

Belfast Water District Board of Trustees Meeting of March 6, 2023

The Belfast Water District Board of Trustees met on Monday, March 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, Vice-Chairman Kenneth Colby Horne, Treasurer Stephen Hall, Secretary Jill Goodwin, Trustee Chad Otis, Superintendent Frank Short, and Administrator Tammy Morse.

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 February 6, 2023.

The Board discussed the next meeting date and agreed on Monday, April 3, 2023, at 1:00 p.m. at the Belfast Water District office at 41 Wight Street, Belfast, Maine.

The Superintendent, Frank Short, introduced our new employee, Zechariah Harriman, to the Board of Trustees. Frank expressed that we feel fortunate to have had Zach apply for the Water Operator position. The Board introduced themselves to Zach and welcomed him to our team. We have a great crew, including our Board of Trustees. Zach thanked the Board and expressed it was great to meet everyone and was very happy to be working for the Belfast Water District.

Tim Sawtelle presented an estimate for a new SCADA system to modernize and upgrade communications and controls to the Board of Trustees. Testing the radio path between all sites and the availability of parts is a concern before determining what is best for District. Checking all the paths and attempting to get antennas at a reasonable height for the testing. Jackson Pit is a challenging site; therefore, it should have full foliage before testing. The Board concurred to move forward with the path testing and have Frank coordinate with Tim Sawtelle the best SCADA system once we know the results of the path testing.

VOTED: On a motion made by Stephen Hall, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to move forward with the radio survey path testing during full foliage (June-July) and for the Superintendent to coordinate with the District's Engineer, Tim Sawtelle, to determine the best option for a new modernized, upgraded SCADA system.

Superintendent, Frank Short, presented his report to the Board of Trustees.

Unfortunately, Keith's last few days of work, he was out sick and unable to have his Open House farewell. On behalf of the entire team at the Belfast Water District, we wish Keith well in his retirement and future endeavors. After 32 years of service, he deserves it!

Cunningham Security installed a new alarm system in our new garage, but due to unnecessary alarm callouts, they have to return to figure out the problem with their alarm system.

Cummins Diesel serviced both generators at the wells on Wednesday; the final cost was \$2,239, well under the estimated cost of \$5,000.

The District applied for a Maine Drinking Water Program (MDWP) SRF Loan in September 2022 to replace 500 feet of 8-inch water main under Route One at Waldo Avenue. During 2022, two significant main breaks happened. The MDWP primary and backup lists for a State Revolving Loan Fund were released this past week. Our project is number 40 out of 47 on the backup list; therefore, if we decide to continue with this project this year, alternate financing options must be discussed with our accountant.

On March 13, 2023, the Belfast Water District received the invoice from the Maine Department of Transportation (MDOT) for the water main replacement portion of the 2021 Route 1 Goose River Project costing \$168,089. Pay

Request # 2 will include this invoice. The District was approved for a MDWP SRF Loan in 2020 for \$2.2M for the Route 1 Goose River Project and the Talbot Well. The closing will take place before May 13, 2023.

After meeting with City of Belfast Officials to discuss our concerns about the easement presented at last month's board meeting, the District signed the easement on February 23, 2023. This easement on Wight Street is for installing, maintaining, operating, repairing, and public using a multi-use pathway with Wight Street. In exchange for the easement and subject to any required permitting or approval, the City agreed to install a stormwater basin in Wight Street at the Southeast corner of the 41 Wight Street driveway serving our Property with a 15-inch minimum diameter stub faced North up the driveway to accommodate the stormwater from our Property. The elimination of the detention pond to create much-needed parking will need to be addressed before the Planning Board.

Frank described a Four-Post Lift that he would like to purchase, to replace the lift we had at the Little River Station garage. This new Four-Post Lift has a 14,000-lb lifting capacity with two rolling jacks. The estimated cost is \$14,000 plus installation through NAPA Auto Parts. As previously directed, Tammy contacted Maine Municipal Association to ensure it meets insurance coverage standards. This model can be inspected annually by the company that completes the installation.

VOTED: On a motion by Chad Otis, seconded by Jill Goodwin and unanimously approved 5-0, to purchase a Four-Post Lift with a lifting capacity of 14,000 lbs. and two rolling jacks at a cost up to \$16,000.

The District is applying for a Water Asset Security Grant through the Maine Drinking Water Program to install approximately 270 feet of 6-foot tall chain link fence with barbed wire around the 500-gallon tank, an equipment access gate, and a staff access gate. If approved, this grant will reimburse the District up to \$20,000; the three estimates received averaged \$23,000.

Frank stated he attended a Public Information Meeting on March 2, 2023, about a proposed 48-lot all-residential subdivision at the end of Little River Drive. The 'Little River Subdivision' will be built to meet the City's specifications in order to be accepted as a city street. In turn, the water main (including four fire hydrants) will be constructed according to the District's Water Main Specifications in order to be accepted as part of our water system.

Frank expressed that one of our hydrant meters stopped working, and the other needs to be replaced. The District has gradually lost revenue with our existing hydrant meters due to the inaccuracy of the water measured. The City Fire Department no longer delivers pool water to customers that used to pay at the office before delivery; now, it is measured through a hydrant meter. The District sets a hydrant meter for about a month to measure water used for brown tail moth treatment. Upcoming construction projects also need a hydrant meter for their water usage. Frank asked the Board for permission to purchase two new 3-inch hydrant meters that accurately measure water usage and the necessary backflow preventers. These new hydrant meters will read in cubic feet. The cost from Ti-Sales is \$2,815.65 each, a total of \$5,631.30.

VOTED: On a motion by Stephen Hall, seconded by Kenneth Colby Home and unanimously approved, to purchase two 3-inch hydrant meters and the necessary backflow preventers.

Hayden is studying for his Class II Distribution license and will then concentrate on Class I & II Treatment licenses. Zach will start his classes after his 6 months training.

This past month, the crew has:

- Performed winter maintenance and removed snow from the hydrant locations.
- Turned on seasonal blow-offs at Lincolnville Avenue, Highview Terrace, and Alto Street.
- Completed the annual inventory counts.
- Completed the annual maintenance of the chemical feed pumps at the wells.
- Continued inspection of the customer side of the water service for the Lead Inventory Survey.

Upcoming this month, the crew will:

- Continue to do winter maintenance on fire hydrants and snow removal.
- Continue to inspect the customer side of services for the Lead Inventory Survey.

Tammy stated that she contacted Camden National Bank about updating the District's signatories now that Keith has retired from the Belfast Water District and Frank Short is our new Superintendent. A vote is necessary to remove and add authorized signatories on behalf of the Belfast Water District.

VOTED: On a motion made by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 5-0, to remove our retired Superintendent, Keith H. Pooler, as an authorized signatory with Camden National Bank on behalf of the Belfast Water District and add our new Superintendent, Frank D. Short, as an authorized signatory with Camden National Bank on behalf of the Belfast Water District.

VOTED: On a motion made by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 5-0, to enter into an executive session to discuss a personnel matter pursuant to 1 M.R.S. 405 (6)A at 2:29 p.m.

VOTED: On a motion made by Stephen Hall, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn executive session to discuss a personnel matter pursuant to 1 M.R.S. 405 (6)A at 2:32 p.m.

Upon returning from the executive session, the Board voted on the following:

VOTED: On a motion made by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to approve a retirement gift for Keith H. Pooler, Superintendent of the Belfast Water District, who retired on February 28, 2023, for his 32 years of dedicated service to the Belfast Water District.

VOTED: On a motion made by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 5-0, to adjourn the meeting at 2:33 p.m.



Jill B. Goodwin, Secretary/Clerk

