

**Yarmouth Water District
Board of Trustees Meeting Minutes
December 5, 2017, Tuesday @ 7:00 pm
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, Stephen Gorden, William Taylor, Susan Krauss, Thomas Brennan

Absent: *Quorum present?* Yes

Others Present: Eric Gagnon, Assistant Superintendent, Linda Earley, Recording Secretary

Proceedings:

- *Meeting called to order at 7:00 p.m. by Irving Felker*
- On a motion by William Taylor, seconded by Stephen Gorden, it was VOTED: *To approve November 2017 meeting minutes as drafted. (4-0-1)*

Communications

- No communications have been received.

Old Business

- 2017 Master Plan; *To hear an update of the 2017 Master Plan.*
Asst Supt Gagnon reported progress is being made on the Master Plan. The engineer and geologist are exchanging information to complete groundwater model. Supt MacKinnon and Asst Supt Gagnon are proofing the Master Plan draft document and will request changes, as needed. Due to the size of the document, the document will be distributed to the Board of Trustees electronically and hard copies will be made available. The Board of Trustees will meet with Jeff Musich, the engineer, and Matt Reynolds, the geologist, to discuss the Master Plan.
- PWD- FPL Contract Renewals; *To hear an update about progress on the two contract renewals.*
Asst Supt Gagnon reported a rough draft of for the Portland Water District renewal has been received. Engineering is working on a model for the power plant and Nick Henry is reviewing the financials for the scenarios being considered. Asst Supt Gagnon and Supt MacKinnon will meet with the administrator at the Wyman later in December to advise of the Master Plan and inquire about their future plans and usage. The District is scheduled to meet with engineering, auditing, and legal counsel on December 20, 2017 to review the contract.

New Business

- No new business to report.

Operations

- November 2017 Production Reports
Asst Supt Gagnon presented the production report. There were some leaks this month which resulted in a slight increase in production.

- Reinsborough and Stevens Well Status

Asst Supt Gagnon reported an issue with the backup service at the Reinsborough Well. When the location was restored from backup service after the October wind storm power outage, there was a noise from the right angle drive. The right angle drive was removed for repair leaving the Reinsborough Well without a backup. The parts are not currently available and may take up to four months to complete the repair. The Reinsborough Well has a power failure alarm and the Stevens Well can be utilized as backup since it pulls from the same source and cannot be run at the same time. In an emergency, the old drive can be put back in within 24 hours. Suggestions were made to consider repairing the clutch or total replacement and to have inventory of the right angle drive. Asst Supt Gagnon stated the Master Plan considers removing the right angle drive and utilizing a generator. The Master Plan also addresses keeping inventory on hand.

- Distribution Repairs

Asst Supt Gagnon reported the recent distribution repair issues. A significant break near the school was noticed at late in the day. The Superintendent of schools was contacted to advise of the potential impact to the school. The repair caused only a 10 minute slowdown of pressure to the school.

During two service requests by customers to shut off water at the main, the valves were broken and needed to be replaced. The District will send an operator out to check the operation of the valve shut off prior to the service request date.

There were two main breaks on Sunset Point in the last few weeks and just received a call of another potential break. A few days after the first repair, there was more water coming from the ground further down the line. The first break resulted in 11 feet of pipe needing replacement and the second break required 6.5 feet of pipe. The cost for the first repair alone was \$7,200 and the cost for the second is expected to be higher because of the amount of pavement restoration. Asst Supt Gagnon requested pricing for replacing the entire line. A suggestion was made to have the pipe lined with a 4” pipe. There are currently 15 customers being serviced from this main.

Other

- Asst Supt Gagnon stated the pressure document is on line. Trustee Felker shared the instructions from a filter replacement addressed water pressure.
- Executive Session was not requested.

At 8:00 p.m., on a motion by Susan Krauss, seconded by William Taylor, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, Clerk