

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
November 16, 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. Trustees and staff participated in person. 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, and Office Manager Lobdell. Christopher Shelton and Lorraine Ouellette from First National Wealth Management were also in attendance.

I. Public Comment: None.

Investment update: Taking the agenda out of order, Shelton and Ouellette presented an overview of the First National Wealth Management investment portfolio. The update included a review of the overall investment objectives as well as a snapshot of the portfolio funds. Discussion was held regarding the need to develop a policy for future distributions. To wrap up the investment update, Finance Manager Silva stated the need to update the Corporate Resolution for First National Wealth Management to reflect staffing changes and requested a vote to make the necessary updates.

It was upon motion, being made and duly seconded, unanimously
VOTED: to update the Corporate Resolution as discussed.
(All Trustees present were visible during voting.)

Shelton and Ouellette left the meeting.

II. Administrative:

Minutes: Returning to the order of the agenda, the minutes of the September special meeting and October workshop were approved as presented, with the minutes of the October regular meeting approved upon correction of a date on page 3.

Report of the Treasurer: Silva presented the October financials, first discussing the month's disbursements and noting a couple of large outliers, one for the power line upgrade and the other for bond payments. Next, Silva reviewed the budget report indicating an increase of 1% in total operating revenues, with operating expenses down 3%. Silva discussed the decrease in O&M expenses in greater detail. She ended by summarizing the cash flow budget projections vs. year-to-date actuals. After questions and discussion, the Treasurer's Report was accepted as presented.

Progress Report: After questions, accepted as presented.

Reports of the Personnel Committee: Committee chair Sypitkowski noted more research is needed

on the General Manager contract and will be speaking with our HR consultant, Betsy Oulton, to assist in the process.

III. Old Business:

Engineer's Report: Moriarty updated the Board as District Engineer Killip is out on leave following the birth of his child. In addition to completion of the Emergency Response Plan with Gradient Planning, Moriarty also reported on the following projects.

- **BIA pressure zone expansion** – Staff reviewed 90% of the water main drawings and 60% of the pump station drawings.
- **Ozone upgrade** – Work began November 1st with the demolition of the existing ozone system. Project completion is expected mid-February.
- **Power line upgrade** – The renewal of the District's 5-mile power line is underway with thirty 45-foot poles set and twenty-three more poles on order.
- **Thomas Hill flagpole repair** – Repairs for the flagpole at Thomas Hill Standpipe should be complete by end of year. Since the flagpole was out of service on November 11th, the District displayed three flags from the promenade deck to honor veterans.

Workforce update: Moriarty reviewed current vacancies and discussed the composition of workforce and experience levels across the organization. With increased workloads in the office, Moriarty recommended the hiring of an additional employee. She recommended a redistribution of finance duties in the office, which would be achieved by adding an Accounting Assistant position.

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

VOTED: to add an additional employee to the office staff by hiring a full time Accounting Assistant.
(Trustee Foss abstaining)
(All Trustees present were visible during voting.)

2021 Timber harvest update: Moriarty outlined the 54-acre summer harvest, which was handled under the supervision of American Forest Management. She indicated our five-year average harvest yield remains within the annual sustainable yield range and resulted in a net revenue of \$20,043. Best management practices were followed to protect water quality.

IV. New Business:

Personnel Handbook revision workshop: Moriarty noted a great deal of work has been done to update the personnel handbook. Due to the level of detailed review needed, she would like to hold a Board Workshop on this topic. After discussion, a workshop date was set for December 7th at 3:45 pm.

2022 Health insurance: Moriarty presented the 2022 District costs for health insurance based on current enrollment and noted a 5% premium increase. She gave a benefit plan summary for the health, vision, and dental. In addition, Moriarty indicated an administrator change for the flex spending account from TASC to Group Dynamic.

2022 Chemical bid: Moriarty outlined the treatment chemicals used at the Butler treatment plant, Johnston pump station, and distribution system. She reviewed the annual bid results and made the recommendation to award chemicals to the low bidder for the periods 12/1/21 thru 11/30/22.

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

VOTED: to approve the recommendation as presented.
(All Trustees present were visible during voting.)

Board package correspondence: as attached.

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

VOTED: to adjourn at 5:25 p.m.
(All Trustees present were visible during voting.)

Ralph Foss

Dan Wellington, clerk

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson