

The Belfast Water District Board of Trustees met on Monday, October 6, 2025, at the 41 Wight Street office.

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

Chairman Bruce Osgood welcomed the District's new auditor, Rob Dorr of CH Dorr & Co., to present the District's 2024 Financial Statement and the findings from the June audit.

Mr. Dorr presented the Belfast Water District's 2024 Financial Statement to the Board of Trustees. The audit revealed no issues with accounting activities and confirmed that internal controls are effectively managed. He stated that our District is fortunate to have employees with skills, knowledge, and education who contribute to the office's efficient operation, making a huge difference and enabling the audit to be completed within a reasonable time frame. However, Mr. Dorr had one recommendation: Implement a new policy for writing off leased equipment, which requires a Board vote for acceptance.

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 September 8, 2025.

Next Meeting Date: The Board discussed and agreed on the next meeting date, scheduled for Monday, November 3, 2025, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine.

Frank Short presented his Superintendent's Report to the Board of Trustees.

Searsport Avenue Water Main Replacement Project: The new 12-inch D.I. water main has been completed and is now in service. All the side streets and services are connected to the new water main. The Belfast Water District Crew has removed the temporary water lines and will now proceed to other projects. In the coming month, the paving and lawn repairs for this project should be complete. A total of 4,950,264 gallons of water was purchased from the Searsport Water District for Searsport Avenue from the Interconnect.

City of Belfast Phase 1 Sewer Project is close to completion. After paving the trench for the new fire hydrant, the Belfast Water District Crew should no longer be involved in this project. After excavating a test hole, the Crew discovered that a 12-inch D.I. main crossed Field Street and connected to the 6-inch C.I. water main on High Street, contrary to what our maps show. Our maps need to be updated this coming year, with this change and many others. Nitram Construction was able to go under both the 12-inch D.I. on Field Street and the 6-inch C.I. on High Street with the new sewer main by more than a foot.

Back Searsport Road Tank Altitude Valve: The parts for the altitude valve that controls the water level in the Back Searsport Road 500,000-gallon water tank finally arrived and were installed this past week. The tank should be back online soon.

MDOT Paving Project: The completion date for this paving project is unknown. However, Belfast Water District only needs to install a few pavement risers on Lincolnville Avenue and Vine Street. Fortunately, this project has not had a significant impact on our daily operations.

Pipe locator: A new pipe locator was purchased from EastCom Associates for \$3,544.04. The Belfast Water District had long needed to update this equipment, which will significantly enhance the Crew's ability to locate water mains and services.

Back Searsport Road Tank: The Belfast Water District's Engineer, Tim Sawtelle of Dirigo Engineering, will begin drawing up specs for painting the Back Searsport Road Tank. The plan is to have an accurate estimate of the project's cost by December, so Nick Henry, the District's accountant, can advise on how to pay for it, which could cost more than \$400K. Frank noted that adding a platform to the top of the tank would not only make access much easier but also much safer.

New Service Inquiries: James Martin has inquired about a 2-inch service line to feed two duplexes (4 metered services) on Swan Lake Avenue near Alberta Way. Also, the District received an inquiry to install a 2-inch service line for a laundromat at the old Family Dollar on Lincolnville Avenue. November 1st is the deadline for New Water Service Installation Applications.

Belfast Community Radio: Erik Klausmeyer, a representative of Belfast Community Radio, inquired about installing an antenna on the Lincolnville Avenue Tank with their transmitter at the Lincolnville Avenue Booster Station. After consulting with our engineer Tim Sawtelle (who built our new SCADA system) regarding whether this would interfere with the radio signal used to transmit information to and from the wells, it was agreed that it would not be in the best interest of the Belfast Water District. Frank stated that he notified Mr. Klausmeyer of the District's decision.

Belfast/Searsport Avenue Interconnect: Herb Kronholm, Superintendent of the Searsport Water District, conducted a Safety Works inspection, which noted a lack of fall protection when entering the vault at the Interconnect. To comply, Herb will have fall protection installed, and according to our contract, the Belfast Water District will split the cost.

Drought Conditions: The drawdowns indicate the water level is down 3 feet from 2024, which is not extreme given the drought conditions we are experiencing. The average daily use for September is 797,839.

This past month, the Crew:

- Cleaned up and removed temporary water main and services on the Searsport Avenue Water Main Project.
- Installed a new fire hydrant on High Street during the City Sewer Project.
- Repaired a 6-inch A.C. water main on Mitchell Street.
- Conducted test holes for the City's Phase 1 Sewer Project.
- Assisted with flushing, pressure testing, and disinfecting the new 12-inch D.I. water main on Searsport Avenue.
- Flushed fire hydrants.
- Dave Hammond, the Belfast Water District's new employee, attended the MWUA Distribution 1 and Treatment 1 Water preparatory course.

In the upcoming month, the Crew will:

- Finally, start construction of the subsurface detention pond at 41 Wight Street in order to extend the parking area.
- Continue to flush fire hydrants.
- Start to winterize fire hydrants.
- Catch up with some trench paving.
- Attend Radio-read Software Training with Ti-Sales.

Frank stated that he will contact the Penobscot Indian Nation and the Coastal Mountain Land Trust to invite them to our next board meeting to provide updates on the progress of the grant application and their interest in the Upper Dam property.

Tammy asked the Board of Trustees to consider IT Managed Services from Northern Data Systems for additional cybersecurity protection following recent harmful attacks on other utilities. Tammy explained to the Trustees that having IT services at a minimal monthly fee, providing 24/7/365 monitoring and optimization to reduce potential risks before they occur on our networking/computer system provides peace of mind. Software updates, patch management, performance monitoring, daily event logging and reporting, and optimal PC performance are among the advantages of this service. It has been recommended that all devices accessing the network via Wi-Fi should be managed. IT Managed Services are performed remotely after hours to avoid interfering with daily office tasks.

VOTED: On a motion by Jill Goodwin, seconded by Stephen Hall, and unanimously approved 5-0, to contract with Northern Data Systems IT Managed Services to manage the Belfast Water District's network/computer system.

Tammy also reported to the Trustees that the number of disconnection notices has not changed considerably since our water rates increased. The comparison revealed a minimal change in the number of notices sent each month.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn the meeting at 2:24 p.m.



Jill B. Goodwin, Secretary/Clerk

