

**Bangor Water District  
Board of Trustees**

**Minutes of the Regular Meeting  
November 17, 2020**

The regular meeting of the Bangor Water District Board of Trustees was held at 3:45 p.m. in the Hawkes Building, 614 State Street. Due to COVID 19 restrictions, some 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  
Patty Hamilton  
John Hwalek  
Gerry Palmer  
Robert Sypitkowski  
Michael Timpson  
Dan Wellington

being more than a quorum of Trustees. Also in attendance: General Manager Moriarty, District Engineer Killip, and Office Manager Marchegiani; Counselor Newell joined via Zoom late in the meeting.

**I. Public Comment:** None.

**II. Administrative:**

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

**Report of the Treasurer:** Moriarty presented a short summary including October disbursements and review of the District's investment account. She also discussed overall consumption for September and October 2020 compared to 2019. The Treasurer's Report was accepted as presented.

**Progress Report:** after discussion, accepted as written.

**III. Old Business:**

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

- **State Street project:** Construction awarded to Eastwood Contractors, and environmental review completed. Preconstruction meeting scheduled for Nov. 19. Contractor plans to do sewer work over the winter.
- **BIA pressure zone expansion:** Proposed locations for new standpipe and pump station have been discussed with City development officials, and acquisition of some City land will be reviewed by Council's development committee.
- **Ozone plant upgrade:** Next phase has gone out to bid with possible Board vote in December. Working with City to locate storage for large equipment to be delivered in the coming weeks.
- **Perry Road generator:** ground prep work done in-house; pad, generator and transfer switch being installed by vendors.

**Workforce update:** Moriarty reported that

- Finance Manager Lorenzo had given his notice, and a potential replacement was scheduled for an interview
- References were being checked for GIS technician
- Firms had been solicited for payroll processing (currently done in-house). Lowest cost was Bangor Savings which also got excellent client reviews. Staff is moving ahead with set-up.
- Moriarty will prepare the 2021 O&M budget, based on known additions/subtractions or multi-year trends. New Finance Manager will update budget by July 1. Evaluation of a rate increase will be addressed after audit in early 2021.
- Two of four firms solicited for wage study (typically done every five years) sent proposals. Lowest cost firm has done wage studies for several water utilities. Anticipated report to Board in March 2021.

**Solar power update:** Moriarty said ReVision Energy had modified its potential solar array location, and was performing wetland and vernal pool evaluations.

#### **IV. New Business:**

**2021 Health Insurance:** Moriarty reported that Maine Municipal Employees Health Trust would not increase premiums for the coming year. There were some changes to coinsurance and maximum co-pays, and to drug costs. She added that Bangor Water continues to review the various levels of plans available for cost-effectiveness.

**2021 Chemical Bid:** Moriarty reviewed the various chemicals used throughout the treatment process, noting that four companies had been solicited for the 12/20-11/21 supply. She recommended awarding to the low bidder on each item, indicating it would result in a three percent increase over the current year (not counting the addition of liquid oxygen as part of the ozone plant upgrade). After review, it was upon motion being made and duly seconded, unanimously VOTED: to award the bid as recommended.  
(All Trustees in attendance were visible during voting.)

**DigSafe Contract:** Moriarty reported that Centerline Utility Services was the only respondent to a request for bids. Centerline has been doing Bangor Water's DigSafes since 2015 and has not raised prices. Their bid offered a three-year contract at the existing rates. Moriarty said DigSafe costs had averaged \$43,500 in the past two years, with more than 1,600 locates being requested each year. After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to award a three-year DigSafe contract to Centerline.  
(All Trustees in attendance were visible during voting.)

**Policy review and updates:** Moriarty updated the Board on

- **COVID policies and procedures:** original documents – generated at the start of the pandemic – had recently been reviewed by staff, and updated versions would be distributed shortly.
- **Personnel handbook:** review and update of Personnel Handbook (including legal review) planned for 2021. Document will be reviewed by Board before finalization.
- **On-boarding and exiting processes:** based on recent staff turnover, additional checklist items have been added/deleted to enhance the processes

**Thomas Hill Standpipe:** Moriarty said there is uncertainty regarding ownership of the grounds surrounding the standpipe, and legal counsel had been engaged to research and document the records.

**Board correspondence:**

- December tour of Thomas Hill Standpipe cancelled due to COVID concerns.
- Annual holiday party cancelled as well.
- Board will hold its regular monthly meeting on Dec. 15, followed by a special meeting on Dec. 17 to finalize the 2021 budget.

**Executive session:** After a brief pause to allow Counselor Newell to join the meeting, Chair Palmer asked for an executive session to discuss a personnel matter in consultation with Bangor Water's legal counsel, 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.)

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 6:16 p.m.

(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson