

**Bangor Water District  
Board of Trustees  
Minutes of the Regular Meeting  
March 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, Office Manager Baxter, District Engineer Saucier, Crew Supervisor Webb, and Construction Supervisor Littlefield. Representatives from First National Wealth Management, Lorraine Ouellette, Nazrin Dixon and Jon Dollof, were also in attendance.

Chairman Palmer called the meeting to order at 3:40 p.m.

**I. Public comment:** None

**Investment update:** Taking the agenda out of order, advisors from First National Wealth Management presented an update on the investment fund that is used to subsidize Bangor Water's portion of employee retirement through MainePERS. After discussion, the Wealth Management representatives left the meeting at 4:05 p.m.

**Investment Policy:** Finance Manager Silva recommended that in the interest of standardization and best practices, the current investment policy be modified to include language regarding the annual drawdown. Silva recommended setting the annual drawdown to an amount equal to 4% of the rolling 3-year average of the value of the fund as measured each October 31<sup>st</sup>.

After questions and Board discussion, a motion was made and duly seconded, unanimously VOTED: to add language to the current investment policy to include an annual drawdown.

**II. Administrative**

**Minutes:** It was upon motion being made and duly seconded, unanimously VOTED: to accept the minutes of the annual and the regular February meetings as written.

**Report of the Treasurer:** Finance Manager Silva presented an overview of the February financials, first highlighting the month's disbursements and investments and then reviewing the year-to-date revenues and expenses compared to the budget. Silva noted that operating revenues are behind budget by 4%, due to a reduction in operations for several high consumption customers, however this is offset by operating expenses that remain slightly under budget. The Treasurer's Report was accepted as presented.

**Progress Report of the General Manager:** The progress report was accepted as written.

**Report of the Personnel Committee:** Trustee Sypitkowski reported that the Committee will be conducting the first round of interviews for the General Manager's position the following day with the intention of holding subsequent interviews early next month.

**Vacuum truck bid:** Moriarty presented bids for a vacuum truck to replace a smaller trailer mounted vacuum unit. Construction Supervisor Littlefield and Crew Supervisor Webb were on hand to answer questions from the Board. Four bids were received, several of which did not meet specifications. Littlefield made the recommendation to purchase the Vermeer vacuum truck, as not only is it available immediately; it was also the only one of the bids received that was small enough to fit into the District's garage. After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to accept the Construction Supervisor's recommendation to purchase the Vermeer vacuum truck (net price \$471,076) with an anticipated availability of April 2023.

**Vacuum Truck Funding:** Moriarty discussed funding options to purchase the vacuum truck. Funds from the 0% interest, 55% principal forgiveness State Revolving Fund (SRF) loan will become available on July 1<sup>st</sup>; however, in order to secure the truck, it must be paid for at present. Moriarty recommended that the truck be purchased using previously approved capital funds and be reimbursed when loan resources become available in July. After questions and discussion, a motion was made and duly seconded, unanimously

VOTED: To use funds from the capital budget for the purchase of the vacuum truck and reimburse when SRF funds are dispersed.

**2023 Capital Reserve Project Planning:** Construction Supervisor Littlefield outlined the projects his department plans to undertake in 2023. Five proposed capital reserve projects will be completed in house, at a cost of \$627,000. These include two main replacements, one main abandonment and one main consolidation. The three proposed capital projects that will go out to bid this year were then discussed by Engineer Saucier. These include two main replacements and a project to loop a main and eliminate a dead end to improve water quality. The estimated costs are \$950,000. The combined projects will result in close to half a mile of pipe being abandoned. Moriarty recommended that the Board to approve proposed capital reserve projects for 2023. After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to approve the proposed capital reserve projects for 2023.

**Construction Materials Bid:** Moriarty reviewed the bids for materials used for projects, repairs and maintenance from three vendors. She recommended that bids be awarded to the low bidding vendors. It was upon motion being made and duly seconded, unanimously

VOTED: To award the bid for construction materials to the low bidding vendors.

Littlefield and Webb left the meeting at 5:00 p.m.

### III. Old Business:

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

**BIA Expansion – Pump Station:** Finish work continues on the interior of building as well as electrical work and installation of pump bases.

**BIA Expansion – Standpipe:** Temporary fencing was put in place to secure the site for the duration of the project. Bangor Water and the City worked closely in this effort.

**BIA Expansion – Pipeline Replacement:** Winter conditions have halted progress. Work will continue in warmer weather and when it gets closer for the paving plants to open.

**Ozone Upgrade:** Currently, there are issues with the network that will most likely be solved when PC upgrade takes place. Interactions with contractor to resolve issues are ongoing. A coordinated shutdown is being planned in the spring in order to access the ozone contact tank for the installation of ladders, and the diffusers in the tank will be inspected and tested at that time.

#### **Other Items of Interest:**

- Lead service line inventory
- Annual report updates
- Capital reserve projects
- Work with City Departments
- Server clean up
- Emergency plan updates

**Workforce Update:** Moriarty reported that a former summer intern has been hired as a Utility Worker and a conditional offer has been made to fill the other Utility Worker vacancy.

**Board package correspondence:** As presented

**Executive Session:** Chairman 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 to discuss a personnel matter and then return to open session.

Moriarty remained; all other staff members left the meeting at 5:30 p.m. Board member Sypitkowsky left the meeting at 5:47 p.m. and the Board returned to open session at 5:53 p.m., there being no vote.

It was then upon motion being made and duly seconded, unanimously VOTED: to adjourn the meeting at 5:55 p.m.

Ralph Foss, Clerk

Marc Edelman

Patty Hamilton

John Hwalek

Gerry Palmer, Chair

Robert Sypitkowski

Michael Timpson, Vice Chair