

The Belfast Water District Board of Trustees met on Monday, February 6, 2023, at 1:00 p.m., at the 41 Wight Street Office.

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

A roll call of attendees was as follows: Chairman Bruce Osgood, Treasurer Stephen Hall, Secretary Jill Goodwin, Trustee Chad Otis, Superintendent Keith Pooler, Superintendent in-training Frank Short, and Administrator Tammy Morse. Vice-Chairman, Kenneth Colby Horne was absent from the meeting.

**VOTED:** On a motion made by Stephen Hall, seconded by Chad Otis, and unanimously approved 4-0, to accept the minutes of the regularly scheduled board meeting of January 9, 2023.

The Board discussed the next meeting date and agreed on Monday, March 6, 2023, at 1:00 p.m. at the Belfast Water District office at 41 Wight Street, Belfast, Maine.

The Chairman of the Board requested to add to the agenda to enter into an executive session for a personnel matter pursuant to 1 M.R.S. §405 (6)A after the presentation of the Superintendent's report.

On an annual basis, the Secretary of the Board of Trustees must review and report the District's outstanding bonds to ensure compliance with the covenants within the bond documents required by federal and state law. Jill Goodwin, Secretary of the Board of Trustees, reported that she conducted the yearly review of the District's bonds on January 26, 2023, per the Arbitrage and Use Proceeds Policy for the eight existing bonds. She verified that the original applications, the minutes approving the action, and the supporting documents were in place and up to date.

The Trustees, Keith Pooler and Frank Short, reviewed the City of Belfast's request for an easement along the front of the District's property at 41 Wight Street. The easement is for installing, maintaining, operating, repairing, and publicizing a multi-use pathway associated with Wight Street. When discussing the easement, unanswered questions needed to be addressed; therefore, the Board of Trustees took no action.

Frank Short, Superintendent in training, presented his report to the Trustees.

The new garage is now complete. The crew finished moving in the inventory, supplies, and equipment. There are minor organizing tasks, but all in all, it is done. Frank told the Board how the crew is thankful for such a great building!

Waterfall Arts has replaced its failing check valve with a testable check valve for backflow prevention; the test results report will be forthcoming. As the District's Cross Connection Control Program requires, a testable backflow assures the District that an annual passed test will eliminate unfavorable situations.

The Smart Road Station and Jackson Pit Station generators are scheduled for full-service maintenance by Cummins Diesel on Wednesday, February 15, 2023. As approved at last month's meeting, the cost is expected to be under \$5,000.

Frank stated that the District's engineer, Tim Sawtelle of Dirigo Engineering, is researching the best system for our needs: radios, internet, or a combination. Factors to consider are reliability, availability of parts, ease of repair, and operational costs. Our existing SCADA is beyond its years, continues to have issues, and is difficult to repair. The cost of a new SCADA system is in the range of \$50,000 - \$100,000. At next month's meeting, Tim Sawtelle will present our options.

As voted by the Trustees last month and per the recommendation of the District's accountant, Belfast Water District opened a 1-year CD at 4.15% APR (\$600,000) and transferred the 10-year 1.55% CD of \$113,000 to a 3% APR CD for the remaining 24 months through Camden National Bank.

## Belfast Water District Board Meeting Minutes of February 6, 2023

Keith continues to work on the lead survey as required by the Maine Drinking Water Program. He has completed reviewing 1,800 services, and approximately 400 services will need to be physically inspected. During his 32 years at the Belfast Water District, he has not seen a lead water service. Regardless, we treat the system with corrosion control for lead and copper.

The District is awaiting approval of the submitted State Revolving Loan Fund (SRF) application for the Waldo Avenue Water Main Project. The springtime is when applicants usually know if they made the primary list of the Maine Drinking Water Program.

Even after advertising, we only had two applicants apply for our Water Operator opening, and we are very fortunate to have had Zach Harriman apply for the position. Frank stated that after interviewing, it was clear that Zach would be a productive member of our team as he came highly recommended. Zach is excited to start work on Monday, February 13, 2023. Frank will introduce Zach to the Board at the March Board Meeting. Welcome, Zach Harriman, to the Belfast Water District!

As always, the MWUA Conference was insightful; speaking to others in person and discussing ideas is the best experience. The day's highlight was seeing our Superintendent, Keith Pooler, receive the Jeff Nixon Distinguished Service Award. This award is well-deserved, and it was an honor to be present when Keith received it for his 32-year tenure in the water industry. The Board of Trustees said they would be honored to display Keith's award at the District office. Congratulations to you, Keith H. Pooler!

Frank asked permission from the Board to purchase a vehicle lift that will lift a maximum of 14,000 pounds. The estimated cost is \$10-15,000. Frank stated he has reached out about the annual requirements of periodic testing, inspections, and approvals. Tammy will contact our insurance provider Maine Municipal Association for their requirements. Frank will provide more reliable information and costs at the next board meeting.

The District is in the process of applying for a Water System Asset Security Grant to install a fence around the Lincolnville Avenue 500K tank. Annually this grant is available and must be submitted by March 31st. If the Maine Drinking Water Program approves the application, reimbursement of up to \$20,000 is allowed. Last year, the District received a Water System Asset Security Grant for the fence around the Back Searsport Road Tank, with a total cost of \$17,360 reimbursed.

This past month the crew:

- Completed the move and construction of the new garage at 41 Wight Street.
- Located mains and services for Olver Associates, preparing for the City of Belfast sewer projects on Upper High Street and Vine Street.
- Performed winter maintenance and removed snow from hydrants.
- Repaired a leak in the meter pit at Overlook Drive with a water loss of about 40,000 gallons.
- Investigated a leak on Searsport Avenue in front of All-Play on their 2-inch service during unfavorable 19-degree weather with a -30F degree wind chill. The following day, they repaired the leak in better weather conditions. The water loss was 1M gallons.
- Assisted eight customers with frozen water services and responded to a water leak inside the new housing complex at 80 Wight Street caused by unfavorable weather conditions.

Upcoming this month the crew will:

- Check fire hydrants and perform winter maintenance.
- Start and finish the annual inventory count.
- Continue to locate mains and services for Olver Associates and work with them due to the snow coverage.

Tammy and Suzette are prepared for the accountants' annual audit tomorrow, Tuesday, February 7, 2023, with Nick Henry of Horton, McFarland, Veysey, and his Assistant, Jared Forrest. Per their request, Tammy distributed the yearly questionnaire to the Trustees to be completed and submitted for the audit.

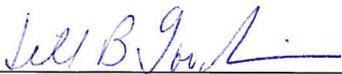
**VOTED:** On a motion by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 4-0, to enter into an executive session to discuss a personnel matter pursuant to 1 M.R.S. §405 (6)A at 1:50 p.m.

**VOTED:** On a motion by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 4-0, to adjourn the executive session for a personnel matter pursuant to 1 M.R.S. §405 (6)A at 2:05 p.m.

Upon returning to the regular board meeting from the executive session, the Board of Trustees voted as follows:

**VOTED:** On a motion by Stephen Hall, seconded by Chad Otis, and unanimously approved 4-0, to accept the updated wage proposals presented by the Superintendent.

**VOTED:** On a motion by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 4-0, to adjourn the meeting at 2:11 p.m.



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Jill B. Goodwin, Secretary/Clerk

