

Trustees of the Belfast Water District met on Monday, April 9, 2018, at 1:00 p.m. at the Little River Station office. The following Trustees were in attendance: Stephen Hall, Kenneth Colby Horne, Henry Chalmers, Bruce Osgood, Eileen Dubinett, the Superintendent, Keith Pooler, and the Administrative Assistant, Tammy Morse.

Stephen Hall, the Chairman, called the meeting to order at 1:00 p.m. then welcomed the District's accountant, Nick Henry, of Horton, McFarland, and Veysey, LLC to present the 2017 Financial Statement with Audit Report.

Nick stated that overall, it was a great audit, no deficiencies, weaknesses, findings, or disagreements with management, very clean. He suggested some efficiencies to free up some time within the accounting department. Nick explained that with an audit, they test internal controls, expenses, payroll, and fraud assessment. He reviewed the 40-page audit and expressed that Belfast Water District's financial numbers are holding as projected in 2015. A new accounting standard for Post Employee Benefits will be in effect for the 2018 audit in which the calculation will change. This change will affect the District because it pays the health insurance premium for one retiree which produces this non-cash liability. There were no swings in expenses, and the investment gains are working out well. There were no indicators of risks. Of the bonds listed, two are maturing in the next two years which will free up some cash to make improvements in the system. Keith asked Nick about doing a Cost of Service Study. Nick responded that when he does a rate case, part of the process is a mini Cost of Service Study and a review of all usages. Public fire protection is 30% of the District's revenue; and if you have big industry using 100 million gallons that percentage may drop. No need for an immediate rate case with or without Nordic Aquafarms.

VOTED: On a motion made by Eileen Dubinett seconded by Henry Chalmers and unanimously approved, to accept the Minutes for the regularly scheduled board meeting of March 12, 2018, with one addition to page 1 the last paragraph "and will ensure.....while still meeting the demand with the other two wells".

The Board discussed the date of the next board meeting and agreed upon, Monday, May 14, 2018, at 1:00 p.m.

Keith Pooler presented his Superintendent's report to the Board.

Keith reminded the Trustees that the District's case number with the Maine Public Utilities Commission (MPUC) is 2018-00043 so they can see the 24 data questions as requested by the MPUC with the District's responses. The deadline to answer these questions was 3/24/18 before the District's meeting with the MPUC on 3/30/18. On behalf of the Belfast Water District, Keith and Tammy, along with the District's attorneys Andrew Hamilton and Patrick Lyons of Eaton Peabody, and Rick Pershken of A. E. Hodsdon Engineers attended the meeting. The MPUC covered all of their data request questions, asked more questions, and recommended the District strongly consider doing a Cost of Service Study and a Hydraulic Study of the distribution system. The tentative date for the MPUC's decision will be between May 15th and May 22nd.

Keith suggested that a Hydraulic Study would be a good idea, especially if the Talbot Well is brought on-line in the future. There have been many improvements to the system since the last Hydraulic Study in 1996 done by Wright-Pierce. This study gives us needed information to make important decisions such as where we should concentrate our future improvements; where we need to make improvements for fire flows; and where the water quality issues and pressure issues are in the system. We have made significant improvements from the 1996 study, but not entirely.

The Town of Northport invited Keith and the District's counsel, Andrew Hamilton of Eaton Peabody, to attend the executive session of the Selectmen's Meeting for the Town of Northport on 4/4/18. Northport had questions about the 13 acres of land along the Northport side of the Little River Reservoir before they decide whether to exercise their right of first refusal. Coastal Mountains Land Trust has a conservation easement through the property. Northport is holding a special town meeting with the residents of Northport tentatively scheduled for 4/25/18 at the Edna Drinkwater School.

Nordic Aquafarms (NAF) has drilled four wells. The results were as follows: the well near the driveway with a continuous 96-hour pump test produced 60 gallons per minutes (gpm); the well behind the pipe rack produced 100 gpm for the continuous 96-hour pump test. That's 921,600 gallons of fresh water in 96 hours. Two more wells are drilled; one on Cassida's property and one on the walking trail behind Cassida's property that produced 55-75 gpm. The City's meeting for rezoning this property will be held on Tuesday, 4/17/18. Northport Village Corporation asked for Keith's presence at their meeting on Friday, 4/13/18 to discuss their concerns about Nordic Aquafarm's water usage of 500 gpm being so close to their vault. The District's Engineer, Tim Sawtelle, has addressed this with a flow test in this area to see if it would affect water the supply of water to Northport and it will not.

The filing of the MPUC Annual report was done on 3/29/18. The 2017 Consumer Confidence Report (CCR) was sent to 1/3 of our customers with their 4/1/18 bill and will also be included in the 5/1/18 and 6/1/18 billings. The 2017 CCR was posted on our website, at Belfast City Hall, the library, and at the Northport Town Office. The United States Post Office no longer allows postings. There is a lot of information in the CCR. The boilerplate provided by the Maine Drinking Water Program is very basic; we prefer and feel it is essential to provide our customers with the best. Keith expressed a huge thank you to Tammy for having done a super job with both reports.

The crew has been busy this past month with the following:

- Clean up the main break on Upper High Street.
- Refurbishing the 12" altitude valve at Lincolnville Avenue Booster Station with a 75-piece kit and not so detailed instructions. Keith commended the crew for a job well done.
- Clean up the debris around the hydrants caused by snow removal.
- Rebuilt the other utility trailer with new decks, wheel barons, and paint.
- Working on service ties for the 2,024 water services
- Clearing brush on the right-of-way from Jackson Pit Station to Curtis Road, which is a mile cross-country, to allow walking to make sure there are no issues with the transmission water main.
- One crew member read the meters in less than 23 hours versus the 80 – 100 hours it used to take for all crew members. The radio-read meters have proven themselves to save a lot of time and very helpful when a customer needs a history of the last 96-days.

The upcoming projects for the crew are to replace the hydrant on Starrett Drive, in front of Bell the Cat, which was hit and not reported. The replacement will be done in the early a.m. hours to make sure McDonald's has water when they open at 5 a.m. The notice for flushing hydrants will be in the paper on April 19th; flushing will start in the early a.m., with some flushing at night. Two new services are on the schedule for this spring: Walter Ash III at 34 Searsport Avenue and the new courthouse on Church Street.

Keith asked Tammy to present to the Board the details for a part-time office clerk through a staffing agency versus hiring a permanent clerk. The staffing agency charge per hour worked is about 55% above what the

District's hourly wage would be for a permanent part-time office clerk. The agency bills the District per hour worked as contractual, and they provide the District with a Certificate of Liability as required by our insurance company. No other fees are applicable unless we choose to convert the agency employee as a permanent Belfast Water District employee before the agency's minimum hour requirement. The agency screens the interviewees based on our job description; narrows down to a few qualified employees; and allows the District to make its choice. There is no extra fee if the first choice is not the right fit. We merely contact the agency, and they find a replacement that we approve. Working with a staffing agency eliminates the interview process, screening, background checks, offering benefits and more. This method will help determine the District's needs for a permanent office clerk in the future. Bruce Osgood asked if our retiree Cindy Clements would be interested in working part-time. Keith and Tammy agreed that Cindy is happy with her retirement and under the impression that she would not want to work a regular part-time schedule.

VOTED: On a motion made by Henry Chalmers, seconded by Eileen Dubinett and unanimously approved, to grant permission to hire a part-time Office Clerk through a staffing agency.

VOTED: On a motion made by Henry Chalmers, seconded by Eileen Dubinett and unanimously approved, to adjourn the meeting at 2:35 p.m.



Eileen Dubinett, Secretary