

The Belfast Water District Board of Trustees met on Monday, June 9, 2025, at the 41 Wight Street office.

Bruce Osgood, the Chairman, called the meeting to order at 1:09 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 May 5, 2025.

**Next Meeting Date:** The Board discussed and agreed on the next meeting date, scheduled for Monday, July 7, 2025, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine.

Frank began his Superintendent's report to the Board of Trustees by thanking Trustee Jill Goodwin for agreeing to serve another 5-year term. He also noted that the City of Belfast Council approved her appointment to the Belfast Water District Board of Trustees. All in attendance were pleased with Jill's decision!

**Searsport Avenue Water Main Project:** The Searsport Avenue Water Main Replacement Project has commenced. Eastwood Contractors have moved their equipment onto the job site and established a lay-down yard. Easement agreements are in place with 33 Searsport Avenue and Shipmasters Cove Road. Frank intends to do a progress memo of the prior week and a tentative work schedule for the upcoming week and post it on the Belfast Water District's website homepage and on its Facebook Page.

The Belfast Water District crew has installed temporary water services, and Eastwood Construction began work on the water main on Footbridge Road last week. Before the project began, a test hole was dug, revealing that part of the pipe on Footbridge Road was made of ductile iron. However, this past Thursday, it was discovered that one section was AC pipe, requiring a Change Order to the project. Enterprise Electric will horizontal-bore two 2-inch lines under the road, one for temporary water services.

The Maine Department of Transportation (MDOT) permitting process required that the District establish an escrow account at Camden National Bank for this project, allocating \$54,280. After submitting the plans and permits to Randy Rodrigue at MDOT, the review concluded that we do not require MDOT permitting since the project is located within the City of Belfast Compact Area. Frank stated he will contact MDOT to release the escrow funds.

**Searsport Water District Well Rehab:** The Searsport Water District has completed its well rehabilitation, while the Belfast Water District supplied water to the town of Searsport without any issues. We sold a total of 2,778,500 gallons to Searsport, averaging about 252,591 gallons per day for 10 days. Frank mentioned that he suggested to Herb Kronholm, the Superintendent of the Searsport Water District, that instead of rehabilitating its well in the future, Searsport could purchase water from us, which would be a remedy for both Searsport and Belfast.

**Back Searsport Road Booster Station:** Frank asked our electrician, Davey Small from Arc Electric, to deliver the necessary contacts to repair the Back Searsport Road Booster Pump. One of Davey's helpers brought them to the office the following day. Jim Sorensen from Dirigo Engineering, who has done extensive work for the Belfast Water District, made the repairs in under an hour. Jim stayed for an additional hour to ensure that both pumps were operating correctly. Now, the Back Searsport Booster Station is back to regular operation.

**New Hire:** After reviewing numerous job applicants and conducting three interviews, Frank informed the Board that hiring David Hammond as the new employee for the Belfast Water District was the best choice.

**Culvert Replacements:** Belfast Public Works crew has replaced a culvert on Swan Lake Avenue. Our water main was located directly on top of the culvert, so it had to be cut apart to remove it from underneath the water main. After conducting a test hole, we discovered that the culvert on Back Searsport Road is likely in a similar situation. The culvert near East Side School is positioned above the water main. Fortunately, Public Works has decided not to replace the culvert at Mill Lane which is under our water main and is extremely deep.

**City of Belfast Phase 1 Sewer Project:** Nitram Excavation is currently working on Phase 1 of the City of Belfast Sewer Project. They have been active along both Vine Street and Waldo Avenue. Up to today, with the exception of a minor fix, the project has not had a negative impact on our water mains or services.

**Eaton Peabody:** The Belfast Water District's Attorney, Andy Hamilton of Eaton Peabody P.A., notified the District that he has transitioned into a new firm called Katahdin Law LLC, along with three of his colleagues, Jonathan A. Pottle, Timothy C. Woodcock, and Janna D. Gau. Andy provided a courteous email to formalize their final transition and express their joy in serving the Belfast Water District for so many years under Eaton Peabody P.A., with over 120 years of legal experience in offering specialized legal services. Andy's email has requested confirmation of the Board of Trustees' direction for the handling of the Belfast Water District's matters and files by him and the attorneys referenced in the email. A major concern is to make sure our records are in a fireproof location. The Board discussed the email and pending issues, then concurred to move forward with Andy Hamilton under Katahdin Law, LLC.

**VOTED:** On a motion by Jill Goodwin seconded by Chad Otis, and unanimously approved 5-0, for Katahdin Law LLC to continue to handle the Belfast Water District's matters and files.

**Asset Security Grant:** The Belfast Water District was approved for the Maine Drinking Water Program Asset Security Grant up to \$10,000 to install a video surveillance camera system, for which we received three quotes from different companies. Frank expressed that our focus should be the Wight Street office and garage. This is a timely grant due to recent vandalism and arson in the City of Belfast.

