

The Belfast Water District Board of Trustees met on Monday, September 9, 2024, 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 Stephen Hall, Trustee Chad Otis, Superintendent Frank Short, and Administrator Tammy Morse. Trustee Jill Goodwin was absent from the meeting.

VOTED: On a motion by Chad Otis, seconded by Kenneth Colby Horne and unanimously approved 4-0, to accept the minutes of the regularly scheduled board meeting of August 12, 2024.

Next Meeting Date: The Board discussed and agreed on the next meeting date of Monday, September 30, 2024, at 1:00 p.m. at the Belfast Water District office, located at 41 Wight Street in Belfast, Maine.

No members of the public were in attendance.

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

Water District Wight Street Property: Frank updated the Trustees that the City Planning Board approved our site amendment on August 21st. The amendment will involve filling in the existing storm drainage detention pond and installing a subsurface drainage detention system to expand our parking area. Andy DUBY of F.W. Webb Company has been prompt in getting materials to us for our projects. Frank provided him with a set of plans drawn up by Dirigo Engineering for a quote of the materials needed for this project. F.W. Webb's quote of \$23,369.51 includes all materials except for two 4-foot manholes for clean-outs and a 4-foot catch basin. The stone and gravel will also be an additional expense. Frank stated that he will meet with the In-town Design Review Committee to discuss replacing the old fence at the back of our property, after the detention pond is complete, to match the driveway fence.

Crocker Road Tank Site: The only remaining task on the cold storage building at the Crocker Road Tank site is to install the garage door, which is on order at Viking Lumber. Our electrician, Davey Small of Arc Electric, is nearly finished with his work, allowing us to move in soon. We need to add more fill to the lay-down area, clean it up, and cover it with gravel. To date, the project cost is \$87,992. Frank informed the Board that he is obtaining estimates to replace the fence behind the tank and applying for the Asset Security Grant through the Maine Drinking Water Program, the same grant that covered the fence at the 500,000-gallon tank at Lincolnville Avenue last year.

Front Office Steps: The concrete footings for the new front office steps have been constructed by District Crew, and the site ready for delivery of the steps by American Concrete.

Jackson Pit Transmission Line: Frank updated the Board that he met with Derek Davis of Davis Dirt Works to assess the new right of way for the Jackson Pit Transmission line. Davis Dirt Works will provide a rough estimate to clear the right of way and the approach to the river. Clark Staples of Good Deeds has completed the boundary work; he is still waiting for the completion of the right of way. Once surveyed, Clark will have an estimate.

City of Belfast Wight Street Project: The crew had to install two fire hydrant extensions on Wight Street for the City's project. Frank stated he would seek reimbursement for the cost at the next construction meeting on the 12th of this month.

Pax Mixer Replacement: At last month's meeting, Frank reported that the pax mixer in the 1.3-million-gallon tank at Lincolnville Avenue had failed. Tom Caulfield of Pax Water Technologies provided a quote to replace it for \$9,395.

Lead Service Survey: The Lead Service Survey is almost complete. The crew used our vacuum trailer to expose four previously unidentified services. They discovered three of the four services had copper on our side of the service box, and one service had a galvanized pipe that the crew will replace this month.

Truck Logo: Belfast Signs created and installed the new Water District logo on our three District trucks, featuring a fire hydrant in the center.

Cedar Point Meter Pit: The crew removed the four meters from the meter pit for Cedar Point and installed them in the buildings due to access issues and the inability to reliably read the meters.

Leak on Swan Lake Avenue: Frank informed the Board that a customer called the office this morning to report water bubbling from the ground near 194 Swan Lake Avenue. An outside flagging company will assist while our crew performs the repair in a few days.

This past month, the crew:

- Worked on the storage building at the Crocker Road Tank Site.
- Painted fire hydrants.
- Prepared the area for the new front office steps.
- Exercised the gates at the Upper Dam.

Upcoming this month, the crew will:

- Continue to paint fire hydrants.
- Flush water mains.
- Finish office front steps at 41 Wight Street.
- Work at the Crocker Road Tank Site.
- Install new water services.
- Renew galvanized service at 51 Bayview Street.

Hydrant Flags: Frank requested permission from the Board to replace the fire hydrant flags with a 5-foot fluorescent style that permanently bolts to the hydrant bonnet. Frank stated that he would consult with the Belfast Fire Chief before proceeding.

VOTED: On a motion by Stephen Hall, seconded by Kenneth Colby Horne and unanimously approved 4-0, to purchase replacement fire hydrant flags for the hydrants in our water system for up to \$10,000.

1.5% Rate Increase: Tammy reported to the Board that the Maine Public Utilities Commission (MPUC) Docket # 2024-00175 approved the Schedule of Rates for the 1.5% increase effective September 1, 2024.

Revised Terms and Conditions: On August 23rd, Tammy uploaded the Terms and Conditions Revisions to the MPUC for approval under Docket # 2024-00240 with a proposed effective date of October 1, 2024.

Reinstate Vacation Benefit: Frank requested the Board of Trustees to amend the Employee Handbook to reinstate the one-week vacation eligibility benefit for new full-time hires after completing their six months of service to the Belfast Water District. The purpose of this benefit is to serve as an incentive and reward for new full-time employees who bring valuable experience to our team and demonstrate their worth to the Belfast Water District. The Board concurred to reinstate this benefit as initially outlined in the Employee Handbook and to retroactively grant it to the District employees who did not receive the one-week vacation after completing their six months of service to the Belfast Water District.

VOTED: On a motion by Stephen Hall, seconded by Kenneth Colby Horne and unanimously approved 4-0, to reinstate the initial benefit of the one-week vacation eligibility for new full-time employees after completing their six months of service to the Belfast Water District and, as of January 1, 2024, retroactively grant this benefit to the District employees who did not receive the one-week vacation after completing their six months of service to the Belfast Water District.

VOTED: On a motion by Kenneth Colby Horne, seconded by Stephen Hall and unanimously approved 4-0 to adjourn the meeting at 1:32 p.m.



Jill B. Goodwin, Secretary/Clerk