

**Bangor Water District
Board of Trustees
Minutes of the Regular Meeting
November 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:

Ralph Foss
John Hwalek*
Gerry Palmer
Robert Sypitkowski
Michael Timpson

being a quorum of Trustees. Trustee Hwalek attended the meeting remotely. Absent: Trustees Edelman and Hamilton. Also in attendance: General Manager Saucier, Finance Manager Silva, Maintenance Supervisor Colson and 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 October meeting as presented.

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 noted for the month of October, operating revenues continue to trend downward across all rate classes while expenses continue to hold steady.

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

Report of the Personnel Committee: Committee Chair Sypitkowski indicated that that the "360 Review" Performance Evaluation of the General Manager was received from the Human Resources Consultant. A report will be given to the full Board after it is reviewed by the committee.

III. Old Business:

Workforce Update: Engineer Bourque has received her Professional Engineer's License and has passed her Class IV Distribution exam; Utility worker Phillips has received his Distribution Operator Class II License after only two months of employment; there continues to be a vacancy in the Construction Department for a Utility Worker. The position is posted on several job boards. Many applications have been received and the interview process is continuing.

Engineer's Report:

- **BIA Expansion – Pump Station:** Operations are continuing to be refined at the Corporate Drive Pump Station.
- **BIA Tank –** The contract for the Cleveland Street storage tank has been signed. Substantial completion is anticipated by the end of 2024 and final completion by the middle of 2025.
- **Other Items of Interest:** Budgeting, assisting Water Quality with sampling, managing ozone leaks, updating records, service cards and GIS. District Engineer Bourque attended an informative seminar on Pipe Condition Assessment.

IV: New Business:

Board Allonges: Finance Manager Silva proposed to extend the interim status of two bonds for the ongoing BIA Expansion project for a duration of one year. Silva's proposed vote was as follows:

- (1) To amend the \$4,780,400 Revenue Obligation Note dated December 23, 2022, and awarded to Maine Municipal Bond Bank, Augusta, Maine, by changing the maturity date to December 23, 2024; and
- (2) To amend the \$3,500,000 Revenue Obligation Note dated December 23, 2022, and awarded to Maine Municipal Bond Bank, Augusta, Maine, by changing the maturity date to December 23, 2024; and
- (3) To authorize the Treasurer and Chair of the Board of Trustees to execute said Allonges and all other documents necessary to complete said amendments. All other terms and conditions as stated in said Revenue Obligation Notes will remain the same.

After discussion, a motion was made and duly seconded.

VOTE: Unanimous to extend the interim status of the above-listed bonds for a period of one year.

Health Insurance: Saucier indicated that employee health insurance rates will increase by 7% in 2024. The cost of other benefits remains the same.

Budget Timeline: Department Requests will be reviewed/refined from the end of November to the middle of December. A draft budget will then be created and sent to the Trustee's by December 18th together with a pro forma for the 2024 rate case. A Special Meeting will be held on December 21st for the Board to vote on both the 2024 budget and rate case.

Natural Gas Conversion of Boiler in Hawkes Building: Maintenance Supervisor Colson requested multiple bids for a installation of a natural gas burner to replace the oil burner on the heating boiler for the Hawkes Building; the cost is somewhat higher than what we carried in the original estimate due to the addition of a new chimney (more corrosion resistant) and a water heater. By converting both units, we will be able to eliminate the existing 21-year-old underground oil storage tank. Only one bid was received. Colson made the recommendation to award the bid to the sole bidder, CCB. It was upon motion being made and duly seconded,
VOTED: unanimously to award the bid to CCB at a cost of \$47,128 for a new chimney, the conversion of the boiler in the Hawkes building from oil to natural gas, and replacement of the oil-fired water heater with a natural gas fired unit.

Executive Session: Chair Palmer then requested an executive session to discuss a personnel matter. It was upon motion being made and duly seconded, unanimously
VOTED: to adjourn to executive session to discuss a personnel matter.
The Board entered executive session at 4:33 p.m. At 5:26 p.m., the Board came out of executive session and made a motion to adjourn, which was duly seconded and so voted. The meeting was adjourned at 5:27 p.m.

Ralph Foss, Clerk

John Hwalek

Gerry Palmer, Chair

Robert Sypitkowski

Michael Timpson