

**Yarmouth Water District
Board of Trustees Meeting Minutes
May 1, 2018, Tuesday @ 7:00 p.m.
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, Linda Earley, Recording Secretary

Proceedings:

- *Meeting called to order at 7:00 p.m. by Irving Felker*
- *On a motion by Susan Krauss, seconded by Thomas Brennan, it was VOTED: To approve April 2018 meeting minutes as written. (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	\$ 4,565.18	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$15,709.22	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$515,006.27	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$129,178.03	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$817,183.73	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$46,400.46	Savings Acct
Total Special Funds			\$1,528,042.89	

Supt MacKinnon reported the 1989 Debt Service payment was wired out on April 11 for principal and interest in the amount of \$21,490, quarterly contributions were made to the Standpipe Maintenance and Water Resource Protection Fund, and accrued interest in all other accounts.

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

Communications

- North Yarmouth Meeting, May 15, 2018
Received a request to from North Yarmouth to move the scheduled May 15th meeting until June 19, 2018 from 6:00pm - 7:00pm in North Yarmouth. The June Trustees Meeting is rescheduled to June 19, 2018 immediately following the meeting the North Yarmouth meeting and will be held at the District office.
- Central Maine Power had previously communicated a possible need to upgrade transmission line for additional power. Supt MacKinnon received a follow up correspondence that the upgrade is not needed..
- Confirmation email from Maine Municipal informing the safety grant application for the hydraulic tail lift has been received. Supt MacKinnon is in hope to hear in the next 3-4 weeks.
- Cumberland County Soil and Water Conservation District, providers of public education in schools of well protection and water resources protection, submitted the work plan for the upcoming year. The cost of service is almost double the price of the past years. Supt MacKinnon will meet with the CCSWC to evaluate the increase in cost.

Old Business

- 2018 Master Plan, Distribution of hard copies
Hard copies of the master plan were distributed to Trustees. Supt MacKinnon will continue to distribute remaining copies to each town when needed.
- Capacity Development Grant, (Master Plan); *To hear an update from the Assistant Superintendent regarding the status of the grant.*
Supt MacKinnon reported Asst Supt Gagnon submitted the information to the State last week for the \$15,000 capacity development grant for partial reimbursement for the Master Plan. Supt MacKinnon stated the usual process time is quick and would expect a payment in the next week or two.

New Business

- North Yarmouth Comprehensive Plan Update: *To hear a report regarding the 4/25/18 meeting between North Yarmouth Comprehensive Plan Representatives and YWD Staff and Consulting Geologist.*
Supt MacKinnon, Asst Supt Gagnon, and Matt Reynolds, met with Ryan Keith, Rosemary Roy and Audrey Lones to review the Master Plan and the Groundwater Model. Matt Reynolds reviewed the map and explained how the model is developed and that it is not an exact science. North Yarmouth representatives stated they would like to expand the Village Zone and showed where they wanted it to expand. Based on the information, it appears the area works with the groundwater model.

- YWD Dental Insurance Option; *To discuss a dental health insurance option for District employees. To consider the following draft motion; “to allow District Employees the option of enrolling, at their expense, in the MMEHT Dental Insurance Plan”.*

Supt MacKinnon received a request from an employee about the option of participating in the Maine Municipal dental plan. Supt MacKinnon stated employees were given this option in the past but there were not enough employees to implement the plant. There does not seem to be a lot of paperwork to implement the plan and the Trustees agreed the employees should be given the option to purchase the dental insurance at their expense.

On a motion by Susan Krauss, seconded by William Taylor, it was VOTED: *To allow District Employees the option of enrolling, at their expense, in the MMEHT Dental Insurance Plan. (4-0)*

- YWD-Town of Yarmouth Hillside Street Project; *To hear a report about postponement of the joint street rebuilding and watermain replacement project.*

The Town of Yarmouth has postponed the project planned for Hillside Street. Since the only bid received included a postponing part of the project until next year, they decided to postpone the entire project and send for rebid in the fall. The YWD received very competitive pricing for material for this project, an estimated 25% savings from current pricing. Supt MacKinnon suggested the District purchase the materials on the current bids and store the material. The Trustees agreed with this plan given the volatility of pricing due to the uncertainty of tariffs and the funds are budgeted. Supt MacKinnon stated that in worse case if the project does not move forward, the 8” pipe can be used for other projects.

Operations

- April 2018 Production Reports
Supt MacKinnon distributed the production reports. The usage for this month less than a year ago but typical usage.
- YWD Staffing Update
Supt MacKinnon was pleased to report the District will be fully staffed as of Monday, May 8th. One employee began last Monday and the second new hire will begin on May 8, 2018. The new employees will ride with each employee for a week to provide the opportunity to learn all of the tasks that are required. We are allocating ½ hour each Friday to discuss job proficiencies and performance so there is no question of expectations.
- 2018 Vehicles
Supt MacKinnon reported the window to order a new truck is shorter. Supt MacKinnon received one alternate bid in response the 7 bids sent. The alternate bid was for a 4x4 truck and color was subject to availability. According to a note on the bid, manufacturing of trucks will not be until 2019. Supt

MacKinnon stated that a 4x4 is not need and recommends waiting until the desired truck is available for ordering.

Other

- Executive Session was not requested.

At 8:03p.m., on a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk