

**Yarmouth Water District
Board of Trustees Meeting Minutes
June 19, 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, Stephen Gorden

Absent:

Quorum present? Yes

Others Present: Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Assistant Superintendent, Linda Earley, Recording Secretary, Matt Reynolds of Drumlin Environmental

Note: Thomas Brennan and Stephen Gorden were re-elected in last election.

Proceedings:

- *Meeting called to order at 7:12 pm. by Irving Felker*
- *On a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: To approve May 2018 meeting minutes as written. (4-0-1)*

<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	\$ 4,815.38	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$15,709.89	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$515,623.36	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$144,189.00	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$818,162.90	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$53,902.43	Savings Acct
Total Special Funds			\$1,552,402.96	

Supt MacKinnon reported a deposit of \$15,000 to the Contingency Fund, a 3rd quarter payment to the Water Resource Protection Fund, the monthly contributions to the 1989 Debt Service Reserve, and accrued interest in all other accounts. He noted that an interest payment on the 2010 bond issue for just over \$4,000 was made and that an interest payment on 2012 bond issue for just over \$27,000 is being prepared.

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

Communications

- Supt MacKinnon reported the District had been awarded a safety grant from Maine Municipal Association for the truck electrical liftgate.
- North Yarmouth Meeting, June 19, 2018
Matt Reynolds had joined the Trustees at the joint workshop meeting with the North Yarmouth Select Board, held in North Yarmouth. This meeting was the beginning of an interactive process of where the groups will join lines to meet the needs of the town and protect the water sources. The groups will need to be in agreement on waste systems on residential properties. The district will need to provide the town with the requirements that would need to be included in any ordinances. Key items to consider are what is allowed for land use and residential development and the type of advanced wastewater systems including specifics of what the system is capable of treating and proper operation and maintenance. Any ordinance should include a fail safe if the reporting does not meet standards or if the system fails.

There is a need to establish that this is a dynamic document. The standards of drinking water are evolving and as data comes in, items may need to change. The gravel pits and their effects on water source will need to be considered.

Supt MacKinnon will reach out to the Drinking Water Program to review the data and maps created and adopt the recommendations of the district. The conversation with the state would ideally present a joint proposal with the District and the Town on North Yarmouth.

The District will need to be prepared to develop a new groundwater overlay and may consider a tiered system based on location. Locations for the test wells will need to be determined and Matt Reynolds will assist with this action. About 5-6 wells will be need and will be determined on availability and the preference to stay on public roadways.

Old Business

- PWD-FPL Contract Renewals; *To hear an update on progress on the two contract renewals.*
The contract process with the PWD is complete and approved. A meeting with Wyman station to discuss the FPL contract will take place on June 20th. Supt MacKinnon intends to approach the process

similar to the PWD contract, whereas the District will purchase water from the Portland Water District and bill at the Portland rate. Monthly charges will include some depreciation, O&M, and administrative costs.

New Business

- Year to Date Financials

Supt MacKinnon distributed the cover sheet of the financials up until May data. He stated that the income is slightly lower than expected, the expenses are also lower, and the budget is for the most part on track. Based on the current dry weather, he expects revenues to increase sharply.

Operations

- May 2018 Production Reports

Supt MacKinnon distributed the production reports. The usage for the month of May was steady but saw a spike the last week of the month. The increased usages has continued into June.

- YWD Staffing Update

Asst Supt Gagnon was pleased to report operations is fully staffed. The two new hires compliment a great crew. Supt MacKinnon and Asst Supt Gagnon are providing weekly feedback which is well received. A full capable staff is able to stay current on the maintenance, completing installations, and creates a great work environment. The office staff is appreciating the status of operations.

Other

- Susan Kraus inquired if the Hillside project is on hold. Supt MacKinnon confirmed the project is on hold, however the pipe and materials of the project were purchased and will be stored. The pricing that was offered for the project was low and did not want to miss the opportunity to purchase at this rate. Asst Supt Gagnon added that the year delay in the project may allow the district to be positioned to expand the initial scope. Some smaller jobs will be prepared to have “on the shelf” to fill in if there openings for construction..
- Supt MacKinnon put out and RFP for the sale of land off of Dexter Lane. To date, has not received any offers. The state prohibits water districts from selling any land for less than the appraised value.
- Stephen Gorden inquired about the impact to the district since the MDOT bonds are not funded yet. There is no current impact since there are no projects on our records associated with Maine DOT.
- Executive Session was not requested.

At 8:23 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 by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk

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