

The Belfast Water District Board of Trustees met on Monday, April 6, 2026, at the 41 Wight Street office.

Bruce Osgood, the Chairman, called the meeting to order at 1:00 p.m.

Roll Call: The attendees present for the roll call were Chairman Bruce Osgood, Vice Chairman Kenneth Colby Horne, Treasurer Chad Otis, Secretary Jill Goodwin, Trustee Stephen Hall, Superintendent Frank Short, and Administrator Tammy Morse.

No members of the public were present.

VOTED: On a motion by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to accept the minutes of the regularly scheduled board meeting of March 2, 2026.

Next Meeting Date: The Board discussed and agreed on the next meeting date, scheduled for Monday, May 4, 2026, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine.

VOTED: On a motion by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 5-0, to enter into Executive Session per 1 MRS 405 (6)C to discuss a Real Estate matter at 1:05 p.m.

VOTED: On a motion by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 5-0, to adjourn the Executive Session per 1 MRS 405 (6)C after discussing a Real Estate matter at 1:26 p.m.

Frank Short presented his Superintendent's report as follows:

Back Searsport Road Tank Painting Project: Marcel A. Payeur Inc. provided a quote of \$427,500 to paint the Back Searsport Road Tank, add roof handrails, install an 18-inch aluminum frost-proof roof vent, extend the overflow pipe with an overflow box and flapper valve, grout the base plate to the foundation, and seal the concrete foundation. During this project, while the tank is empty, Frank recommended replacing the Pax Mixer; the Trustees concurred.

VOTED: On a motion by Jill Goodwin, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to accept the proposed quote of \$427,500 from Marcel A. Payeur Inc. to paint the Back Searsport Road Tank, add roof handrails, install an 18-inch aluminum frost-proof roof vent, extend the overflow pipe with an overflow box and flapper valve, grout the base plate to the foundation, and seal the concrete foundation.

Class 2 Distribution and Class 2 Treatment Licenses: The District's Foreman, Hayden Bradford, passed his Class 2 Treatment; Equipment Operator Ezra Downs passed his Class 2 Distribution; and our newest operator, Dave Hammond, passed his Class 2 Distribution and Class 2 Treatment. The Belfast Water District now has four water operators who are fully licensed to operate our water system.

GIS (Geographic Information System) Mapping: Dirigo Engineering has updated the District's GIS maps. As discussed at our last Board meeting, the District is exploring digital mapping. Aaron Dyer, of Dirigo Engineering, will be at the District's office on April 7th to discuss digital mapping options. The District will apply for the 2026 Capacity Development Grant through the Maine Drinking Water Program. If approved, the grant will pay 75% of the project, up to \$30,000.

New Water Meters: The Crew has completed 10-meter changeouts to date. This includes the 4-inch compound meter at the Penobscot Community Health Center.

Highview Subdivision (243 High Street): An estimate was provided for the Highview Subdivision, consisting of 5 house lots and a 4-unit building. Once payment is received, a 6-inch tap will be scheduled for 243 High Street. Construction is expected to start this Spring.

Maine Municipal Association (MMA) Walk-Through: Kyle Sheridan from MMA conducted the safety inspection at the Belfast Water District. Kyle made a few recommendations for the garage and for removing some trees that could cause damage at our 41 Wight Street location. He also granted the Safety Incentive Tier 3 discount of 10% on our Workers' Comp Insurance because, based on conversations, we are essentially participating in a 'Wellness Program'. Kyle will follow up with his recommendations via email.

Shipmasters Cove: The Crew opened the blow-off at the end of the private water main on Shipmasters Cove and discovered that the frozen water main had thawed. The temporary water line that had been feeding the two condos since February was removed. The property owner was notified to contact a contractor to insulate the water main and services to prevent this from happening again.

14-inch Water Main on Swan Lake Avenue from Smart Road: Frank expressed that the 14-inch water main on Swan Lake Avenue from Smart Road to the Back Searsport Road and the 12-inch water main from Back Searsport Road to Route One should be given top priority replacement to avoid the Searsport Avenue water main breaks situation that occurred in 2024. If this were to happen on Swan Lake Avenue, the City of Belfast could actually run out of water. Frank gave the Trustees a handout explaining the A.C. pipe's 70-year life expectancy; this water main was installed in 1958, approximately 13,000 feet. It is over a mile between gate valves; dewatering the main to make a repair could take hours. As extensive as this project is anticipated to be, it will take time to plan and apply for funding, which could carry us into 2028. Jim Lord of Dirigo Engineering will assist in finding grant funding to support this project, so as not to be a financial burden on our ratepayers. It is essential that we reliably get water into town. The Board shared their concerns about the need to make these improvements for the benefit of the Belfast Water District and its customers.

