

**Bangor Water District
Board of Trustees**

**Minutes of the 65th Annual and Regular Meetings
February 21, 2023**

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:

Marc Edelman
Ralph Foss
John Hwalek
Gerry Palmer
Robert Sypitkowski
Michael Timpson

being a quorum of Trustees. Absent: Trustee Hamilton. Also in attendance: General Manager Moriarty, Finance Manager Silva, District Engineer Saucier and Office Manager Baxter.

Chairman Palmer called the meeting to order at 3:43 p.m.

Annual Meeting

Election of Trustee Positions: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to re-elect Trustee Palmer as Chair, Trustee Timpson as Vice-chair, and Trustee Foss as Clerk.

Appointment of Officers: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to re-appoint Moriarty as General Manager and Finance Manager Silva as Treasurer.

Check signing authority: Moriarty explained that typically, the Chair serves as an authorized signatory of the District's checking account, to be utilized in the absence of the General Manager, Assistant General Manager or the Finance Manager, to sign checks over \$10,000 (two signatures required). Since Trustee Palmer remains as Chair for 2023, no changes are required.

Conflict of Interest Forms: The forms, which are completed annually by the Trustees, were collected by General Manager Moriarty. A discussion followed concerning the General Manager and Finance Manger also completing the form.

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

VOTED: to adjourn the sixty fifth annual meeting of Bangor Water's Board of Trustees and to convene the regular monthly meeting at 3:51 p.m.

I. **Public comment:** None

II. Administrative

Minutes: The minutes of the January regular meeting were approved as written.

Report of the Treasurer: Finance Manager Silva presented an overview of the January financials, first highlighting the month's disbursements and investments and then reviewing the year-to-date revenues and expenses compared to the budget. Silva indicated that both operating revenues and operating expenses are slightly behind what was budgeted as the year begins. The Treasurer's Report was accepted as presented.

Progress Report of the General Manager: Moriarty reported that a template "After Action Plan" has been drafted and will be reviewed with Department Heads and staff prior to implementation. After minor revisions to formatting, the January progress report was accepted as written.

Report of the Personnel Committee: Committee Chair Sypitkowski reported that the closing date to receive applications for the General Manager's position is March 1st and thus far there have been three submissions.

III. Old Business:

Engineer's Report: Saucier updated the Board on the following projects:

BIA Expansion – Pump Station: Roofing and ceiling installation are complete. Work continues at a steady pace in general conformance with the schedule.

BIA Expansion – Pipeline Replacement: Pipe installation on south Hildreth Street is now essentially complete.

BIA Expansion – Tank Project: The Hammond Street tank has a worsening leak at the base. Repair options and provisions for operating with the tank offline were reviewed. The tank is slated for removal in 2024 with installation of the new BIA tank.

Ozone Upgrade: The supplier site visit to assist with operational issues was successful and very few items remain on the punch list.

Other Items of Interest:

- Polyethylene pipe considerations
- In house projects
- Thomas Hill mixing/chlorination
- Emergency plan updates
- Server clean up
- Road survey

Workforce Update: Moriarty conveyed that two Utility Workers, Tobi Smith and Jeremy Linscott, have received their Class 2 Water Distribution licenses, Lab Technician Jason Easterwood received his Class 2 Water Treatment and Class 3 Water Distribution Licenses, and District Engineer/AGM Saucier has obtained both Class 4 Water Treatment and Distribution Licenses. These employees have now met all job requirements.

Utility Worker Tobi Smith has been promoted to Crew Supervisor while Utility Worker Jeremy Linscott has been promoted to Water Treatment Operator. There is currently one vacancy for a Utility worker in the Construction Department.

Approved Terms and Conditions: The updated Terms and Conditions have been approved by the Maine Public Utilities Commission with an effective date of February 1, 2023. Staff have been trained on all changes ahead of approval.

Facility Lighting Upgrade: Quotes were sought for the installation of LED lighting for all buildings at 614 State Street. The benefits of the upgrade include improved lighting, extended bulb life, and energy cost savings. A single quote was received from Carmel Electric. Moriarty recommended that the lighting upgrade be awarded to Carmel Electric, as they were the only bidder, and can begin work on the project right away. After Board discussion, a motion was made and duly seconded, unanimously

VOTED: to award the lighting upgrade bid to Carmel Electric.

IV. New Business:

Unemployment Reserve: Moriarty explained that the District will be establishing an unemployment reserve fund, as unemployment claims are unpredictable and become an unbudgeted expense when they occur. The District's auditors recommend putting a cap on the reserve; the contribution to the reserve will be reviewed annually and adjusted as necessary.

One-ton flatbed bid: Bids for a one-ton flatbed truck with a plow were sought to replace an existing similar vehicle and only one bid was received. The bid includes a \$15,000 trade-in allowance. Moriarty recommended that the sole bidder, Varney Ford be awarded the bid. There will be an inclusion of the trade-in vehicle if selling the vehicle privately should net less than \$15,000. After Board discussion, a motion was made and duly seconded, unanimously

VOTED: to award the truck bid to Varney Ford and will include trade-in of vehicle if private sale is less than \$15,000.

February Freeze Issues: Moriarty detailed the events caused by record low temperatures the first weekend of the month. There were four water main leaks, two of which were concurrent, and more than twenty-two calls from customers experiencing frozen services. The Hammond Street Standpipe re-chlorination system ruptured due to the cold. Thirteen employees were called in to assist over the course of the weekend. Two private contractors offered support by providing additional dump trucks and drivers.

Fraud Audit Questionnaire: The questionnaire, which is a requirement of the annual audit, was discussed. The Trustees did not have any questions or concerns about fraud at the District. Finance Manager Silva stated that if any Trustee had any concerns, they could complete the form and return it to the auditors, whose information is on the bottom of the questionnaire.

Commitment of Bills for Collection: Moriarty presented the annual motion regarding collection of water bills. It was, upon motion being made and duly seconded, unanimously,

VOTED: to certify and commit to the Treasurer a list of water rates approved by the Maine Public Utilities Commission for locations required by law to pay a water rate to the District, for the period from March 1, 2023 to February 29, 2024, and as reflected in each billing register when posted during the same period. The Treasurer is hereby required and authorized to collect the amounts listed and interest as approved annually by the Board by any means legally available under law.

Thomas Hill Standpipe Tour Request: The Mary Snow School made a request to accommodate approximately one hundred fifty fifth grade students and chaperones for a tour of the standpipe and a picnic lunch on the grounds in the spring. Moriarty cited Bangor Water’s policy of supporting opening the standpipe to the public for educational functions and recommended that the Board authorize this request. After Board discussion, a motion was made and duly seconded, unanimously,

VOTED: to authorize the District to host a tour of the Thomas Hill Standpipe for the Mary Snow School.

DWSRF application for vacuum excavator: An application was submitted to the Drinking Water State Revolving Fund (DWSRF) for a no interest loan with 55% principal forgiveness for the purchase of a vacuum excavator. The excavator, a capital budget item, would be used for potholing to assist in identifying the composition of service lines and future projects.

Board package correspondence: As presented.

Executive Session: Chairman Palmer requested an executive session to discuss a legal matter. It was upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session to discuss a legal matter.

The Board entered into executive session at 5:27 p.m. and left executive session at 5:38 p.m., there being no vote.

Chairman Palmer then requested a second executive session to discuss a personnel matter, and it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session to discuss a personnel matter. The Board came out of executive session at 6:00 p.m., there being no vote.

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

VOTED: to adjourn the meeting at 6:01 p.m.

Marc Edelman_____

Ralph Foss, Clerk_____

John Hwalek_____

Gerry Palmer, Chair_____

Robert Sypitkowski_____

Michael Timpson, Vice Chair_____