

**Yarmouth Water District
Board of Trustees Meeting Minutes
January 2, 2018, Tuesday @ 7:00 pm
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

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

Absent: Stephen Gorden

Quorum present? Yes

Others Present: Robert MacKinnon, Jr., Superintendent, 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 Susan Krauss, it was VOTED: To approve December 2017 meeting minutes as amended. (4-0)*

<u>Institution</u>	<u>Acct Number</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Peoples United Bank	100209807	1989 Debt Service Reserve	\$5,060.92	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$1,458.00	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$512,624.50	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$129,135.56	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$813,404.44	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$31,394.48	Savings Acct
Total Special Funds			\$1,493,077.90	

Supt MacKinnon reported since November the changes were the monthly contributions to the 1989 Debt Service Reserve and accrued interest in all other accounts.

On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: *To file the Treasurer's report for audit. (4-0)*

Communications

- No communications have been received. To date, there has not been an acknowledgement of the letter sent to the Yarmouth Selectmen by the Board of Trustees regarding the zoning at the Bowdoin Excavation site. The Department of Environmental Protection had completed an investigation at the property and made recommendations. Asst Supt Gagnon will follow up with the DEP for a copy of their report and recommendations. Supt MacKinnon will follow up with the North Yarmouth Town Manager.

Old Business

- 2017 Master Plan; *To hear an update of the status of the 2017 Master Plan.*
Supt MacKinnon and Asst Supt Gagnon reviewed the first draft of the Master Plan. They will collaborate and provide their feedback to Jeff Musich. Asst Supt Gagnon decided to have the first draft updated prior to distributing to the board to reduce the request for redundant corrections. Supt MacKinnon will target distribution of the document to the board in February. There is a deadline per the capacity development grant funding, however it is not problem to obtain an extension. Asst. Supt. Gagnon will check into the deadline date and obtain an extension, if necessary.
- PWD- FPL Contract Renewals; *To hear an update about progress on the two contract renewals.*
The YWD team met on December 19th regarding the PWD contract. A draft contract is ready for the January 10th joint meeting with PWD. Nick Henry had completed a present value cost analysis to see if it was worthwhile for YWD to bring on new sources and extend new water mains to serve the power plant. It does not yet show to be worth taking on the debt to get new wells online, especially without the long term commitment from the power plant. There are not many changes from the current contract except the term will be shorter than the current 40 year term. YWD is proposing a 5 year contract with an automatic renewal provision.. Two years notice would be required for termination by either party.. Supt MacKinnon hopes to have a document for the board to look at within the month.

Supt. MacKinnon met with Kirk Toth, Wyman Station's plant manager, last week for fact finding in preparation of drafting the contract with the power plant. Supt. MacKinnon inquired about the demand and future status of the plant and also informed Mr. Toth that the contract was coming due in 2019. Supt MacKinnon will meet with PUC staff and the public advocate to be sure that there are no issues when discussing the contract with the power plant. Supt MacKinnon and Asst Supt Gagnon will schedule another meeting with FPL.

New Business

- Appointment of Officers: *To consider annual appointments for Chairman, Clerk and Treasurer of the District.*

On a motion by Susan Krauss, seconded by William Taylor, it was VOTED: *To keep the current slate of appointments with Irving Felker, Chairman, Eric Gagnon, Clerk, and Robert MacKinnon, Treasurer. (4-0)*

- PWD-YWD Joint Petition to serve in North Yarmouth; *To hear a report regarding a joint petition from the two Districts to the MPUC to allow service by PWD to a proposed development in North Yarmouth.* Supt MacKinnon informed the board of a joint petition by PWD and YWD to serve a new development in North Yarmouth near Greeley Road. YWD has the chartered rights to serve this area, but does not have the infrastructure in place to serve this development. PWD has infrastructure near the proposed development, but does not have the legal authority to do so. The joint petition permits PWD to serve the development until such time as YWD installs infrastructure that would allow service. This is standard practice and YWD has done this in the past with the Gray Water District in North Yarmouth and PWD on Middle Road, in Cumberland.

Operations

- December 2017 and 2017 Annual Production Reports
Supt MacKinnon distributed the December Usage Chart and the yearly report by week. The 2017 year was one of the highest usage since 2004 due to the warm and dry summer months. The slight increase in usage at the end of the year may be attributed to leaks in the system.
- Distribution Repairs
There was a break on East Main Street with a small section of pipe replaced. Rogers Road had a circular break this past Saturday. Due to the prolonged, extreme cold temperatures, there have been a few frozen meters. There is concern with frost layer if the cold continues however the snow layer provides some insulation.

Other

- Executive Session was not requested.
- Supt MacKinnon was thankful of the coverage by Asst Supt Gagnon and the staff while he was away last month. Eric confirmed the crew is outstanding and responsive to the needs of the District. Supt MacKinnon stated the crew is appreciative of the new initiatives of the Community Day and the District offer of a \$ 10.00 match for employees choosing to participate in the MPERS 457 program.

At 8:02 p.m., on a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, Clerk

This page intentionally left blank.