

**Bangor Water District
Board of Trustees
Minutes of the Regular Meeting
January 30, 2024**

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 Edleman
Ralph Foss
Patty Hamilton
Gerry Palmer
Michael Timpson

being a quorum of Trustees. Absent: Trustees Sypitkowski and Hwalek. Also in attendance: Finance Manager Silva, District Engineer Bourque, and Construction Manager Littlefield.

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

I. **Public Comment:** None

IV*. **New Business:**

2023 Year in Review: Construction Department Accomplishments: Taking the agenda out of order, Construction Manager Littlefield presented a 2023 year in review of the construction department. He shared the following accomplishments for the construction department for 2023:

- They repaired 37 leaks, a few more than the average of 34.5 breaks; replaced 34 valves, 15 more than the average of 19 valves; renewed 13 hydrants, 4 more than the average of 9 hydrants; renewed 128 valve boxes, 27 more than the average of 101 valve boxes; renewed 238 service boxes, 12 more than the average of 226 service boxes. Littlefield stated that all averages were calculated over the last 9 years and that valve box and service box renewals take place in conjunction with City of Bangor paving.
- They renewed water mains on Broad, Thatcher, and Olive Streets, resulting in 1,431 feet of water main renewals and that 3,218 feet of old water mains were abandoned in 2023.
- They continued their biannual spring and fall pressure tests of all hydrants and pumped out all hydrants for the winter months to prevent freezing (~1500 hydrants).
- Two interns painted hydrants on the East Side of Bangor and Main Street.
- The Construction Department also supported other departments, including: Water Quality, by flushing and installing and maintaining bleeders; Engineering, by exercising and clearing valve boxes for pipe projects; Water Treatment, by plowing

the pond road and all facilities.

Littlefield ended by stating that the outlook for 2024 will include all the same activities as in 2023, as well as distribution system flushing, valve exercising, and right of way clearing. Littlefield is hopeful the hydrant painting interns will return as flushing assistants in 2024.

II. Administrative:

Following Littlefield's 2023 report, Chairman Palmer returned to the Administrative items on the agenda.

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

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

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

Report of the Treasurer: Finance Manager Silva presented an overview of the December 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 as of the end of December, total metered sales are behind budget by 9% due to a decline in consumption across all rate classes, with Commercial and Government consumptions being the categories furthest behind budget. Silva noted that operating expenses were very close to what was budgeted. Silva ended by presenting the year-to-date cash flow summary.

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

Report of the Personnel Committee: The personnel committee asked the Service Department to post their service specialist position. The position has been posted.

III. Old Business:

Engineer's Report:

- **BIA Expansion – Pump Station and Pipe Projects:** There was a car accident on Maine Ave. resulting in a pickup truck colliding with the old Crane pump station, which has expedited the abandonment of the pump station. Programming at the new Corporate Drive pump station was completed to abandon electronics at Crane; cut and caps of water main entering and exiting Crane pump station was also performed to abandon the water lines. The Maintenance department is obtaining a demolition permit from the city so we can demolish Crane pump

station in-house.

- **Cleveland Street Tank** – Site work is under way. The subcontractor cleared trees and dug test pits to investigate soil conditions. Engineer Bourque is coordinating with cellular companies for antenna and lease transfers from the BIA tank to the new Cleveland St tank.
- **Other Items of Interest:** Engineering and Water Treatment departments continue working with Woodard & Curran to resolve an ozone injector issue. Engineering department is working with other department heads to revise Bangor Water District's Construction Specifications.

Workforce Update: The new Water Service Specialist position was posted 1/26/24 and will close 2/2/24; at the time of the meeting the position already had over 30 applicants. The Office Manager position was also posted and received 57 applicants; interviews began this week.

IV: New Business:

Standpipe Repairs: Silva presented repairs that were made on the Hermon Standpipe and the Hammond Street Standpipe in the summer of 2023. Silva requested a vote to approve a charge of \$25,819.53 to perform interior seam repairs to the Hermon Standpipe and roof repairs to the Hammond Street Standpipe.

It was upon motion being made and duly seconded, unanimously

VOTED: to approve the \$25,819.53 payment to repair the interior seam of the Hermon Standpipe and the roof of the Hammond Street Standpipe.

Thomas Hill Request: Silva shared that a graduate student at the Boston Architectural College and Bangor resident would like to schedule a tour of the Thomas Hill Standpipe as part of a research project. Their project is for a history course and the student would like the Standpipe to be the subject of their research paper. The board supported the tour, and it was recommended the student sign a liability waiver, and that the District request the student present to the board once the project is completed.

It was upon motion being made and duly seconded, unanimously

VOTED: to approve the Thomas Hill Standpipe Tour for the architecture student.

CASD Case Update: Silva provided an update on the Consumer Assistance and Safety Division (CASD) Case Decision. Bangor Water District must: provide a refund to the customer named in the proceeding as well as all customers overcharged the first quarter of 2023; submit a proposed plan and timeframe to refund customer within 30 days of the order; make changes to its billing system to ensure that customers are charged the rate that is in effect at the time water is used.

Rate Case Update: Silva provided an update on the timeline for the 2024 rate filing, to go into effect April 1, 2024.

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 4:58 p.m. At 6:13 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 6:15 p.m.

Ralph Foss, Clerk

John Hwalek

Patty Hamilton

Gerry Palmer, Chair

Michael Timpson

Robert Sypitkowski

Marc Edelman