**New Meter Reading System:** Training will begin soon with the new meter reading system from Ti-Sales, which is compatible with both Windows 10 and Windows 11. We want the District's personnel to have sufficient hands-on time to learn and become familiar with the new meter reading system before upgrading the computers to Windows 11 in October.

**Ability to Serve Request Received:** Frank informed the Board that a request had been received from WALDO Community Action Partners (WCAP), which owns the property adjacent to Tractor Supply on Belmont Avenue, to build a 60-unit apartment complex. Their request is to connect to an existing 8-inch water service within a private right-of-way feeding Tractor Supply. To adequately serve their proposed plan, an 8-inch fire service and a 4-inch domestic service would be required.

**MDOT Route 1 Bridge:** Repair work has commenced on the Route 1 Veterans Memorial Bridge that crosses over the Passagassawakeag River. The contractor will need to raise the bridge by half an inch. The Belfast Water District has a 12-inch water main that is attached to the bridge. It is anticipated that this work will not affect our water main.

**Seasonal Help:** Our most recent retiree, Don Hahn, has returned to work one or two days a week to mow lawns and trim fire hydrants this summer, on an as-needed basis.

**41 Wight Street Landscaping:** Frank's daughter, Meredith, has her own landscaping business, and the office grounds were in dire need of maintenance, so we hired her. She knows flowers and plants and will make our gardens look nice again.

This past month, the crew:

- Activated seasonal services.
- Worked with Belfast Public Works on the culverts on Swan Lake Avenue.
- Worked with Nitram Excavation on the Waldo Avenue City Phase 1 Sewer Project.
- Cleaned up the yards.
- Started excavating test holes on Footbridge Road for the Searsport Avenue Water Main Project.
- Replaced the asphalt mix where we had main breaks this past winter.
- Repaired lawns from new services from last fall and leaks from last summer.

In the upcoming month, the crew will:

- Set up temporary services for the Searsport Avenue Water Main Project.
- Renew our side of the Lane Construction blowoff to connect a new 1-inch service at 186 Swan Lake Avenue.
- Continue to locate and assist Belfast Public Works with the culverts on Swan Lake Avenue.

**Juneteenth:** Frank informed the Board that Juneteenth falls on a Thursday during the height of our construction on Searsport Avenue and inquired if we could consider trading the day for the day after Christmas. The Board of Trustees concurred to allow the District to remain open on Thursday, June 19th, and close the day after Christmas, Friday, December 26th.

**Permanent Part-time Benefits:** Today, Lisa Redmond has been with the Belfast Water District for six months. Frank asked the Board if they could add Paid Time Off benefits for Permanent Part-Time Employees to our Employee Handbook, with at least six months of service. Tammy explained that Lisa works a three-day work week and has proven herself to be a valuable asset to the Belfast Water District, in addition to being an excellent assistant to the office staff. Steve Hall suggested one-half of the Paid Time Off benefits that Full-Time Employees are eligible for. The Board of Trustees agreed that this is a reasonable request and a great incentive.

**VOTED:** On a motion by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to add to the Employee Handbook Paid Time Off benefits for Permanent Part-time Employees equal to one-half of the Paid Time Off benefits that Full-Time Employees are eligible for, with at least six-months of service.

Tammy reported to the Board that:

- Our 2024 Water Quality Report was certified with the Maine Drinking Water Program on June 3, 2025.
- The District signed a contract with Tom's Water Solutions as required by the Maine Drinking Water Program Capacity Development Grant, to update our Emergency Action Plan and Risk and Resilience Assessment.
- Dorr Accounting will start our audit on June 25th.

The Board of Trustees noted that it has been a long time since their compensation was increased and believed this should be addressed in comparison to other water utilities. The discussion then focused on the process for raising their compensation, as well as the dedicated roles, the increase in responsibilities, and time commitment required beyond attending meetings. This information will be researched and provided for next month's board meeting to be reviewed.

**VOTED:** On a motion by Stephen Hall, seconded by Jill Goodwin and unanimously approved 5-0, to adjourn the meeting at 2:10 p.m.



Jill B. Goodwin, Secretary/Clerk





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State of Maine  
County of Waldo, SS  
Belfast, Maine

I, Jill Goodwin, do swear that I will support the Constitution of the United States and of this State if I shall continue a citizen thereof. So, help me God.

I do swear that I will perform all the duties incumbent upon me as a

**Member of the Water District Board of Trustees to serve 5-year term due to expire July 1, 2030**

for the City of Belfast Maine according to the Constitution and laws of the State of Maine. So, help me God.

Signature

STATE OF MAINE  
COUNTY OF WALDO, SS

Date

I, Angie A. Crosby, hereby certify that on this day Jill Goodwin appeared before me and took the foregoing oath.

Angie A. Crosby, City Clerk

Date appointed: June 11<sup>th</sup>, 2025

