

The Belfast Water District Board of Trustees met at the Little River Station office on Monday, October 17, 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 M.R.S. §405 (6)A.

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

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

VOTED: On a motion made by Stephen Hall, seconded by Jill Goodwin, and unanimously approved 4-0, to adjourn the executive session for a personnel matter pursuant to 1 M.R.S. §405 (6)A at 1:35 p.m.

Upon returning to the board meeting from the executive session, the Board of Trustees concurred to temporarily suspend the outside search for Keith's replacement as Superintendent to pursue the possibility of filling the position from within the District. The Board thanked Kirsten Hebert of Maine Rural Water Association for attending the meeting. Kirsten extended an open invitation should the District need her professional services.

VOTED: On a motion made by Stephen Hall, seconded by Kenneth Colby Horne, and unanimously approved 4-0, to accept the minutes of the regularly scheduled board meeting of September 12, 2022.

The Board discussed the next meeting date and agreed on Monday, November 7, 2022, at 1:00 p.m. at the Little River Station office.

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

The office at 41 Wight Street is very close to occupancy; once we receive the permit from the City of Belfast, which Charlie Plourde is currently working on. The Internet agreement with Spectrum was signed this morning. We are packing the attic contents and hopefully moving them to the new office next week. Keith gave the Trustees the year-to-date expense spreadsheet for the office renovations at \$228,603 and the new garage at \$254,000. The office renovations are a bit over budget.

On the other hand, our expenses for the new garage are lower than expected when comparing Charlie Plourde's initial building estimate of \$600,000. The District paid \$439,000 for the property at 41 Wight Street, plus closing costs; renovated the office for \$228,000; and the to-date expenses of \$254,000 to construct the new garage; totaling \$925,000, leaving an available balance of \$400,000 to finish the garage. After our next board meeting, the Trustees plan to do a walkthrough final inspection before opening to the public. All in attendance agreed that our new facilities would serve Belfast Water District customers for a long time.

All the new garage construction was done by the listed local contractors as orchestrated by Charlie Plourde: Bonin Masonry (walls), Young's Plumbing (drainage for furnace and bathrooms), JR Lapham & our crew (floor Styrofoam, strapped the sides), Maine Energy (radiant heat), Brad Lindelof (concrete), Reynold's Electric, Milton Higgins (beams

over the garage doors), Edward Miles Crane Service (roof trusses, plus), and our crew worked with Davis Dirt Works installing the water and sewer services. Thank you to all of our contractors!

Kudos to Brad Lindelof's crew for noticing that one of the radiant floor tubes was pinched in the northeast corner of the building while pouring the concrete. Maine Energy was there immediately, within 15 minutes, to repair the tubing.

Keith commented that the goal of moving the office contents the week of November 7th was way too optimistic as there is still much heavy work on the exterior of the new garage. Keith stated that after a recent discussion with Charlie Plourde, they determined that the move should be delayed to the week of November 14th and open for business on Monday, November 21st. Keith recommended that during our move, considering the safety of our customers and the general public, both office locations should be closed to in-person services; the Board concurred. A notice will be published in the local paper, on our website, on the City's website, and posted on the office doors.

Seabreeze Commercial Services is cleaning the individual offices today, and Evan Hutchins is laying the shingles. The week of November 1st, the paving will consist of only the trenches so it can settle and go through a year of frost before the overlay. Discount Paving has the lowest quote of \$17,800.

The District's biennial sanitary survey inspection was conducted on Tuesday, September 20, 2022, by our new Public Water System Inspector, Mary Bourque, of the Maine Drinking Water Program. There were no violations, and only two recommendations that were resolved that same week. A special thank you to our crew for being vigilant in maintaining the District's facilities and the office staff for keeping our records organized and easily accessible. Keith commented that during his 32-year tenure, the District had not been cited for a sanitary survey violation.

Keith was sad to report that our 37-year telemetry and SCADA technician, Harlan Pease, of Industrial Instruments, has resigned from the Belfast Water District. Keith expressed that recognition of Harlan Pease for his service to the Belfast Water District is in order.

On the evening of September 25th, our crew repaired another leak on Waldo Avenue until 1 a.m., approximately 40 feet from the leak that we had in June on Waldo Avenue north of Field Street. This area has had many breaks over the years. Keith referred the Board to an aerial photo of the area of Waldo Avenue, which has ongoing problems due to the fragility of the cast iron pipe.

Keith stated he called Bruce Osgood on Wednesday about this problem area of 8-inch cast iron from the 1960s. Keith then contacted our engineer, Tim Sawtelle, to file the Maine Drinking Water Program State Revolving Loan Fund application to replace 500 feet of 8-inch cast iron on Waldo Avenue before the deadline of Friday, September 30, 2022. The water main is in poor condition, and Keith strongly recommended replacing ASAP. Fortunately, we have two valves in this area to isolate, so only one customer was affected during the last shutdown. This water main runs underneath Route 1, and if it breaks, it could cause extensive damage to Route 1. The estimate to do this project is \$400 a foot. If we do not get approved, we should instruct our engineer to secure funds from a different source to replace the water main in this area.

VOTED: On a motion made by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 4-0, to authorize the filing of the Maine Drinking Water Program State Revolving Loan Fund application for Waldo Avenue/Route 1 Crossing Water Main Replacement.

The District applied for the Fall 2022 Risk Reduction Enhancement Grant to purchase a Standby Generator for our 41 Wight Street office. Maine Municipal Association Property & Casualty Pool approved our request for this grant, which will cover 100% of the cost of up to \$3,000.

Keith informed the Board that the Wacker-Neuson excavator hydraulic ram broke, and it had to be taken to Central Equipment in Stillwater to be repaired, which will likely cost more than \$2,500.

The Tommy lift gate for the new crew truck is ready to pick up from Maine Equipment today. We will install the lift gate ourselves because the body company is extremely busy, and we would have had to wait until after the new year.

Keith told the Trustees that Tammy and Suzette wished to express their feelings about his replacement as Superintendent, so he encouraged them to write a letter to the Trustees. The Board of Trustees voiced their appreciation to Tammy Morse and Suzette Harford for their letters of support for Frank Short. Keith stated that he had conversations with the crew, and they also support Frank moving up to the Superintendent position.

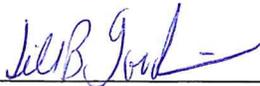
This past month, the crew:

- Assisted with 41 Wight Street
- Installed a new 2-inch domestic water service and a new sewer service for the new garage at 41 Wight Street.
- Installed a new 1-inch domestic service at 126 Church Street and renewed the 6-inch sprinkler service.
- Assisted in building the new garage at 41 Wight Street.
- Performed a flow test at the Industrial Park for Geo Logic. They are constructing a new warehouse that will add a domestic and sprinkler service to the system.
- Repaired a leak at 42 & 44 Back Searsport Road.
- Drained 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 a new 1-inch service for Ashley Drive off Searsport Avenue (behind the Nightfall Inn).
- Continue with turning off seasonal services.
- Drain hydrants in preparation for cold weather.

VOTED: On a motion made by Jill Goodwin, seconded by Kenneth Colby Horne, and unanimously approved 4-0, to adjourn the meeting at 2:21 p.m.



Jill B. Goodwin, Secretary/Clerk

