

Trustees of the Belfast Water District met on March 14, 2016, at 1:00 p.m. at the Little River Station office. The following were in attendance; Archie Gaul, Henry Chalmers, Eileen Dubinett, Bruce Osgood, Stephen Hall and Superintendent Keith Pooler.

The chairman, Archie Gaul, called the meeting to order.

VOTED: On motion by Henry Chalmers, seconded by Eileen Dubinett and unanimously approved; to accept the Minutes of the February 8, 2016 board meeting and the Minutes of the February 19, 2016 special meeting.

The board members discussed the date for the next meeting and agreed upon April 11, 2016 at 1:00 p.m.

The Board reviewed the votes provided by the District's bond counsel regarding the borrowing of \$933,441 (of which amount \$233,360 is to be forgiven) from the Maine Municipal Bond Bank for the water main replacement project Phase 2 - Front Street, Main Street – Pierce Street, and at Goose River Crossing project.

VOTED: On motion by Bruce Osgood, seconded by Stephen Hall and unanimously approved; to adopt the votes regarding the 2016 State Revolving Loan Fund borrowing through the Maine Municipal Bond Bank in the amount of \$933,441 (of which amount \$233,360 is to be forgiven) for the water main replacement project Phase 2 - Front Street, Main Street – Pierce Street, and the Goose River Crossing project. (Votes can be found on pages that follow these Minutes).

The superintendent, Keith Pooler, informed the Board the new well pump and the re-built motor was installed by D. L. Maher Co. on March 2, 2016. A video was done before the new pump was installed and found that there are no holes in the well casing. The ten foot screen at the bottom of the casing appears to be in really good shape. David Small of ARC Electric added another ground from the well to provide more protection from electric surges and lightning strikes. Total cost for the new pump, motor, electrical and isolation valves came to \$27,000. The new isolation valves will allow maintenance and flushing of the well without interruption of service to any customers. After the equipment was installed water samples were taken and the test results were good. When the new pump and motor was set, it was discovered the voltage to the motor did not test correctly on the three phase power. David Small tested the electrical in the pump station and found nothing wrong. We contacted Central Maine Power (CMP) and they have determined the problem is theirs and they are presently working on solving the problem. The well will remain off line until the repairs are completed by CMP. In the meantime, if there were an emergency (large leak that we could not find immediately, a huge fire) the backup generator is available to run the well.

Before the board meeting all the Trustees examined the new 2016 Ford F250 Utility Truck. The truck was picked up from Maine Equipment on March 8<sup>th</sup> after they finished installing the new service body and lift gate. Keith commented a very professional job was done by Maine Equipment with some added features which were not part of the specs (headboard stainless, LED tail lights) for the same price quoted. The old utility truck was delivered to Quirk Auto the same day. Quirk did not have a problem with the trade-in being 10 weeks overdue even with the extra mileage due to Maine

Equipment not finishing our new truck in a timely manner. Total retail cost \$27,000 for the new truck and body minus trade-in value of \$11,000, the final cost \$16,000.

Keith informed the Board that the Front Street Phase 2 Project is progressing nicely. The Pre-construction meeting was held Friday, March 11<sup>th</sup> with Maine Earth. Their intention is to start bringing their equipment on site April 1<sup>st</sup> and do test holes shortly thereafter. The project will be in full swing, Monday, April 18<sup>th</sup>. Maine Earth will begin with the sewer starting at the wastewater treatment plant to Main Street. The water main portion will start approximately on May 17<sup>th</sup>, a little north of the treatment plant to Main Street. The contract calls for substantial completion of this portion by July 1, 2016.

Keith informed the Board of the plans for the Goose River Crossing is progressing well. Tim Sawtelle, Dirigo Engineering has obtained all the permits to do the project by open trench across Goose River rather than boring under the river which is more expensive. Keith indicated that he prefers this method as does Inland Fisheries & Wildlife, because we can see what we are getting. New valves and fire hydrants will be installed on each side of the river away from the Maine Department of Transportation right of way. This will allow for future emergency connection if the main should fail under the river. We will feed around with a temporary between the fire hydrants. Easements to set the water main outside of the bridge right of way to run the water main on both sides of Goose River are being discussed with the property owners. Tim Sawtelle approved the 25 x 60 staked out areas for an easements on both sides of the river. Henry asked if an offer had been made to owners. Keith answered no offer has been made at this time, but mentioned an appraisal or possibly offer \$1 per square foot which would be \$1,500 for each easement. Negotiations will continue. Bruce asked about a contractor for this project. Keith stated that we are working with Tim on the plans in order to go out to bid for a contractor. It is important that we know the exact plan beforehand because a change order is expensive. The project will not begin until after July 1<sup>st</sup> and must be completed by October 31, 2016.

Keith reported to the Board that Donald Hahn fell and hurt his left shoulder, Thursday, March 10<sup>th</sup>, while he and Kyle were going to do a scheduled water service turn on at Bridge Street. When Don stepped out of the truck, he slipped on wet debris and fell on his left shoulder. He went to the emergency room and the papers stated possible torn rotator cuff. He has very little range of motion at this time. Don will be seeing his primary care doctor and will need a release from the doctor in order to return to work. A Workers Compensation claim has been filed.

Keith relayed to the Board that he spoke to Wayne Marshall about the City of Belfast's intent on purchasing the Durham Lot. Wayne stated the Council has not directed one way or the other. Steve asked what the end date is for the City's decision. The letter the Water District provided the City was written and hand delivered on January 20, 2016. Therefore, the date the District must be notified by the City is April 18, 2016.

Keith informed the Board that Kyle Payson is starting training classes tomorrow, March 15<sup>th</sup>, for his Class 1 Distribution and Treatment Licenses. He is doing a good job and things are working very well with him right now.

Keith asked the Board to review and approve the job description for a full time office assistant to fill Tammy's position when Cindy retires on October 31, 2016. The transition will be a huge change for all of us. There will added pressure on Tammy, not only to learn Cindy's position, but training her replacement. We would like to advertise soon in the local paper, Bangor Daily and online with MRWA & MWUA with the intention to hire a person to start training as soon as possible. We want to offer a competitive wage then a raise after the six months probationary period. After a brief discussion, the board members approved the job description and agreed we should advertise for a full time office assistant as soon as possible.

Keith stated some of the highlights since last board meeting:

- Financial Audit was done February 9<sup>th</sup>, by Nick Henry, Horton, McFarland, Veysey.
- Hydrants shoveled once this year.
- Leak on Seaside Drive, Saturday, 2/13/16.
- Nautilus Seafood & Grille, 3 Main Street had a frozen water service, Sunday, 2/14/16.
- 8" main break on Curtis Road (repaired live) Friday, 2/19/16. The SCADA system has been a "super tool" showing when there are issues in the system.
- On Saturday, 3/14/16, Kyle Payson met with CMP at Jackson Pit Well - electrical issue
- We are working on installing radio read meters on Searsport Avenue which is a difficult area to read due to traffic. Our goal is to have no meter in the system more than 15 years old. Meters are warranted for 15 years.

Bruce asked what is happening with Holmes property being for sale. Keith mentioned the property being for sale fell through. The only portion that would serve the water district for protection is from the apartment house towards the Goose River.

Keith noticed the Dunham Property that is located at the end of the Smart Road is vacant. This property is in the wellhead protection area. If the Belfast Water District was to ever expand, this property would be a good location because it's near the road and near power. Keith said he will continue to do the research.

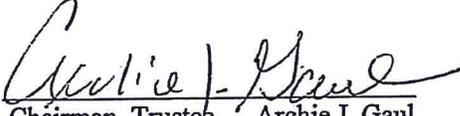
The meeting adjourned at 2:00 p.m.

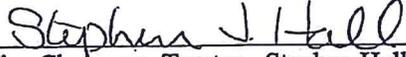


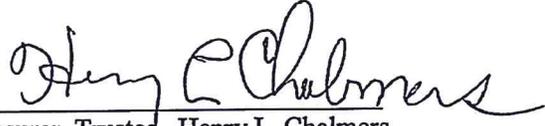
Eileen Dubinett, Secretary

VOTED by the Board of Trustees of the Belfast Water District of Belfast, Maine met on March 14, 2016 at 1:00 p.m. at the District office and voted as follows:

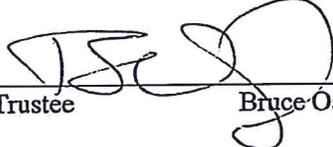
- VOTED:
- (1) That the Board of Trustees hereby approves the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$933,441 (of which amount \$233,360 is to be forgiven) of permanent financing to fund water main replacement on Front Street, Main Street to Pierce Street, and at Goose River Crossing, including design and construction costs, transaction costs and all related expenses (the "Project").
  - (2) That, pursuant to authority granted by the Charter of the Belfast Water District, and specifically Section 8 thereof, and any other applicable law, the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Water Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$933,441 to fund the Project, said funding to include engineering and construction costs, transaction costs and all other expenses reasonably related to the Project.
  - (3) That the District Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chair of the Board of Trustees, and shall have the District seal affixed and be attested by the District Secretary. The term of the Bond does not exceed 120% of the economic life of the Project.
  - (4) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.
  - (5) That the Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver Loan Agreements with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require, for the interim loan and for the permanent financing.
  - (6) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

  
Chairman, Trustee Archie J. Gaul

  
Vice Chairman, Trustee Stephen Hall

  
Treasurer, Trustee Henry L. Chalmers

  
Secretary, Trustee Eileen Dubinett

  
Trustee Bruce Osgood

(SEAL)

