

The Belfast Water District Board of Trustees met on Monday, September 8, 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.

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 August 4, 2025.

Next Meeting Date: The Board discussed and agreed on the next meeting date, scheduled for Monday, October 6, 2025, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine. Tammy informed the Trustees that our new auditor, Rob Dorr and Nick Dorr of CH Dorr & Co., would like to present the District's 2024 Financial Statement and the audit that took place in June; she will confirm their attendance.

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

Searsport Avenue Water Main Project: As of today, the new 12-inch D.I. water main is nearly complete. Five new fire hydrants were installed, with two added to the system: one at Footbridge and one at Mill Lane, along with five new 12-inch gate valves. Eastwood Contractors submitted their second pay request for \$106,880, with a retainage of \$5,344; a check was issued for \$101,536. Frank stated that he would like to see all the temporary services connected to the new water main by our next meeting, and then have the area cleaned up and paved in the following month.

City of Belfast Phase 1 Sewer Project: The old water main on High Street that was adjacent to an old sewer manhole, which Nitram removed and replaced, necessitated replacement with a 6-foot section of new 6-inch D.I. pipe. There was an old inactive hydrant that was also removed. The replacement fire hydrant is scheduled to be installed on Wednesday, September 10th. There is now a 2-foot distance between the water main and the new sewer manhole. Eastcom Associates has a new pipe locator that they wanted to demonstrate for the Belfast Water District; this was an opportunity to have the demonstration at an ideal location, at the intersection of High Street and Field Street. It was discovered that the water main on Field Street, connecting to High Street, was not accurately placed on our maps. This may cause conflict with the new sewer main. Our Crew is conducting a test hole to confirm the location of the water main.

Back Searsport Road Altitude Valve: Working over the phone with the technician (Pat) from Cla-Val, the altitude valve manufacturer, it was determined that air trapped on the top half of the diaphragm may be the cause of the problem. The air was bled off, and the valve still failed. We are awaiting the parts that were ordered.

243 High Street: Frank walked over the proposed development site at 243 High Street with Greg Morley, who is working with the developer, Carl Savitz. Currently, they are proposing to develop only six house lots. The 7-unit Row House, off Pierce Street, will come later.

The MDOT Swan Lake Avenue Paving Project: Other than locating and checking gate boxes, the paving has had no significant impact on the Belfast Water District. Because the paving contractor was maintaining alternating one-way traffic on Route 1 on Friday, the week before Labor Day, it caused traffic to back up on Route 1, resulting in long lines and wait times. A notice was put on Facebook, because the Belfast Water District was receiving the complaints.

Water Leaks: The Crew fixed several small leaks, and three-meter bottoms were blown out: one on High Street, another by Blacks Print Shop, and yet another at the intersection of Overlook Drive and Searsport Avenue. The Crew also repaired a leak on the 4-inch cast-iron water main on Charles Street. There is a service line leaking on the customer's side at 13 Smart Road.

New Pipe Locator: Eastcom Associates visited on Thursday, September 4th, to demonstrate the new pipe locator, as mentioned above, which will be significantly more accurate than the current one we use. Having the Crew get hands-on training with this piece of equipment is essential before committing to a purchase. The cost is \$3,544.

Ezrah Downs, the District's equipment operator, passed his Class 1 Distribution test, adding another operator for the Belfast Water District. Dave Hammond, our newest employee, will be attending Distribution and Treatment preparatory classes this month through the Maine Water Utilities Association.

2025 Capital Improvements: Frank reviewed our projected expenses for the 2025 Capital Improvements, which are considerably lower than the expected amount. He mentioned to the Trustees that he may look into purchasing a new Foreman Truck this year, rather than waiting until 2026.

This past month, the Crew:

- Repaired some leaks.
- Located gate valves and services for MDOT and Nitram Construction.
- Dug test holes for the Searsport Avenue Water Main Project.
- Went to the Maine Water Utilities Association Summer outing.
- Performed equipment maintenance.
- Flushed water mains and fire hydrants.

In the upcoming month, the Crew will:

- Start removing the temporary water services on Searsport Avenue.
- Install a new fire hydrant on High Street.
- Continue to flush water mains and fire hydrants

The Board of Trustees reviewed the Trustee Compensation Survey of other water utilities, as presented by Tammy. Further discussion will take place at a later date.

Revised Rate Schedule Customer Letter: Tammy provided the Trustees with the Customer Letter sent in August, as compiled by Nick Henry of Henry Solutions, for filing a revised water rate schedule with the Maine Public Utilities Commission, which added 1.5% to our existing rates. With the new rate increases in 2024, the Trustees inquired as to whether there had been an increase in disconnection notices. Tammy explained that each month, the office tracks the number of disconnection notices, payment arrangements, and reconnections for the Annual Maine Public Utilities Commission Consumer Assistance Division (CAD) report. She stated that she will compile a comparison chart for next month's Board meeting.

Cybersecurity: The Trustees inquired about our protection against cyberattacks, as some other water utilities are facing similar issues. Tammy explained that our software system is protected with a SonicWall in addition to virus protection and anti-malware software. She mentioned that an additional service through Northern Data Systems, Managed Services, would be wise to have, considering how times have changed so dramatically. Each PC would be monitored and undergo regular scheduled maintenance. Since August 2024, our email protection has been enhanced with Advanced Email Security, which quarantines suspicious emails until they are authorized as safe; Email Archiving, which tracks all activity; and scheduled scans for malware on each PC.

Risk Reduction Grant: The District is applying for the Maine Municipal Association Risk Reduction Grant for Emergency Lights for our Fleet Vehicles which is due by September 15th. If awarded and the funds are available, the District will be reimbursed up to \$3,000.

MPERS: Chairman Bruce Osgood informed the Board of Trustees that Tammy was notified by the Maine Public Employees Retirement System (MPERS) that she is eligible for retirement in March 2026. A representative from MPERS will visit at the end of October to speak with all employees about their retirement contributions and pension options.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne, and unanimously approved 5-0, to adjourn the meeting at 2:08 p.m.



Jill B. Goodwin, Secretary/Clerk

