

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
January 18, 2022**

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
Joshua Saucier
*Robert Sypitkowski
Michael Timpson

*Attended via Zoom

being more than a quorum of Trustees. Also, in attendance: General Manager Moriarty, Finance Manager Silva, District Engineer Killip, and Office Manager Lobdell.

I. **Public Comment:** None.

II. **Administrative:**

Taking the agenda out of order, Chairman Palmer opened the meeting by welcoming a new Trustee, Joshua Saucier, to the Board. He also acknowledged the many years of service to the Board by former Trustee, Dan Wellington. As Trustee Wellington held the Clerk position, it was upon motion being made and duly seconded, with Trustee Saucier abstaining

VOTED: to appoint Trustee Foss as Clerk *pro tem* until annual Board elections are held.
(All Trustees present were visible during voting.)

Minutes: Returning to the order of the agenda, the minutes of the regular and special December meetings were approved as presented following discussion.

Report of the Treasurer: Silva gave an overview of the December financials, with an outline of disbursements made throughout the month. She indicated the Budget Report showed very little change from items previously reported, with total operating revenues slightly ahead of budget (+1%) and total operating expenses down 3%. Silva reported O&M is down 2%, due to savings realized from open positions and lower electricity costs as well as timing issues related to human resources expenses and the purchase of liquid oxygen. Silva noted that some of these savings were offset by some overages in materials and supplies as well as transportation costs. Silva next went over the budgeted-to-actual cash flow comparison noting that the comparison reflected an adjustment of \$1,100,000 for timing of capital purchases related to the power line project. After questions and discussion, the Treasurer's Report was accepted as presented.

Progress Report of the General Manager: After discussion, the progress report was accepted as presented.

Report of the Personnel Committee: Committee chair Sypitkowski indicated that the committee would hold a meeting in the next few weeks to review the General Manager performance evaluation and goals for 2022.

III. Old Business:

Engineer's Report: Killip updated the Board on the following projects.

- **BIA expansion** –The water main upgrade project is going out to bid, with the bid opening on February 10, 2022.
- **Ozone upgrade** – The overall project will be delayed by at least two weeks due to the delay of materials shipped to the facility; a project meeting is scheduled for 1/19/2022.
- **Power line replacement** – Poles have been set. Hendrix brackets are being installed and cables are being pulled.
- **Thomas Hill antenna modification request** – T-Mobile has requested a modification to the existing antennas on the standpipe. Since the proposed changes will be visible, T-Mobile will need prior approval from the Bangor Historical Society. T-Mobile will also need a structural analysis of the standpipe.

At the conclusion of his presentation, Killip left the meeting.

Workforce Update and Employee Recognition: Moriarty reported the promotion of two employees. Jacob Spinney, who began his Bangor Water career in 2007 as an Intern in the Construction Department, was promoted to Water Quality Manager. In addition, Danny Colson was promoted to Maintenance Technician after joining the District as a Utility Worker in October 2020. Danny had met or exceeded all of his job requirements as of 12/29/2021, just prior to taking his new role.

Prior to the start of New Business, Trustee Hamilton joined the meeting.

IV. New Business:

Phone system update: Moriarty updated the Board on the installation of a new phone system planned for 2022. Due to a power surge that destroyed the old system, a new system was installed immediately. The District's office manager efficiently coordinated the repair and eventual installation of the new phone system with the contractor.

Worker's compensation claim status: Moriarty provided an update on the worker's compensation claim for a workplace fatality which occurred September 21, 2021. The claim is under evaluation and a decision is expected later this year.

Bureau of Labor Standards inspection: Moriarty updated the Board on the Bureau of Labor Standard's report following an inspection of the District's safety program. She identified the citations and corrective actions needed and stated that all actions will be corrected by the abatement date.

Retirement option: Moriarty outlined the current retirement plans available to employees, which include Social Security and Maine State Retirement (MPERS), as well as the pre-tax 401a and Traditional 457b defined contribution plans. She discussed an additional post-tax option of a Roth 457b defined contribution plan, which she would like to offer to District employees. If approved, the District will contribute 1% of an employee's pay, the same amount as the Traditional 457b plan. If an employee is enrolled in both the Traditional 457b and the Roth 457b plans, the District will match 0.5% of the employee's pay to each plan.

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

VOTED: to approve the recommendation to provide the additional retirement option offered through MPERS of a Roth 457b defined contribution plan.
(All Trustees present were visible during voting.)

2021 Write offs, recovery and abatements: In 2021, the District had 20 write offs for a total of \$1,663, as compared to 15 write offs in 2020 in the amount of \$990. Using a five-year average, \$2,662 has been earmarked for write offs in 2022. Currently, we have \$7,365 in reserve for uncollected accounts, with \$250 accrued monthly as bad debt expense. There were no recoveries in 2021. The District saw 28 abatements in 2021, the same number as 2020 and 2019, with a total cost of \$7,997. Seventy-nine percent of the abatements were residential, with the remaining twenty-one percent rentals.

Antenna modification request: This topic was discussed during the project update portion of the Engineer's Report, as noted above.

February annual meeting reminder: Moriarty requested a date change for the next Board meeting, which was approved by all present. The Annual Board Meeting, which will be held on February 22, 2022, at 3:45 pm will include the appointment of the Board's Chair, Vice-Chair, and Clerk, as well as the appointment of the General Manager and Treasurer.

Board package correspondence: As distributed.

Executive Session: It was upon motion, being made and duly seconded, unanimously
VOTED: to adjourn to executive session at 5:35 pm for discussion of a personnel matter, and then to return to open session.
(All Trustees present were visible during voting.)

Other business: 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 5:58 pm
(All Trustees present were visible during voting.)

Patty Hamilton

Ralph Foss, Clerk *pro tem*

John Hwalek

Gerry Palmer

Joshua Saucier

Robert Sypitkowski

Michael Timpson