

**Bangor Water District
Board of Trustees**

**Minutes of the 66th Annual and Regular Meetings
February 27, 2024**

The regular and annual meetings of the Bangor Water District Board of Trustees was held at 3:45 p.m. in the Hughes Building, 614 State Street. Trustees, staff and one customer 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
Patty Hamilton

being a quorum of Trustees. Also in attendance: Finance Manager Silva, District Engineer Bourque, Construction Manager Littlefield, staff Gregory Getchell, customer Laura Millay and the District's Human Resource Consultant Betsy Oulton.

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

Taking the agenda out of order, Chair Palmer started with the regular meeting.

- I. **Public comment:** Customer Laura Millay spoke about a billing usage issue and requested it be further investigated. Finance Manager Silva offered to investigate the issue.

Taking the agenda out of order, Chair Palmer moved on to New Business items 1 through 4.

IV. New Business

Dual Axle Dump Truck: Construction Manager Littlefield presented the bids for a new dual axle dump truck. After discussion, and upon motion being made and duly seconded, unanimously: VOTED: To accept staff recommendation to purchase the Freightliner Wester Star dump truck and to seek a private sale of the District's old dump truck.

¾ Ton Truck with Service Body: Construction Manager Littlefield presented the bids for a new ¾ ton truck with a service body. After discussion, and upon motion being made and duly seconded, unanimously:

VOTED: To accept staff recommendation to purchase the truck from Darlings Ford and to separately purchase the service body installation from Maine Equipment Company.

Excavator: Construction Manager Littlefield presented the bids for a new excavator which include a trade-in of the District's Cat 308. After discussion, and upon motion being made and duly seconded, unanimously:

VOTED: To accept staff recommendation to purchase the Kobelco SK140-SR excavator from Frank Martin Sons, Inc. with a trade-in of the District's Cat 308.

Dump Body for Plow Truck: Construction Manager Littlefield presented the bids for replacing the current unrepairable flatbed on one of the District's trucks with a new dump body. After discussion, and upon motion being made and duly seconded, unanimously:

VOTED: To accept staff recommendation to purchase the new dump body from Maine Equipment Company.

Chair Palmer then moved back to the original order of the regular meeting starting with the minutes of the January meeting.

II. Administrative

Minutes: It was upon motion being made and duly seconded, unanimously:

VOTED: to accept the minutes of the regular January meeting as presented.

Report of the Treasurer: Finance Manager Silva presented an overview of the January 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 operating revenues are ahead of budget while operating expenses are slightly under what was budgeted as the year begins.

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

Report of the Personnel Committee: The personnel committee had nothing to report out.

III. Old Business:

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

BIA Expansion – Pump Station: The old Crane Pump Station has been demolished with the work being done by our own crew.

BIA Expansion – Tank Project: Currently in a state of winter hiatus, however the first payment requisition meeting was held with the State.

Transition to ArcGIS Online: District Engineer Bourque held a kickoff meeting with consultant Atlantis Geospatial LLC while Service Manager Luttrell and Construction Manager Littlefield visited Kennebec Water District for a demonstration on their work order, inventory and time tracking systems. Bourque also mentioned the District's study being done by Raybern Consulting and the need for Engineering to be involved as it will tie into this project.

Workforce Update: District Engineer Bourque informed the Trustees that Service Manager Luttrell was recently awarded the Sid Anthony Award of Merit at the Maine Water Utilities Association's annual tradeshow. Then Finance Manager Silva updated the Trustees on a change in the organizational structure as well as on the current job openings and the status of those openings.

IV. New Business:

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 4:38 p.m. and at 4:52 p.m. came out of executive session. No vote was requested.

Executive Session: Chair Palmer 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 into executive session at 4:53 p.m. and at 5:21 p.m. came out of executive session. Vice Chair Timpson read a motion and requested a vote. It was upon motion being made and duly seconded, unanimously:

VOTED: To separate from employment the General Manager and authorize the Chair of the Board to work the District's attorney to ensure compliance with the 1 MRSA Section 407(2).

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

VOTED: To adjourn the regular meeting of Bangor Water's Board of Trustees and to convene the annual meeting at 5:26 p.m.

Annual Meeting

Election of Trustee Positions:

Chair: Following nominations from the floor, it was upon motion being made and duly seconded, with only Trustee Timpson abstaining:

VOTED: To elect Trustee Timpson as Chair.

Vice Chair: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously:

VOTED: To elect Trustee Hwalek as Vice Chair.

Clerk: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously:

VOTED: to re-elect Trustee Foss as Clerk.

Appointment of Officers:

General Manager: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously:

VOTED: To temporarily remove Marc Edelman as a Trustee and appoint him as Interim General Manager.

Treasurer: Following nominations from the floor, it was upon motion being made and duly

seconded, unanimously:

VOTED: to re-appoint Finance Manager Silva as Treasurer.

Bank Signatures: Silva explained that with the changes to the Board Chair and General Manager positions, new signature cards would need to be completed for the District's bank accounts. Treasurer Silva stated that she would get the necessary paperwork and work with Chair Timpson and Interim General Manager Edelman to get the documents updated.

Conflict of Interest Forms: The forms, which are completed annually by the Trustees, were handed out and collected by Treasurer Silva.

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

VOTED: To adjourn the sixty-six annual meeting of Bangor Water's Board of Trustees at 5:52 p.m.

Ralph Foss, Clerk

Marc Edelman

John Hwalek

Robert Sypitkowski

Michael Timpson, Vice Chair

Gerry Palmer, Chair

Patty Hamilton