Fire Hydrant Improvements for 2026: The Capital Improvement budget has \$20,000 dedicated to hydrant improvements. A new hydrant will be added to the system downstream from the Back Searsport Road Booster Station because, beyond the Booster Station, the hydrants are inadequate for fire protection and will be labeled for flushing only. A new hydrant will be installed behind Traci's Diner on Washington Street. The hydrant on Main Street across from Washington Street will then be discontinued.

147 Waldo Avenue: On March 2nd, the Crew had an emergency turn off at 147 Waldo Avenue. Because the curb stop was inoperable from the surface, the service was shut off inside the building. The Crew returned the next day and used the Vac Trailer to access the curb stop, which was shut off so a plumber could replace the valve inside the building. Three weeks later, the curb stop started leaking and had to be replaced.

Confined Space Training: Bob Moody from EJ Prescott will conduct an in-house Confined Space Training for our Crew on May 13th, free of charge through the EJ Prescott Valued Added Service Program (VAS) that the District now participates in. The District has multiple areas that would be considered confined spaces. We are fortunate to use equipment that belongs to the Searsport Water District for this training and, if needed, for confined-space entry. A Standard Operating Procedure (SOP) will be added to our safety training records.

On-Call Duty: Frank told the Board that many water utilities compensate their on-call duty personnel a 2-hour overtime minimum for after-hours emergency call-ins. Most emergency calls take at least 2 hours to complete, including travel time to the location. Our Employee Handbook states that personnel not scheduled for on-call duty who are called in outside regular working hours are paid a minimum of 2 hours overtime. To be consistent with our employee call-in overtime (OT) pay outside of regular working hours, Frank asked the Board to increase the current overtime pay from the 'amount of time' on the emergency which could be a 1-hour OT pay for the call-in for On-Call Duty Personnel to be changed to 'and will be paid a minimum of 2 hours overtime' for an emergency call-in.

VOTED: On a motion by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to accept the Employee Handbook change for On-Call Duty Personnel Emergency Call-In Overtime Pay from 'amount of time' on the emergency to 'and will be paid a minimum of 2 hours overtime' for an emergency call-in.

Water Usage: Frank reported that the average daily water usage for March was 543,734 GPD. A visual graph will be created to compare month-to-month average daily water usage.

This past month, the Crew:

- Replaced a curb stop at 147 Waldo Avenue.
- Installed new water meters.
- Turned off seasonal blow-offs.
- Performed annual well maintenance.
- Completed equipment maintenance.
- Studied and passed the tests for the Class 2 Distribution and Class 2 Treatment licenses.
- Checked for frozen fire hydrants.

Upcoming this month, the Crew will:

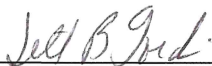
- Start working on the parking area at 41 Wight Street.
- Finish annual well maintenance.
- Replace the fire hydrant that was destroyed by a three-car accident on Searsport Avenue last winter.

Secretary Jill Goodwin stated that, as required annually under the Arbitrage and Use of Proceeds Policy, she reviewed the 10 existing bonds on February 6, 2026, verifying that the original applications, the minutes approving the action, and the supporting documents are in place and up to date.

VOTED: On a motion by Stephen Hall, seconded by Chad Otis, and unanimously approved 4-0, with Secretary Jill Goodwin abstaining, to accept the Secretary of the Board of Trustees' review of the District's bonds per the Arbitrage and Use Proceeds Policy.

Tammy provided copies of the 2025 Water Quality Report to the Trustees with a brief review of the information. This report was available for the April 1st billing via the Belfast Water District's website, soon to be on the District's Facebook page, and in hard copy at the office, City Hall, and the Belfast Free Library.

VOTED: On a motion by Jill Goodwin, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn the meeting at 2:23 p.m.



Jill B. Goodwin, Secretary/Clerk

