

**Bangor Water District  
Board of Trustees**

**Minutes of the Regular Meeting  
May 19, 2020**

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. Due to COVID 19 restrictions, Trustees and some staff participated remotely with both audio and visual available to all participants. Remote participation for the public was provided, but no one joined the meeting. Present were:

Ralph Foss  
John Hwalek  
Gerry Palmer  
Robert Syptkowski  
Mike Timpson  
Dan Wellington

being more than a quorum of Trustees. Absent: Trustee Hamilton. Also in attendance: Keith Bourgoin (auditor), General Manager Moriarty, Finance Manager Bailey, District Engineer Killip, and Office Manager Marchegiani.

**I. Public Comment:** None.

**II. Administrative:**

Chair Palmer noted that an executive session for a personnel matter had been added to the end of the agenda.

**2019 Financial Audit:** Taking the agenda out of order, the Trustees reviewed the results of the 2019 audit. The auditors issued an unmodified opinion expressing that the financial statements fairly present, in all material respects, the financial position of the business-type activity of Bangor Water District as of December 31, 2019 and 2018. Bourgoin said property, plant, and equipment (that make up 90 percent of the District's assets) increased by \$5.4 million, resulting from upgrades to infrastructure and facilities. Liabilities increased by \$4 million due to project debt and changes in pension liability. Bonds due over the next 20 years total \$21 million. After questions and discussion, Bourgoin left the meeting.

**Minutes:** After discussion, the minutes of the April special and regular meetings were approved as amended.

**Report of the Treasurer:** Bailey reported revenue for April was down by 3 percent (1 percent year to date), due in part of lower commercial receipts. Expenses were down by 5 percent (7 percent year to date) due to fewer leaks and positions remaining vacant. After discussion, the Treasurer's Report was accepted as presented.

**Progress Report:** as presented. Moriarty noted that utilities will likely be asked to assist schools with lead testing.

### III. Old Business:

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

- Pole and electrical line replacement on the pond road. In addition to more reliability, the upgrade of the original 1957 system is aimed at Emera (Versant Power) ultimately taking ownership of the poles. He discussed various options - including a cost-prohibitive underground installation – noting the staff ultimately chose a spacer cabling system. Bids for installation work to the extent of the approved 2020 budget will be solicited, with additional work to be funded in subsequent years.

**Workforce Update:** Three positions (Assistant Engineer, Construction Supervisor, and Utility Worker) remain vacant.

**Coronavirus update:** Moriarty detailed the steps taken to reduce employee exposure, based on CDC guidelines. She said the office will re-open to the public in early June once all barriers are in place. Protocols for customers, visitors, and vendors have been shared with staff. Department heads have also developed protocols in case a COVID 19 exposure results in multiple staff members being quarantined while awaiting test results.

### IV. New Business:

**2019 audit:** With no additional discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to accept the 2019 financial audit as presented.  
(All Trustees present were visible during voting.)

**Maine Water Rates Dashboard:** Moriarty explained the project – coordinated by Maine water utilities and associations – to provide information to the UNC Environmental Finance Center which will develop benchmarking information. In addition to financial categories, the project will eventually include operational benchmarks.

**Capacity Development Grant:** Moriarty reminded the Board that – as part of the Water Infrastructure Act of 2018 – utilities must have both a Risk and Resilience Assessment as well an emergency response plan. She said Bangor Water applied for and has received a Capacity Development Grant to offset part of the cost of developing the plans. After review, it was upon motion being made and duly seconded, unanimously

VOTED: to accept the award of the Capacity Development Grant for a Risk and Resilience Assessment and an emergency response plan.  
(All Trustees present were visible during voting.)

**Board correspondence:** as distributed. Moriarty noted that May tour of Thomas Hill Standpipe had been cancelled based on CDC guidelines related to the COVID 19 pandemic, and a decision would be made later about the July tour.

**Executive session:** Moriarty asked for an executive session to discuss a personnel matter, and it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session to discuss a personnel matter and then to return to open session.

(All Trustees present were visible during voting.)

Moriarty remained; all other staff members left the meeting)

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

VOTED: to record that after disclosure and discussion, the Board did not feel Trustee Palmer had a conflict of interest in the matter being discussed in executive session.

(All Trustees present were visible during voting. Trustee Palmer abstaining)

It was then upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session to discuss a personnel matter and then to return to open session.

(All Trustees present were visible during voting.)

Upon return to open session and hearing no further business to come before the meeting, it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn at 5:35 p.m.

(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson