

The Belfast Water District Board of Trustees met on Monday, December 8, 2025, 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, Administrator Tammy Morse, and the District's Accountant, Nick Henry of Henry Solutions LLC.

No members of the public were present.

Chairman Bruce Osgood welcomed the District's accountant, Nick Henry of Henry Solutions LLC, to proceed with his presentation. Nick referred the Trustees to his letter regarding the 2026 Health Insurance Assessment. This assessment included the expertise from Maine Municipal Employees Health Trust (MMEHT) personnel and Med-A-Vision President Carl McNally. The District was notified that the MMEHT Katahdin Plan premium will increase by 9%, totaling \$19,475, representing 1% of the District's total budget. Nick stated that the budget could be adjusted to absorb this increase. Changing to a lower plan would save \$26,000; however, deductible costs would increase significantly. A Health Reimbursement Account (HRA) would help employees cover a portion of their higher deductibles. An in-depth discussion took place, and the Trustees decided to defer consideration of health insurance costs, along with employee wages, to next month's meeting. All Trustees agreed that, rather than switching to a lower-cost plan with higher deductibles, the District would remain with the MMEHT Katahdin Plan for 2026 for its employees; the Chairman requested a motion.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to remain with the Maine Municipal Employees Health Trust Katahdin Plan for 2026.

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 November 3, 2025.

Next Meeting Date: The Board discussed and agreed on the next meeting date, scheduled for Monday, January 12, 2026, at 1:00 p.m., at the Belfast Water District office, 41 Wight Street, Belfast, Maine. Our Accountant, Nick Henry of Henry Solutions LLC, will attend to present the 2026 Budget.

Frank Short presented his Superintendent's report.

Searsport Avenue Water Main Replacement Project: The project's final costs as of December 2025 are \$1,144,860.58, broken down as follows:

- Eastwood Contractors totaled \$684,956, including \$34,656.00 in change orders for an additional 89-feet of 12-inch D.I. pipe, and additional paving.
- Retainage amount is \$15,000.
- Materials installed totaled \$341,276.98, which includes pipe used for temporary services.
- Engineering services totaled \$100,203.72.
- Other project costs: Purchased water from the Searsport Water District to supply the east side of Searsport Avenue (\$17,603.88); water samples on the new water main (\$520); and a meter pit at Ashley Drive that required relocation (\$300).

Back Searsport Road Tank Painting: The plan is to paint the 500,000-gallon tank on Back Searsport Road this Spring, which is long overdue. For safety reasons, a platform should be built for the access hatch at the top of the tank. Also, while the tank is empty, the PAX Mixer should be replaced. Marcel Payeur has taken the exterior paint samples from the tank since his company painted the Crocker Road Tank in 2023. The District's Engineer, Tim Sawtelle of Dirigo Engineering will prepare the specifications this winter so the project can go out to bid.

The Little River Dams and Surrounding Properties: Frank informed the Trustees that he received a call from Dan McCaw of the Penobscot Indian Nation (PIN) regarding tentative approval of the National Fish and Wildlife Foundation Grant and the expected finalization by the end of January. PIN intends to begin their work this coming year.

The Neptune 360 AMR Meter Reading Software: The new Neptune 360 software was installed, uploaded, and used to read the meters for the December 1st billing. With this new software, the entire water system can be read in a matter of hours. Comparing the gallons of water metered to the gallons pumped from our wells will help determine whether we have any leaks.

New Plow Truck: Frank gathered quotes and visited dealerships to find a new Foreman truck, as discussed at the last board meeting. Key Ford in Rockland had a 2026 Ford F-350 for a final cost of \$45,385, with the best trade-in value of \$18,500 for our 2019 Chevrolet truck. Due to availability, Frank discussed purchasing the new truck with the Chairman as soon as possible, given the limited number of in-stock trucks and the desire not to miss the opportunity. We kept the Fisher V-plow from the old truck and purchased truck-side parts from Bangor Truck Works to be installed by BWD Water Operator, Zach Harriman. The new truck was ready to plow the snow that arrived the very next day. The Trustees approved the purchase of the new 2026 Ford F-350 truck.

New Sander: At the beginning of this year, our Capital Improvements included buying a new sander; however, it became clear that it would be better to wait until the District purchased a new Foreman truck before making the purchase. Now that we have the new truck, a new sander will cost between \$6,000 and \$7,000; the old sander was sold for \$1,500.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to purchase a new sander.

Maine Drinking Water Program Sanitary Survey: The Belfast Water District's new water system inspector, Kelly Shores of the Maine Drinking Water Program, will conduct a Sanitary Survey on December 17th. This survey takes place every three years to assess the cleanliness and sanitation of the wells and the booster station. Frank intends to discuss a change to one of our monthly compliance sampling locations, Jack's Grocery to our office here at 41 Wight Street. Our office is in the same area, with better access, and is less busy during daytime hours.

Maine Rural Water Association (MRWA) Conference: Frank informed the Trustees that he and the crew will attend the MRWA conference on December 10th and 11th, which provides an excellent place to complete the necessary classes to earn the Technical Contact Hours. These hours are needed to maintain Water Operator Distribution and Treatment licenses as required for our water system.

Frank informed the Board that the average daily usage for November is 491,507 GPD.

This past month, the Crew:

- Turned off Seasonal services.
- Winterized fire hydrants.
- Installed the plow on the new Foreman truck.
- Installed a new 1-inch water service at 37 Old Searsport Avenue.

In the upcoming month, the Crew will:

- Make sure fire hydrants are operational and clear of snow.
- Work on the parking area at 41 Wight Street (weather permitting).
- Prepare for the Maine Drinking Water Program Sanitary Survey on December 17th.
- Attend the Maine Rural Water Association Conference.

Tammy reported to the Trustees that, every six months, our funds are evaluated by Camden National Bank to determine additional insurance coverage beyond the FDIC limit. This additional amount was increased to \$1,700,000 in November and will renew at the end of March 2026. She also reported that our 12-month CD of \$628,000 will mature on December 23, 2025, and that the new CD rate is not yet known.

Tammy explained to the Board that she spoke with our bond counsel, Lee Bragg of Bernstein, Shur & Nelson, about amending the use of the General Resolution Loan funds received from the Maine Municipal Bond Bank. Our bond counsel provided a proposed vote to change the use of the General Resolution Loan Funds received from the Maine Municipal Bond Bank (MMBB) to paint the Back Searsport Road Tank and to purchase property in the well-head protection area. Chairman Bruce Osgood requested a motion to adopt the attached proposed vote to amend the Use of Proceeds for which the bond was issued to the MMBB.

VOTED: On a motion by Jill Goodwin, seconded by Chad Otis, and unanimously approved 5-0, to adopt the proposed vote as amended to clarify and restate the purposes for which the proceeds of the bond issued to the Maine Municipal Bond Bank on May 23, 2024, are to be used.

Tammy presented to the Trustees, as recommended by the District's auditor, Rob Dorr of Dorr's Accounting LLC, during his 2024 audit of the District's records, a new policy to 'Write-off Small Balances Remaining on a Lease' which requires a vote to accept. The Trustees reviewed the policy, then Chairman Bruce Osgood requested a motion to accept it as written.

VOTED: On a motion by Jill Goodwin, seconded by Chad Otis, and unanimously approved 5-0, to adopt the policy to Write-off Small Balances Remaining on a Lease.

Chairman Bruce Osgood requested a motion to enter into Executive Session to discuss a real estate matter.

VOTED: On a motion by Kenneth Colby Horne, seconded by Chad Otis, and unanimously approved 5-0, to enter into Executive Session per 1 MRS 405 (6)E to discuss a Real Estate Matter at 2:14 p.m.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn the Executive Session per 1 MRS 405 (6)E for a Real Estate Matter at 2:27 p.m.

Upon returning to the regularly scheduled board meeting, the Board of Trustees voted as follows:

VOTED: On a motion by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 5-0, to authorize the Superintendent to negotiate for the purchase of the property located at 17 Blake Road, Belfast, Maine, and to sign documents on behalf of the Belfast Water District.

VOTED: On a motion by Chad Otis, seconded by Jill Goodwin, and unanimously approved 5-0, to adjourn the meeting at 2:29 p.m.



Jill B. Goodwin, Secretary/Clerk

PROPOSED VOTE

VOTED by the Board of Trustees of the Belfast Water District of Belfast, Maine as follows:

- VOTED:
- (1) That the vote adopted on April 1, 2024 is hereby amended to clarify and restate the purposes for which the proceeds of the bond issued to the Maine Municipal Bond Bank on May 23, 2024 are to be used; to wit: water main replacement, including the installation of a new Jackson Pit Transmission Line, water tank painting and maintenance, and the purchase of real property to expand the District's wellhead protection area, including design costs, transaction costs, and other expenses, reasonably related thereto; and
 - (2) That in all other respects, the vote adopted on April 1, 2024 shall remain in full force and effect.

