

**Yarmouth Water District
Board of Trustees Meeting Minutes
March 6, 2018, 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: Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Asst Superintendent, Jeff Musich

Proceedings:

- *Meeting called to order at 7:01 p.m. by Irving Felker*
- *On a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: To approve February 2018 meeting minutes as written. (5-0)*

<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	\$5,558.02	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$8,583.36	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$513,794.16	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$129,156.44	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$815,260.41	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$38,897.20	Savings Acct
Total Special Funds			\$1,511,249.59	

Supt MacKinnon reported the changes were the monthly contributions to the 1989 Debt Service Reserve, first quarter payments to the Standpipe Maintenance Savings and Water Resource Protection Savings, and accrued interest in all other accounts.

On a motion by Stephen Gorden, seconded by Thomas Brennan, it was VOTED: *To file the Treasurer's report for audit. (5-0)*

Communications

- North Yarmouth Communications

Supt MacKinnon reported that he received a letter from the Town of North Yarmouth in regards to the Dexter Lane property which stated they had no interest in purchasing or acquiring the land. The next step would be to prepare to put it on the open market.

Supt MacKinnon shared an email from the Town of North Yarmouth Codes Enforcement in regards to the Bowdoin Excavation property use which stated that they are keeping an eye on the property to be sure that their use is within their rights and will not let it get out of hand. The Board discussed what options the District has if action is required and that the District needs to be persistent if there are hazards.

- CMP Letter

Supt MacKinnon shared a letter from CMP notifying the District that they plan to expand their power line facilities crossing Doughty Road and may require land from the District to do so. Supt MacKinnon does not believe it will be a great amount of land that is needed. The Board discussed that CMP needs to be aware the land is in Aquifer Protection area and must be protected accordingly.

- Customer Disconnect

Supt MacKinnon shared communications with a customer who had a disagreement with the disconnection process and fees. Supt MacKinnon stated that the situation was handled appropriately by staff and the customer was sent a letter describing the disconnection process and addressing their concerns. The Board suggested that the District be open to sending more than one Operator or utilize law enforcement if the Operator feels it is necessary for disconnections.

Old Business

- PWD- FPL Contract Renewals; *To hear an update about progress on the two contract renewals.*

Supt MacKinnon stated that contact was made to MPUC to review the proposed contract with PWD. The PUC strongly recommends that the contract be submitted for PUC approval. While PWD is no longer regulated by the PUC, YWD still is and therefore subject to their approval for this contract. This would provide the most expedient means to move forward.

New Business

- 2012 Prius Replacement

Supt MacKinnon reported that the awarded bid for the new Prius came in at \$9,752 which is lower than the \$13,630 that was budgeted. Both amounts include trade-in value of the 2012 Prius.

Operations

- February 2018 Production Reports

Supt MacKinnon distributed the February Usage Chart. Supt MacKinnon shared that production appeared to be high earlier in the month and that the Operators found a leak in late January on a 1.5” service line that more than likely was the cause of the high production. Production appears to be in a normal range now.

Other

- Supt MacKinnon shared that the District did not extend permanent status to a probationary employee and that the District will be advertising for two vacancies within the next week.
- Supt MacKinnon shared that a significant main replacement project for Hillside will be going out to bid in conjunction with the Town of Yarmouth within the next week. The bid requests will be sent out to the Town of Yarmouth’s select bid list.
- Executive Session was not requested.

At 7:45 p.m., on a motion by Stephen Gorden, seconded by Thomas Brennan, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted and recorded by:

Eric Gagnon, Clerk

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