

## Belfast Water District Board Meeting Minutes of November 7, 2022

The Belfast Water District Board of Trustees met at the Little River Station office on Monday, November 7, 2022, at 1:00 p.m.

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

The Chairman of the Board requested to add to the agenda to enter into an executive session for a personnel matter pursuant to 1 MRS 405 (6)A after scheduling the date for the next board meeting.

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 Keith Pooler, and his Administrative Assistant, Tammy Morse.

**VOTED:** On a motion made by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to accept the minutes of the regularly scheduled board meeting of October 17, 2022.

The Board discussed the next meeting date and agreed on Monday, December 5, 2022, at 1:00 p.m. at the new headquarters of the Belfast Water District at 41 Wight Street, Belfast, Maine.

The Chairman requested a motion to enter into executive session and that the Superintendent and his Administrative Assistant exit the meeting as the discussion will not pertain to them.

**VOTED:** On a motion made by Jill Goodwin, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to enter into executive session for a personnel matter pursuant to 1 MRS 405 (6)A at 12:57 p.m.

**VOTED:** On a motion made by Stephen Hall, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn the executive session for a personnel matter pursuant to 1 MRS 405 (6)A at 1:14 p.m.

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

**VOTED:** On a motion made by Stephen Hall, seconded by Chad Otis, and unanimously approved 5-0, to offer the Foreman of the Belfast Water District, Frank Short, the Superintendent position upon Keith Pooler's retirement in February 2023.

Keith Pooler, the Superintendent, presented his report to the Board of Trustees.

The City of Belfast issued our Certificate of Occupancy for 41 Wight Street with a few contingencies to be remedied by December 20, 2022. The office contents will be moved from 285 Northport Avenue to 41 Wight Street next week, on Monday, November 14th, and will open the new office to the public on November 21th. Notice of our move was published in the Republican Journal last week, on our website, the City of Belfast's website, and the office doors. All of the attic office contents and five of the ten fireproof filing cabinets have been moved. After this task, Keith hired a professional moving company with the equipment, knowledge, and brute strength to move the other five fireproof cabinets, desks, conference tables, map files, and more.

Last week, Spectrum activated the internet, Discount Paving paved the yard, plus other odds and ends. Due to delayed parts, the garage construction is on schedule except for the overhead doors. Maine Energy has ordered a new air exchanger for the office costing \$2,000 due to the availability of parts for the 18-year-old exchanger.

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Keith informed the Board that Central Maine Equipment rebuilt the Wacker-Neuson excavator ram, which cost less than the expected \$2,500; the cost was \$1,508.

The District received a request from Winterport Water District asking for our assistance to cut a 2-inch tap for townhouse apartments on Lebanon Road in Winterport, as they do not have the equipment or crew to accomplish the job. Keith estimated it would take a couple of hours at most. Keith expressed it is great to have the ability to assist our neighboring water utility, and it is also a compliment to the Belfast Water District to be asked, and the Board agreed.

Keith informed the Board of Trustees that we received notice that Maine Municipal Employees Health Trust (MMEHT) POS 200 Plan will increase by 4.5% for 2023. The Board acknowledged that ALL costs are increasing, not just insurance premiums. They also expressed how important our employees are to the Belfast Water District and want to continue to cover the premiums of MMEHT's outstanding health insurance, an excellent benefit to offer our employees.

**VOTED:** On a motion made by Jill Goodwin, seconded by Chad Otis, and unanimously approved 5-0, to remain with the Maine Municipal Employees Health Trust POS 200 Health Insurance Plan with the 4.5% increase for 2023.

Keith asked the Board if they would like to pursue the sale of the Upper Dam. They concurred to proceed with the process, after the right of first refusal has been extended to the City of Belfast, by contacting those entities that may be interested.

This past month, the crew:

- Assisted with the garage construction at 41 Wight Street.
- Repaired 4-inch water main break on Ocean Street on Wednesday, October 19th into the early morning hours.
- Finished draining hydrants in preparation for cold weather.
- Turned off and removed meters for seasonal customers.

Upcoming this month, the crew will:

- Move the contents of the office to 41 Wight Street.
- Install three 1-inch services at 45 Patterson Hill Road, with one activated this year and the other two as future services.
- Install the 1-inch service for Ashley Drive off Searsport Avenue (behind the Nightfall Inn).
- Assist Winterport Water District with the installation of a 2-inch service on Lebanon Road in Winterport.

Because of the agreement with the City of Belfast Design Committee to install a fence on the east side of the driveway of the new office, Keith has requested an estimate from Allen Farm Fence.

The Trustees prepared to go to 41 Wight Street for the final walk-through inspection.

**VOTED:** On a motion made by Jill Goodwin, seconded by Chad Otis, and unanimously approved 5-0, to adjourn the meeting at 1:41 p.m.



Jill B. Goodwin, Secretary/Clerk