

**Bangor Water District
Board of Trustees**

**Minutes of the
Regular Monthly Meeting
December 19, 2017**

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
Patty Hamilton
Gerry Palmer
Dan Wellington

being more than a quorum of Trustees. Absent: Trustees Grosjean and Lawler. Also in attendance: General Manager Moriarty, District Engineer Soucier, Finance Manager Bailey, and Office Manager Marchegiani. The clerk kept the minutes.

I. **Public Comment Period:** There was no public comment.

II. **Administrative:**

Minutes: accepted as presented.

Treasurer's Report: Finance Manager Bailey said

- Expenses for the month were up slightly (due primarily to fuel for the generator during the extended power outage).
- Consumption year-to-date continued to be two percent less than budgeted.

Progress Report: as presented.

III. **Old Business:**

2018 Calendar Revision: Moriarty said staff discussion about attendance at the December Thomas Hill Standpipe tour had led to a recommendation to schedule next year's tour during daylight hours. The planned date will be Friday, Dec. 7 (an early release day for the Bangor School System) from 12 noon to 3 p.m.

Engineer's Report: Soucier updated the Board on

- French, State, and Exchange Street – contractor continues to work on project, installing water and sewer laterals
- Thomas Hill Standpipe rehab of steel tank – exterior repaired and recoated. Tank was drained during work, then disinfected and tested before being placed back in service.
- 2018 projects – overview of proposed work on Hammond Street, Union Street, and Main Street among other items.

2018 Project Planning: Moriarty reviewed projects planned for 2018, estimated costs, funding sources. Projects included contractor work of replacement of aging water mains, Ozone plant upgrades, and engineering studies. She also discussed planned maintenance activities of the District crews.

IV. New Business:

On-call revisions: Moriarty explained that Bangor Water has staff on call for weekends; each employee is on call approximately six times a year. Emergencies during the week are handled by the Construction Supervisor (and Assistant Construction Supervisor, a vacant position which will not be refilled). Due to customer and employee expectations, the utility is changing to an on-call assignment for an entire week (Friday – Thursday); staff developed the new on-call policy. The additional annual on-call compensation is estimated at \$8,200.

2018 Workers Comp Insurance: Moriarty said that higher anticipated costs for workers comp insurance for 2018 prompted staff to meet with the Maine Municipal Association re coverage. After considering deductibles, dividends, and safety grants, MMA's cost would be approximately \$9,100 less than MEMIC (the current provider). Board members discussed various aspects of the coverage and cost, and it was then upon motion being made and duly seconded, unanimously

VOTED: to pass a Resolution providing for the participation in the Maine Municipal Association Workers' Compensation Fund:

BE IT RESOLVED by the Board of Trustees of the Bangor Water District as follows:

That the Bangor Water District join with other participating municipal and quasi-municipal employers to group self-insure for the provision of workers' compensation benefits, as authorized by 39-A MRSA Sec 403, said group to be known as the "Maine Municipal Association Workers' Compensation Fund" (Fund); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the General Manager to enter into a Fund Indemnity Agreement on behalf of the Bangor Water District and take whatever other actions may be necessary. The authority granted herein shall remain until revoked.

Employee Recognitions: Moriarty recognized four employees for outstanding performance in 2017 – Soucier; Engineering Department Project Inspector Pat Smith; Maintenance Technician Jeff Faulkner; and Utility Worker (and plow truck driver) Dennis Colson. She also noted that new hire Cooper Williams met all his job licensing requirements in less than five months.

2018 budget and personnel matters: A summary of items for next year's budget was reviewed, including

- Metered sales estimated at a one percent decrease
- Funding increase of \$9,000 for the Capital Reserve account (the maximum allowed by Maine Public Utilities Commission regulations.
- Rate increase of nine percent effective July 1 (includes contingency of 4.75 percent due to uncertain consumption by PERC and Fibreright)
- Decreasing contribution to sinking fund due to delay in SRF loan closings.
- No new loan payments due until 2019.

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 and discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to provide a 2.0 percent cost of living increase for 2018 (based on the Social Security index), and to provide one percent merit increases for eligible employees on Jan. 1, 2017 for salaried employees and on the employment anniversary date for hourly employees.

Based on Board discussion and vote, staff will prepare a final budget for consideration at the special meeting on Dec. 21.

Board correspondence: As distributed.

V. Other Business

None.

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

VOTED: to adjourn at 5:20 p.m.

Dan Wellington

Ralph Foss

Richard Fournier

Patty Hamilton

Gerry Palmer