

**Bangor Water District  
Board of Trustees  
Minutes of the Regular Meeting  
March 19, 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:

Michael Timpson  
Ralph Foss  
Patty Hamilton  
John Hwalek  
Robert Sypitkowski

being a quorum of Trustees. Absent: Trustee Palmer. Also in attendance: Interim General Manager Edelman, Finance Manager Silva, District Engineer Bourque, Water Quality Manager Spinney, and Construction Manager Littlefield.

Chair Timpson called the meeting to order at 3:45 p.m.

I. **Public Comment:** None

II. **Administrative Items:**

**Minutes of the Annual Meeting:** It was upon motion being made and duly seconded, unanimously

VOTED: To accept the minutes of the annual meeting as presented.

**Minutes of the Regular February Meeting:** It was upon motion being made and duly seconded, unanimously

VOTED: To accept the minutes of the regular February meeting with one minor edit.

**Minutes of the Special Meeting:** It was upon motion being made and duly seconded, unanimously

VOTED: To accept the minutes of the special February meeting as presented.

**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 as of the end of February, total metered sales are ahead of budget by 7% while total operating expenses were slightly over budget. Silva ended by presenting the year-to-date cash flow summary.

### III. Standing Items:

**Water Quality Report:** Water Quality Manager Spinney presented an update on the District's monitoring of coliform, bromate, and PFAS.

#### **Engineer's Report:**

- **Cleveland Street Tank:** District Engineer Bourque noted the site is on a winter hiatus due to posted roads. She also noted that antenna lease agreements for the new tank are in the draft stage.
- **Other Items of Interest:** Engineering and Water Treatment departments continue working with Veolia and Woodard & Curran to resolve ozone equipment issues. The Engineering department is also working on transitioning to ArcGIS online.

**General Manager Report:** After discussion, the February progress reports were accepted as written.

### IV: Follow-up and New Business:

**Bond Request:** Silva presented for approval, a bond to fund the cost of the vac truck purchased in April 2023. Silva's proposed vote was as follows:

(1) That the Board of Trustees hereby approves the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$471,076, less forgiveness of up to \$259,092 of permanent financing to fund the purchase of a Vac truck for lead service line inventory, including transaction costs and all related expenses (the "Project").

(2) That, pursuant to authority granted by the Charter of the Bangor Water District, and specifically Section 8 thereof, and any other applicable law, the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Revenue Obligation Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$471,076 to fund the Project, said funding to include transaction costs and all other expenses reasonably related to the Project.

(3) That the District Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chair of the Board of Trustees and shall have the District seal affixed and be attested by the District Clerk.

(4) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the debt service on the Bond.

(5) That the Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require.

(6) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

It was upon motion being made and duly seconded, unanimously  
VOTED: To approve the proposed vote as presented.

**Capital Reserve:** Construction Manager Littlefield started by presenting a list of 5 projects to be funded by the District's Capital Reserve funds. Littlefield went through a brief description of each project. Next Finance Manager Silva presented the current and expected year-end balances of the Capital Reserve Fund. Silva then recommended that the Trustees approve the use of the funds for the projects presented by Littlefield.

After discussion, it was upon motion being made and duly seconded, unanimously  
VOTED: To approve staff's recommendation as presented.

**Stock Bid Results:** Littlefield reviewed the bids for materials used for projects, repairs, and maintenance. Littlefield then recommended that the bids be awarded to the low bidders for each item.

After discussion, it was upon motion being made and duly seconded, unanimously  
VOTED: To approve staff's recommendation as presented.

**Trench Paving:** Littlefield reviewed the bids for 2024 trench paving and presented a summary of the historical cost of trench paving over the last 11 years. Littlefield recommended that the trench paving contract be awarded to the lowest bidder.

After discussion, it was upon motion being made and duly seconded, unanimously  
VOTED: To approve staff's recommendation as presented.

**Executive Session:** Chair Timpson then requested an executive session to discuss an appointment matter.

It was upon motion being made and duly seconded, unanimously  
VOTED: To adjourn to executive session to discuss an appointment matter.

The Board entered executive session at 4:45 p.m. At 5:08 p.m., the Board came out of executive session. Upon coming out of Executive session, Trustee Hwalek read a motion and requested a vote.

It was upon motion being made and duly seconded, unanimously  
VOTED: That the Board of Trustees provide financial recognition of the efforts of the

department heads during the recent personnel changes. And that the Board chair and acting General Manager work with the Director of Finance to finalize this effort.

The meeting was adjourned at 5:12 p.m.

Ralph Foss, Clerk

John Hwalek

Patty Hamilton

Michael Timpson, Chair

Robert Sypitkowski