

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
December 15, 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 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
Michael Timpson
Dan Wellington

being more than a quorum of Trustees. Absent: Trustee Hamilton. Also in attendance: General Manager Moriarty, District Engineer Killip, Water Quality Manager Page, and Office Manager Marchegiani.

I. **Public Comment:** None.

II. **Administrative:**

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

Report of the Treasurer: Moriarty presented a short summary including November disbursements. She noted that

- Holli Silva has joined the staff as Finance Manager, and she will concentrate on updating the financials for the fourth quarter and completing year-end.
- The annual audit will be performed later than usual to allow for record-keeping catch-up.
- Consideration of the delayed and any new rate increases will be considered once all financials are up to date.
- Expenses were lower than budgeted for labor and for capital work due to multiple vacant positions over the last six months.

After review, 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

- **BIA pressure zone expansion project** – talks continue with the City regarding land available for a new standpipe and pump station. Design work is also underway.
- **State Street project** (joint with City sewer/stormwater work) – linestop completed to ensure hospital has water throughout project. Sewer work will start shortly, water work to follow in the spring.
- **Ozone project:** bid date delayed to Dec. 23.

2020 Forest Harvest Review: Page reviewed the results of harvesting in a 75-acre section of the watershed, noting that road work and drainage upgrades had been completed as part of the project. The 2020 yield was 3,030 tons, and the five-year harvest average remains within the sustainable yield (Page reminded the Board that protecting water quality was the harvest's top priority, not high yields.) After expenses, Bangor Water netted \$50,000.

Moratorium update: Moriarty reminded the Board that the Maine Public Utilities Commission had lifted the moratorium (imposed last March) on customer disconnects for non-payment. A notice was mailed to all 11,500 customers, followed 30 days later by the first batch of disconnection notices. Of the 6,000 accounts included reviewed as part of the first batch, 117 customers received disconnection notices and six were eventually shut off for non-payment.

Workforce planning and HR assessment: Moriarty reported that

- Matt Davis has joined the engineering group as the GIS Technician
- Holli Silva has joined Bangor Water as Finance Manager
- Adam Webb will be rejoining the construction group as crew supervisor.

Additionally, Moriarty noted that Maine Rural Water Association has hired a staff person to provide HR services to its members, and she volunteered Bangor Water for a "test run" of reviewing programs and policies.

IV. New Business:

Outsourcing of payroll processing: Moriarty reminded the Board that Bangor Water is shifting payroll processing from in-house to Bangor Payroll, and is in the process of testing one system against the other. During the testing, it was noted that employees were not taxed in 2020 for the one percent match contributed by Bangor Water to enrollees in its 457 plan. To correct the oversight, Moriarty proposed that the utility pay the employee's share for 2020 (totaling \$1,100) rather than retroactively assessing individual employees. After brief discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to accept the General Manager's recommendation.
(All Trustees present were visible during voting.)

Hammond Street graffiti: Moriarty reported the fence at Hammond Street standpipe had been cut and graffiti painted on the tank. A police report has been filed, and the tank will be painted when weather permits:

CDL requirements: Moriarty reminded the Board that 13 employees with CDL license require random drug and alcohol testing, and explained the ongoing difficulties with the current plan administrator re customer service as well as testing schedules. Bangor Water will now use the Maine Motor Transport Association as plan administrator at a lower cost and with local support. Additionally, the group can provide ongoing training as required.

Board correspondence: Moriarty noted employees and trustees would receive a gift card to the local restaurant where the holiday party would have been held, hopefully benefitting both the employee and the business. Trustees all offered to donate their gift cards to the Salvation Army. She also reminded the group of special Board meeting on December 17 to finalize the 2021 budget.

Executive session – potential litigation: Chair Palmer asked for an executive session to discuss potential litigation and it was upon motion being made and duly seconded, unanimously
VOTED: to adjourn to executive session and then to return to open session.
(All Trustees present were visible during voting.)

Upon return to open session, no action was taken.

Chair Palmer asked for an executive session to discuss personnel matters and it was upon motion being made and duly seconded, unanimously
VOTED: to adjourn to executive session and then return to open session.
(All Trustees present were visible during voting.)

Upon return to open session, it was upon motion being made and duly seconded, unanimously
VOTED: to provide a \$1000 bonus for six employees who showed exemplary leadership and whose performance went above and beyond in 2020 in both trying circumstances and with little resources.
(All Trustees present were visible during voting.)

Hearing no further business to come before the meeting, it was upon motion being made and duly seconded, unanimously
VOTED: to adjourn at 5:49 p.m.
(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson