

**Bangor Water District  
Board of Trustees**

**Minutes of the Annual and Regular Meeting  
Feb. 16, 2021**

The annual and 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  
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 District Engineer Killip.

**Annual Meeting**

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

VOTED: to elect Trustee Palmer as chair, Trustee Timpson as vice-chair, and Trustee Wellington as clerk.

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

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

**Check signing authority:** Moriarty said the Board chair typically serves as the third authorized signature on Bangor Water checks over \$10,000 (two signatures required). However no changes will be required since Trustee Palmer remains as chair for 2021.

**Conflict of Interest Forms:** Moriarty said the forms, completed annually, will be mailed to the Trustees.

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

VOTED: to adjourn the annual meeting and convene the regular monthly meeting.

## **Regular Meeting**

I. **Public Comment:** None.

II. **Administrative:**

**Minutes:** The minutes of the regular January meeting were tabled pending revisions.

**Report of the Treasurer:** Silva indicated that 2020 financials would be closed out within days, with just year-end and audit reconciliations left to be done. Progress is on track for the audit which is scheduled for mid-March. Silva noted that cash balances at the end of January were higher than anticipated, due primarily to vacant positions in 2020 and to uncompleted projects. After discussion, the Treasurer's Report was accepted as presented.

**Progress Report:** After questions, accepted as written.

III. **Old Business:**

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

- **BIA pressure zone expansion project** – site plan design is about 30 percent complete (pump station site plan ready for review, base plan for water main installation complete, design for tank site just begun).
- **State Street project** (joint with City of Bangor) – contractor is continuing sewer work on Hancock Street.
- **Ozone project upgrade** – pre-construction meeting scheduled shortly. Contractor expected to start work in April.
- **Butler plant power line upgrade** – survey is complete and project will go to bid in mid-March.

**COVID-19 Vaccine update:** Employees who wanted vaccine received first does on Feb. 9 in cooperation with City of Bangor. Second dose scheduled for March 9.

IV. **New Business:**

**Employee recognition:** Lab Technician Hartery recognized for 30 years of service.

**2021 rate case planning:** Moriarty presented a potential schedule, with rates effective Oct. 1. She noted it had been two years and three months since the last rate change, as the Board opted not to go forward with the planned change in 2020. Decisions on rates will be made after the audit is complete.

**SRF project list:** Moriarty said Bangor Water's BIA pressure zone expansion project was not on the primary funding list but is at the top of the back-up list. However since the price tag is \$5 million, Moriarty noted many projects on the primary list would have to be dropped before Bangor received funding.

**2020 leak summary:** Moriarty said Bangor Water experienced 23 leaks in 2020 (compared to 43 and 30 for the two previous years) at an unbudgeted cost of \$103,600. Some 30 percent of the breaks occurred on lines that were installed more than 100 years ago, with another 48 percent occurring on lines that were installed between 50 and 99 years ago.

**Water consumption:** Moriarty noted there was an overall 2.2 percent decrease in water consumption in 2020 (residential use up 5 percent, commercial use down 13 percent).

**Promotional opportunity:** Moriarty presented information from a local radio station regarding promotions, either with or without Bangor Water's quarterly standpipe tours. She discussed the arrangements with the radio station currently being used vs the new opportunity. After much discussion, the Board requested that more information be provided at future meetings.

**2021 planning document:** will be emailed to Trustees for review.

**Commitment motion:** Moriarty presented the annual motion regarding collection of water bills, and after discussion, it was, upon motion being made and duly seconded, unanimously

VOTED: to certify and commit to the Treasurer a list of water rates as approved by the Maine Public Utilities Commission for locations required by law to pay a water rate to the District, for the period of March 1, 2021 to Feb. 28, 2022, and as reflected in each billing register when posted during the same period. The Treasurer is hereby required and authorized to collect amounts listed and interest as approved annually by the Board by any means legally available under law.

**Cyber Security Evaluation:** Moriarty reminded the Board that a water system in Florida was hacked in early February, with the hacker gaining remote access to the SCADA system which was caught by the operator on duty. Subsequently, Bangor Water staff met with its IT consultant to review and update firewalls, software, operating and password protocols, and remote access. Moriarty noted Bangor Water's treatment plant is staffed 24/7 which provides a significant level of protection.

**Board correspondence:** no discussion.

**Executive session:** Chair Palmer requested an executive session to discuss a personnel matter, and it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn to executive session for a personnel matter, and then to return to open session. (All Trustees present were visible during voting.)

After returning 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 5:15 p.m.  
(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson