

The Belfast Water District Board of Trustees met on Monday, February 2, 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 Kenneth Colby Horne, and unanimously approved 5-0, to accept the minutes of the regularly scheduled board meeting of January 12, 2026.

**Next Meeting Date:** The Board discussed and agreed on the next meeting date, scheduled for Monday, March 2, 2026, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine.

Frank Short presented his Superintendent's report as follows:

**17 Blake Road:** Frank stated that he received an email from the Belfast Water District's real estate attorney, Lee Woodward of Camden Law LLC, specifying that there was a slight problem with the Nickerson property deed. Lee corrected the issue with the deed and scheduled the closing for January 30th. The total cost was \$245,095.03: \$240,000 for the property, \$5,095.03 for closing costs, crediting the \$2,000 earnest money paid in December. Before focusing on the cleanup of this property, our next project in the Spring will be the new parking area here at 41 Wight Street.

**Little River Dams:** Jack Shaida with Coastal Mountain Land Trust (CMLT) contacted the Belfast Water District expressing interest in scheduling a meeting with Down East Salmon Federation (DSF), Penobscot Indian Nation (PIN), and the City of Belfast about CMLT purchasing the property surrounding the Upper Reservoir and the possibility of the DSF taking responsibility for the dams. A tentative meeting is scheduled in March.

**243 High Street Subdivision:** Frank stated that he is currently preparing an estimate for 243 High Street, Highview Subdivision by Big Bridge Ventures LLC, consisting of a 6-inch private main tap serving 6 individual lots: one a 4-unit building with a 2-inch meter and five single-family homes with 5/8-inch meters. The property owner, Carl Savitz, is working with Greg Morley and contractor Walter Lamont to break ground in March, if possible.

**New Water Meters:** The meter changeout program will begin this year amounting to 150 meters. Frank informed the Board that new water meters will be ordered this month as part of our 2026 capital improvements; the larger meters will require measurements to determine the correct lay length before ordering.

**MRWA and MWUA Classes:** Belfast Water District hosted an Emergency Response class on January 15th, sponsored by the Maine Rural Water Association. Then, on January 21st, we hosted a preparatory class for Class 1 and 2 Treatment licenses, including a tour of the Jackson Pit Well site. Both classes held here at 41 Wight Street were enjoyed by students and instructors alike.

**Class 1 Distribution and Class 1 Treatment:** David Hammond, our newest employee, attained his goal to pass his Class 1 Distribution and Class 1 Treatment tests to obtain his State of Maine licenses. The rest of the crew will soon be testing for their Class 1 and 2 Treatment Licenses.

**Maine Municipal Association (MMA) Safety Hazard Survey:** Kyle Sheridan of the MMA Risk Management Services is scheduled to visit the Belfast Water District facilities on Wednesday, February 11th, to conduct a walk-through safety hazard survey as part of the Workers Compensation Safety Incentive Program.

**Service Line Leak at 3 Whittier Road:** On January 13th, the Belfast Water District Crew repaired the 3/4-inch service line at 3 Whittier Road, which is the last service on the Back Searsport Road. The next day, the pumpage at the Back Searsport Road Booster Station was higher than before the leak was repaired. After a few hours of leak detection, the crew discovered that the vacant mobile home next to the booster station had frozen and broken, resulting in a leak at 8 GPM; the mobile home service was turned off.

**Water Usage:** Frank reported to the Trustees that the average daily water usage in January was 531,178 GPD.

This past month, the crew:

- Cleared snow from fire hydrants.
- Checked for frozen fire hydrants.
- Attended the prep classes for Class 1 and 2 Treatment licenses.
- Turned blow-offs on to prevent freezing.

In the upcoming month, the crew will:

- Clear snow from fire hydrants.
- Check for frozen fire hydrants.
- Prepare for annual safety training.
- Attend the MWUA conference.
- Perform the annual well maintenance.

Frank reported that a Zoom meeting took place on January 23<sup>rd</sup> with our new bond counsel, Tim Pease of Rudman & Winchell. This meeting was informative. Mr. Pease was pleasant to speak with, and he answered our questions; in turn, he asked about the Belfast Water District and what we expect from the firm. Mr. Pease stated that their firm offers other departmental specialties and is willing to assist beyond representing the District as our bond counsel.

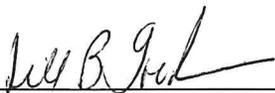
Tammy reported to the Trustees that Nick Henry of Henry Solutions will conduct the pre-audit on Thursday, February 12th. Nick will then prepare the reports necessary to be forwarded to the District's auditor, C. H. Dorr & Co. Accounting. Once reviewed, Mr. Dorr will contact the District to schedule the annual audit. Upon completion of auditing of our records, the 2025 Financial Report will be prepared for presentation to the Board.

Tammy reported that over 60% of our customers use the Invoice Cloud payment system. Most of our customers use their checking account via ACH, while others use a debit, credit card or PayPal, which are convenient added choices.

Tammy informed the Board of Trustees that one of our customers had a leak, resulting in a large water bill. Because the customer had not attempted to make a payment arrangement, the water service was disconnected on October 1st, and local enforcement was notified of the conditions at this location. After 90 days from the date the bill became due (which was last week), a Notice of Demand (30-day notice) will be sent by certified mail with a return receipt requested. Our Board of Trustees Treasurer must sign the Notice of Demand to initiate the process. Once the 30 days have passed, a lien can be recorded within one year.

Frank reported that the leak in the old Keene's mobile home park off Swan Lake Avenue is being resolved. The new owner had contacted a plumber and an excavator to repair the leak within the park.

**VOTED:** On a motion by Jill Goodwin, seconded by Chad Otis, and unanimously approved 5-0, to adjourn the meeting at 1:26 p.m.



Jill B. Goodwin, Secretary/Clerk