

**Bangor Water District  
Board of Trustees**

**Minutes of the Regular Meeting  
May 18, 2021**

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 in person and 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, Finance Manager Silva, District Engineer Killip, and Office Manager Marchegiani.

I. **Public Comment:** None.

II. **Administrative:**

**Minutes:** The minutes of the regular April meeting were approved.

**Report of the Treasurer:** Silva said the results of the annual audit would be presented at the June board meeting. She noted the 2021 internal financials are up to date, and an updated 2021 budget as well as the pro-forma for a proposed rate increase would be presented at the May workshop. Metered sales are up three percent from the original 2021 budget (which is being updated based on the close-out of the 2020 financials), while expenses are down 11 percent compared to budget. After discussion, the Treasurer's Report was accepted as presented.

**Progress Report of the General Manager:** After questions, accepted as written.

**Progress Report of the Personnel Committee:** Committee chair Sypitkowski reported that a process for meeting with and for formally evaluating the General Manager had been developed, along with an employment contract that was undergoing legal review. He recommended adopting the process/schedule, noting some parts would be implemented once additional HR support is in place. It was upon motion being made and duly seconded, unanimously  
VOTED: to approve the evaluation process as developed by the Committee. (All Trustees present were visible during voting.)

### III. Old Business:

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

- BIA pressure zone expansion project – work continues with the City on the designated parcel of land for the new pump station. Final alternatives for the new standpipe are being evaluated.
- State Street – the 16-inch main line is installed. Side street tie-ins, pressure testing, and chlorination will take place in the next few weeks.
- Pond road power line upgrade – three bids received, all over budget. Revisiting scope of project/sources of funding based on cost. Recommendation for Board in June.
- Thomas Hill flag pole – seeking quotes to replace pole.
- Valve records – update on department's efforts to locate and log "critical" valves within the system.

**Workforce Planning:** Moriarty reported that a new Construction Supervisor is due to start on June 7, and that a crew supervisor had been selected from in-house personnel. Job descriptions for Assistant Engineer and Office Manager are being reviewed before being advertised.

**Cybersecurity update:** Moriarty reviewed processes and upgrades recently implemented to enhance security. Questions posed by the Board included: dependence on the internet for intrusion alarms, the need for a "ransomware" policy, and the coverage for ransom or system recovery provided by the District's insurance policies.

### IV. New Business:

**T Mobile generator at Thomas Hill Standpipe:** A subcontractor for T Mobile joined the meeting remotely to discuss installation of a permanent generator for its cell equipment at Thomas Hill Standpipe. The proposed equipment was a self-contained diesel unit, roughly the height of the standpipe's granite base, located behind the "radio building" attached to the standpipe. Trustees expressed concern over the size of the unit, the fuel source vs. propane, and the proposed shielding from the public or from neighbors, among other items. It was also noted that the standpipe is a listed historic structure, and a generator installation will require review by the Bangor Historic Commission. There was also a discussion about timing, given the ongoing work with the City to clarify ownership of the land surrounding the standpipe. In the end, the subcontractor was asked to provide an alternate proposal with a propane-powered unit, and to begin the review process by the Historic Commission.

**Human Resource Needs:** Moriarty reminded the Board that Bangor Water has no HR manager; instead the assorted components of paperwork, training, regulatory compliance, and conflict management are handled by the General Manager and supervisory staff members. In an effort to both consolidate and improve the HR functions, Moriarty proposed additional support. A survey of the 15 largest water utilities in Maine revealed that approaches include a fulltime HR manager, the use of legal counsel for HR management, an outside consultant – or some combination thereof. In the short term, Moriarty recommended using Swanson Consulting, a group that has done work for a number of water utilities, on an as-needed basis. At year's end, the usefulness of a consultant would be evaluated, and decisions made for future HR support. After discussion, it was determined that costs for an HR consultant would be included in the revised 2021 budget for Board review.

**Legislative update:** Moriarty noted several bills of interest in the legislature including

- Several related to water testing of schools and or private wells for lead
- State of Maine implementation of an interim MCL of 20 ppt for PFAS-6
- A move to end at-will employment in Maine
- Several aimed at allowing remote participation in meetings to continue, once the Governor's State of Emergency Act lapses

**Annual report and water quality report:** Moriarty distributed drafts of both and asked for feedback by early June.

**Other business:** Moriarty was asked about Bangor Water's policy on cell phone use while driving. She indicated only hands-free use was allowed. She also noted that the spring (May) tour of Thomas Hill Standpipe had been cancelled out of an abundance of caution.

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

VOTED: to adjourn at 5:51 p.m.  
(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson