

**Yarmouth Water District
Board of Trustees Meeting Minutes
April 3, 2018, Tuesday
Immediately after the Annual Meeting
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, Linda Earley, Recording Secretary, Matt Reynolds

Proceedings:

- *Meeting called to order at 7:45 p.m. by Irving Felker*
- *On a motion by Susan Krauss, seconded by Thomas Brennan, it was VOTED: To approve March 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	\$5,806.59	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$8,583.71	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$514,409.80	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$129,167.06	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$816,237.27	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$38,898.80	Savings Acct
		Total Special Funds	\$1,513,103.23	

Supt MacKinnon reported the changes were the monthly contributions and accrued interest to the 1989 Debt Service Reserve and accrued interest in all other accounts. There will be a Debt Service Payment due on May 1, 2018 for principal and interest in the amount of \$21,490.

The required report to the PUC was filed prior to the April 1 due date and the bond disclosure reporting was submitted prior to March 10.

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

Communications

Supt MacKinnon had no communications to report.

Old Business

- PWD- FPL Contract Renewals; *To hear an update about progress on the two contract renewals.*
The Portland Water District contract was filed with PUC last week and assigned a docket number. There are no issues anticipated and should be returned quickly. Supt MacKinnon will begin to work on the FPL contract with Nick Henry.

New Business

- North Yarmouth Comprehensive Plan Update
This agenda item was moved to next month per request by Ryan Keith, North Yarmouth Code Enforcement Officer.

Operations

- March 2018 Production Reports
Supt MacKinnon distributed the production reports. The usage for this month was close to last year's production and usage is normal.
- YWD Staffing
Supt MacKinnon reported the new approach for advertising for the openings in The Forecaster and InDeed was successful. There were 12-14 applicants with good experience for the 2 openings advertised. Supt MacKinnon and Asst Supt Gagnon conducted interviews for 4 applicants and submitted background checks for 3 of the applicants interviewed. They should be in a position to make offers in the next week.
- 2018 Vehicles
The purchase of the new Prius is complete and came in under budget. The plan for the replacement truck was a ½ ton truck, with a utility body, however the recommendation was to increase to a ¾ ton. The truck will be fitted with an aluminum utility body versus a steel body because it is more easily recycled and is more fuel efficient given being lighter. Both attributes fit with the District's s

sustainability model. Supt MacKinnon applied MMA safety grant for a lift gate which if approved would pay for 2/3 of lift body, which will be fitted to the four-wheel drive pick-up.

Other

- An inquiry was made about the the Districts maintenance of the Sweetser Road. Supt MacKinnon stated there have been contribution of material in the past.
- Request was made to clean up the downed trees at the Cumberland Well site. Asst Supt Gagnon stated that it is on the work list. The site will be assessed to determine if the work will be contracted or completed in house.
- The June meeting is scheduled for the same night as the Yarmouth town meeting. The suggestion to move the YWD meeting until June 12th will be considered at the May meeting.
- Executive Session was not requested.

At 8:04 p.m., on a motion by William Taylor, seconded by Stephen Gorden, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, Clerk

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