

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
November 15, 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
Robert Sypitkowski
Michael Timpson

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

Chairman Palmer called the meeting to order at 3:45 p.m.

I. **Public comment:** None

II. **Administrative**

Minutes: The minutes of the regular September meeting were approved as amended.

Report of the Treasurer: Finance Manager Silva presented an overview of the October 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 came in slightly lower than budgeted for the month of October. The Treasurer's Report was accepted as presented.

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

Report of the Personnel Committee: Committee Chair Sypitkowski reported that evaluation forms for the General Manager's review were emailed to the Board and should be returned by November 22nd. He indicated that the committee would like suggestions for streamlining the GM review process. The next committee meeting is December 13th.

III. **Old Business:**

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

BIA Expansion – Pump Station: The walls are up, and the trusses will be delivered shortly. The roof is anticipated to be closed in by early December.

BIA Expansion – Pipeline Replacement: Pipe installation continues at the top of the Venture Way Hill. There has been some rerouting from the original plan to avoid running into ledge. Detail was provided into a service line replacement by sleeving through an abandoned water main pipe. Currently, work is being done to identify the perimeter of the proposed tank site ahead of fence installation.

Griffin Road Pump Station: The variable frequency drives (VFDs) have been delivered. One of the VFDs failed last month after power fluctuations. The other, which was also over twenty years old, will be replaced, assuming that economies of scale can be achieved. Timing of installation is contingent on the availability of the contractor.

Other Items of Interest:

- Thomas Hill Standpipe mixing/chlorination
- Survey work is underway to locate pipes for abandonment at Bomarc, requiring specialized equipment due to non-ferrous piping.
- New and replacement service inspections continuing but should slow down soon
- Budget process
- Education of contractors on proper line tapping procedure

Timber Harvest: Director of Water Quality Spinney gave a summary of the 2022 timber harvest. Seventy-five acres north of Floods Pond were sustainably harvested under the supervision of American Forestry Management using best practices to protect water quality. The revenue from the harvest was greater than expected due to the size of the harvest exceeding projections, a larger number of softwood logs and the increased price of hardwood.

Workforce Update: Moriarty reported that she met with department heads to discuss the impacts of the reorganization of the Maintenance Department by not filling the Supervisor and Maintenance Tech. 1 positions and by placing the department under the management of the Water Treatment Department. There is a need for additional support to maintain construction vehicles and equipment. Moriarty recommended that these responsibilities be added to an existing staff position with a stipend to compensate for the additional duties. She also recommended the promotion of an existing water treatment operator to chief operator. This will create two additional growth opportunities for staff and will reinforce the succession plan.

Rate Case Update: Moriarty said that the initial rate case was filed with the Maine Public Utilities Commission on October 18th and the required notice has been mailed to customers. A large customer meeting was held on November 3rd and a public hearing will be held on November 17th in the Council Chambers at City Hall.

IV. New Business:

Check signing authority: Assistant General Manager Saucier was added as a second signatory for checks over \$10,000.

Health Insurance: Moriarty reported that health insurance premiums will increase by 7% in 2023. The cost of other benefits will remain the same.

Chemical Bid: Due to difficulties in sourcing, prices for treatment chemicals remain high for the first quarter of 2023. Moriarty recommended that the bid for bulk aqua ammonia be accepted and that the lowest market price be obtained for all other chemicals until the market stabilizes.

After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to accept bulk aqua ammonia bid to GAC and the lowest market price for all other chemicals.

Interest Rates for Late Bills: The interest rates that customers pay on late bills were set by the Maine Public Utilities at 1% monthly or 12% annually beginning in 2023.

Board Correspondence: as distributed.

Other Business: Moriarty reminded the board there will be a Special Meeting on December 22nd to finalize the 2023 budget.

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

VOTED: unanimously, to adjourn the meeting at 5:25 p.m.

Ralph Foss

Patricia Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson