer's Report:** Bailey said November expenses were down slightly due to lower contributions to the sinking fund and less-than-budgeted health insurance claims. Revenue year-to-date is up two percent compared to budget due to timber sales, antenna rentals, and metered consumption, while expenses year-to-date are down two percent. Bailey also noted that 2016 operating budget information had been included in the packet, with a final vote set for the special Board meeting on Dec. 17.

**Distribution system maintenance:** Taking the agenda out of order, the Board heard from Luttrell and Webb about the process and challenges of repairing service and valve boxes, and the various tools used in the process.

**Progress Report:** Returning to the order of the agenda, the process report was accepted as presented.

I. **Public Comment:** None.

II. **Old Business:**

**Engineer's Report:** Pershken updated the Board on

- First and Davis Streets – project continuing as long as the weather allows. Sections are being tested and chlorinated, and then service lines switched over as completed.
- JPS renovation – most equipment scheduled to arrive in February, with work to start in April including pumping through the bypass configuration by May, and completion by fall.
- Garland Street 20-inch main work – 20-inch valve to be installed this week, completing isolation of main that has had two breaks in the last few years. New tie-in to Dorothea Dix working well.

### III. New Business:

**MRC Update:** Moriarty said there was no definitive information on a trash/recycling facility in Hampden but Bangor Water and Hampden Water staff had discussed water supply options for planning purposes. As part of the process, BWD was reviewing its existing water supply contracts (PERC, Holtrachem, and HWD).

**Server issues:** Moriarty reported issues with the five-year-old server which left BWD without computer services for two days. Back-up files provided recovery of almost all data, but a new updated server will be needed in early 2016. Staff and the District's IT consultant considered several options, and will install two replicating servers in separate buildings for redundancy.

**Interest for late bills:** Moriarty reminded the Board that the maximum allowable interest for late-paying customers is set annually by the Maine Public Utilities Commission (MPUC). The rate has been 11.25 percent since 2010, and will continue in 2016. Moriarty recommended maintaining the District's current rate of 11.25 percent annually, and it was upon motion being made and duly seconded, unanimously

VOTED: to accept Moriarty's recommendation.

**Standpipe painting:** Moriarty reviewed the list of six standpipes, of which four require painting periodically (the remaining two being fiberglass and concrete). Costs range from \$655,000 to \$1,000,000 per standpipe, funded through the standpipe reserve account. She noted that the Capital Improvement Plan calls for replacing three of the existing standpipes (Bomarc, Hammond, and BIA) with two concrete tanks, thus reducing painting costs. Moriarty reviewed estimated painting costs/schedules of Thomas Hill Standpipe (the only standpipe that will require painting).

**Workforce planning:** Moriarty explained that District departments typically have a "second in command" person who assists the department head, but there is currently no such position in the water treatment department. She recommended promotion of one of the existing employees to the position at an anticipated annual cost of \$2,700, with no change in shift. It was upon motion being made and duly seconded, unanimously

VOTED: to approve Moriarty's recommendation.

**2016 project planning:** Moriarty reviewed three projects coming up in 2016, all in conjunction with State or City work which are

- Union Street from I-95 to Vermont Avenue
- Hammond Street downtown from Union to State Street
- Broadway from Center Street to Husson Avenue

Two of the projects will be funded through the Drinking Water Program Revolving Loan Fund, and the DWSRF was asking for confirmation of BWD's interest in monies for the work. The SRF loan provides five percent principal forgiveness and lower than market interest rates. Board members discussed the three projects as well as other work planned for 2016, and the various funding sources, and it was then upon motion being made and duly seconded unanimously

VOTED: to provide a letter to DWSRF confirming the District's interest in project funding.

**Cleaning bid:** The Board reviewed three bids from six vendors solicited for cleaning services, and it was upon motion being made and duly seconded, unanimously

VOTED: to award the three-year contract to Chapman Floor Services (low bid).

**Personnel matters:** Moriarty asked for an executive session to discuss personnel performance matters as related to employee compensation, and it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session to discuss personnel matters as related to compensation and then to return to open session.

Upon return to open session, it was upon motion being made and duly seconded, unanimously

VOTED: to provide no cost-of-living adjustment for 2016, and to provide two percent merit increases for eligible employees on Jan. 1, 2016 for salaried employees and on the employment anniversary date for hourly employees.

**Board Correspondence:** As distributed.

**Other Business:** Moriarty reminded the Board of the special Board meeting on Thursday to finalize the 2016 budget, and of the holiday party on Dec. 18.

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

VOTED: to adjourn at 5:30 p.m.

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Dan Wellington, clerk

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Ralph Foss

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Richard Fournier

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Patricia Hamilton

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Gerry Palmer

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Robert Sypitkowski