

**Yarmouth Water District
Board of Trustees Meeting Minutes
August 7, 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, Eric Gagnon, Assistant Superintendent, Linda Earley, Recording Secretary

Proceedings:

- *Meeting called to order at 7:01 pm. by Irving Felker*
- *On a motion by William Taylor, seconded by Tom Brennan, it was VOTED: To approve June 2018 meeting minutes as written. (3-0)*

Treasurer's Report

June 2018 Report

<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	\$4,815.57	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$15,710.51	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$516,221.24	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$159,200.21	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$819,111.59	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$53,904.39	Savings Acct
Total Special Funds			\$1,568,963.51	

July 2018 Treasurer's Report

<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	\$ 4,940.78	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$22,836.28	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$516,839.80	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$174,214.82	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$820,093.07	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$53,906.76	Savings Acct
		Total Special Funds	\$1,592,831.51	

Supt MacKinnon reported the following transactions for past 2 months: Two monthly contributions and interest to the 1989 Debt Service Reserve, the 3rd of the quarterly deposits and interest to the Standpipe Maintenance account, three deposits to the Contingency Fund, and accrued interest in all other accounts.

There are 2 CDs with terms due in October. Supt MacKinnon will go to bid with local banks in September for 1 and 2 year term rates and will have ready for review in October.

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 were received.

Old Business

- FPL Contract Renewal; *To hear an update on progress on the Wyman Station contract renewal.*
The District's team has been meeting frequently regarding FPL contract renewal. Supt MacKinnon and Asst Supt Gagnon will be meeting with the plant to review the proposed terms of a new contract. The contract is similar to the current contract where water will be purchased by the Yarmouth Water District (YWD) from the Portland Water District and YWD will bill FPL for usage at the current PWD rate.

The Submarine Depreciation and the Operation and Maintenance charges of the current contract will be revised in the new contract. The term of the proposed contract is 5 year and can be terminated by either party with 2 years notice. The contact with FPL is the chief operator at Wyman Station.

- North Yarmouth Comprehensive Plan Update; *To hear an update on progress regarding work on the Groundwater Protection Overlay.*
Supt MacKinnon reported there have been two meetings with North Yarmouth. Matt Reynolds revised the groundwater model and the recommended overlay protection areas. YWD is proposing to reduce the size of the current groundwater overlay area in the village area but to the north. Some of the areas that are not definitive are included in the protected area but could be removed when test well data becomes available. North Yarmouth offered the District the opportunity to review the use tables and ordinances. The Town's consultant had asked specifically about changes for the industrial uses. This prompted the discussion of the Bowdoin Excavation site near the Hayes Well and the current status of that site. The Trustees agreed the protection of the well is important and the status and compliance of the site needs to be clarified. YWD will confer with legal for follow up with direct questions to the comprehensive plan committee and the town manager.

New Business

- 2019 Budget Considerations; *Cumberland Wells, Hillside Street, Trucks, Lawn Tractor*
Supt MacKinnon stated the budget is on track and usage has leveled off. Specific items under consideration/action for the 2019 Budget included:
 - Cumberland Wells: The Master Plan included provisions for bringing the Cumberland Wells online. The 2019 budget will include some preliminary work, beginning with removing the pumps and checking the condition of the well screens
 - Hillside Street: The materials for the project were pre-purchased except hydrants. The pipe is being stored at the wells and the valves and fittings in a rented storage container. Supt MacKinnon reported that the Hillside project included 3 insertion valves and this work was accomplished in one day. The District will also install the West Main Street crossing portion of the project this year. This is timely due to the paving project on West Main Street slated for this fall. The delay of the project may allow the District to add the 700 feet of water main along Cumberland Street to complete the project to West Elm Street.
 - Trucks: Last year's budget included a truck with a utility body. The truck was not ordered because the window to order trucks was shortened and the District missed the opportunity to bid. This year's budget also includes a truck. Supt MacKinnon would like to go to bid for both trucks with the possibility that the pricing could be better. Historically, YWD has purchased GMC or Chevy trucks, however the single cab truck with an 8 foot bed is no longer being produced by GMC. The 8 foot bed is a required feature and since Ford products meet that specification the trucks will be Ford.
 - The district contracts the lawn cutting at the office and pays approximately \$1,000.00 annually. Supt MacKinnon is considering purchasing a lawn tractor to take care of both the office and wells. He would like for the selected tractor to be big enough to include a snow blower attachment. A review would need to be completed of the cost of having an employee complete

the work versus a contractor. The District employees currently maintain the mowing at the wells.

- Comprehensive Plan: Additional test wells will be needed to gather data for the groundwater model.

Operations

- June and July 2018 Production Reports
Supt MacKinnon distributed the production reports. The production trends are down some. No major breaks to report and only a minor break last week.

Other

- Jeff Musich, YWDs consulting engineer for many years, is considering retiring next year.
- The September meeting will be moved to September 11, 2018, because of the Labor Day holiday.
- Executive Session was not requested.

At 8:23 p.m., on a motion by Susan Krauss, 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