

**Bangor Water District  
Board of Trustees  
Minutes of the Regular Meeting  
July 18, 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  
Patty Hamilton  
John Hwalek  
Gerry Palmer  
Robert Sypitkowski  
Michael Timpson

being a quorum of Trustees. Also in attendance: General Manager Saucier, District Engineer Bourque, Finance Manager Silva, Office Manager Baxter.

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

I. **Public Comment:** None

II. **Administrative:**

**Minutes:** It was upon motion being made and duly seconded, unanimously VOTED: to accept the minutes of the regular June meeting as presented.

**Report of the Treasurer:** Finance Manager Silva presented an overview of the June 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 continue to come in under budget, while operating expenses are slightly over budget. Silva stated that operating revenues are mainly under budget due to commercial metered sales and also noted that residential and sales for resale consumption both continue to trend downward.

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

**Report of the Personnel Committee:** Trustee Sypitkowski reported that the Committee met with General Manager Saucier earlier in the week and that they will meet again next month.

### III. Old Business:

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

**BIA Expansion – Pump Station:** Electrical work is delayed by procurement of a breaker panel and meter trim. Work will be completed once these items arrive; the corrected pumps have been delivered; plumbing, duct work, finish paving, and fence installation are slated to begin in the coming week. Work to install communications is underway.

**BIA Expansion – Standpipe:** BWD returned 90% comments to project engineers.

**BIA Expansion – Pipeline Replacement:** Pipeline installation on Maine Avenue is complete; cleanup is progressing, and the road will revert to two lanes shortly; working with supplier, manufacturer and engineer to resolve defective pipe issues.

**Thomas Hill Rechlorination:** Mixer and chemical injector are on order; treatment application will be sent to Maine Drinking Water Program.

**Ozone Upgrade:** SCADA and system PLC (programmable logic controller) work in process with project engineers.

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

- Veazie Energy Recovery System
- Hermon and Hammond Standpipes

**Workforce Update:** Joshua Saucier, PE was welcomed by the Board as the new General Manager of Bangor Water; District Engineer Bourque passed her Professional Engineer's licensing exam and will receive her license in November.

**Solar Power Purchase Agreement:** Dispensed

**Personnel Handbook Revisions:** Saucier summarized the proposed changes, which were sent to the Trustees in advance of the meeting for their review. Following Board discussion, it was upon motion being made and duly seconded, unanimously VOTED: to accept the revisions to the Personnel Manual

### IV. New Business:

**Office Hours:** Saucier outlined a proposal for a change in business office hours to allocate time for the office staff time to complete administrative tasks before opening to the public. The Board was asked to consider and weigh in with any comments they might have,

**Board package correspondence:** As presented.

**Capacity Development Grant for Business Process Improvement:** Saucier explained that the grant, which is through the Maine Drinking Water Program, will cover 75% of the costs of a Business Process Study up to \$30,000.

**Business Process Improvement Study:** Saucier conveyed that the study, which will be performed by a consultant with industry experience, will analyze a variety of processes utilized by the District, make recommendations and assist in implementation of more efficient practices. After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to expend funds up to \$40,000 with 75% funded by the Capacity Development Grant for a Business Process Improvement Study.

**General Manager Strategy Discussion:** Saucier outlined goals for the District with an emphasis on improving efficiency by utilizing technology. He discussed a long-term objective of GIS tie in to assist with effective collaboration between departments.

**Executive Session:** It was then upon motion being made and duly seconded, unanimously VOTED: to enter executive session to discuss a personnel matter.

The Board entered executive session at 4:50 p.m. and returned to open session at 5:02 p.m.

It was then upon motion being made and duly seconded unanimously VOTED: to retroactively adjust the new general manager's salary for the month of June 2023 to reflect that the duties of General Manager were being performed by Saucier during the transition period before the retirement of the former general manager.

It was then upon motion being made and duly seconded VOTED: to adjourn the meeting at 5:05 p.m.

Ralph Foss, Clerk

Marc Edelman

John Hwalek

Gerry Palmer, Chair

Robert Sypitkowski

Michael Timpson

July 18, 2023

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