

**Yarmouth Water District
Board of Trustees Meeting Minutes
November 5, 2019, Tuesday @ 7:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, William Taylor, Thomas Brennan

Absent: Susan Krauss

Quorum present? Yes

Others Present: Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Asst. Superintendent, Linda Earley, Recording Secretary, Steve Morrison, North Yarmouth Selectman, Dan Bisson

Proceedings:

- *Meeting called to order* at 7:09 p.m. by Irving Felker
- On a motion by William Taylor, seconded by Thomas Brennan, it was VOTED: *To approve October 2019 meeting minutes as written. (3-0)*

Treasurer's Report

October 2019 Financials

<u>Institution</u>	<u>Acct Number</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	51700-020	Submarine Main Depreciation Fund, Savings	\$2,537.04	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$2,391.77	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$ 631,109.12	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$1,407.74	Savings Acct
Norway Savings	1019557428	Submarine Main Dep., CD	\$857,662.18	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$91,448.55	Savings Acct
		Total Special Funds	\$1,586,556.40	

Supt MacKinnon reported the following activity in October; monthly contribution to Submarine Main Depreciation Savings, payment to Standpipe Maintenance Savings (5th of 6 payments), final payment to Water Resource Protection Fund, and accrued interest in all other accounts.

Two CDs were renewed at the Norway Savings Bank on October 22, 2019. A transfer of \$13,000 from the Submarine Main, Savings was made to the Submarine Main Dep, CD and a transfer of \$70,000 was made from the Standpipe Maintenance, Savings, to the Standpipe Maintenance, CD.

On a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To file the Treasurer's report for audit. (3-0)*

Communications

- Town of Cumberland, Right of First Refusal Request for Sweetsir Road sandpit.

The request by the District for the right of first refusal for property at the Sweetsir Road sandpit was heard at the Town of Cumberland Town Council meeting. The Council did not act on the request. The Town wants to maximize return and will offer the site for sale by the end of year.

Old Business

- Legislation LD 692, to discuss consideration of co-sponsoring amending legislation

Supt MacKinnon refamiliarized the Trustees with last year's proposed legislation to amend the laws regarding oil tank installation and expansion in a wellhead protection zone. The Department of Environmental Protection had promised to work with stakeholders and draft corrective legislation for this session. The DEP has since reversed that position. Local water districts and groups with a vested interest that were involved in the original proposition are determining a position to move forward with legislation. Supt MacKinnon stated the edits are minor but one gray area in one of the provisions was the expansion on adjacent parcels was not limited. A recommendation was made to consider getting the Attorney General's interpretation of the law to determine if there is a need for legislation.

New Business

- 2019 YTD Financials; *to discuss and consider adoption of the 2020 Proposed Budget*

Supt MacKinnon distributed the 2020 Proposed Budget. Supt MacKinnon updated the proposal that was distributed at the October meeting to include the September 2019 financials. The documents are almost identical with the proposed Debt Service Ratio slightly higher at 1.73 when based on the September 2019 Financials. Supt MacKinnon stated there are two capital expenditure projects being considered. The District has been in contact with Storey Brothers regarding a main replacement for Church Street for next year. The project will replace 400-500 feet of main to connect two upgraded systems. The replacement will coincide with the Town of Yarmouth rebuilding the road and the District will be more involved such as installing the temporary water supply. As with all the upgrades, the project will set up the District for the next neighborhood for improvements. A second recommended capital expenditure is to move forward with the replacement of the computer server. There is an immediate need since the server is at the

end of life. Supt MacKinnon emphasized the need to initiate the upgrade now to be completed by year end. The expenditure is included in the proposed budget.

On a motion by William Taylor, Seconded by Thomas Brennan, it was VOTED: *To approve the 2020 budget as proposed. (3-0)*

- To consider going into executive session pursuant to M.R.S.A. § 405 (6)(C) to discuss the acquisition of real property.

This agenda item was moved to later in the meeting.

Operations

- October 2019 Production Report
Supt MacKinnon distributed the October production report. The production was just below the historical average and slightly above last year's October production. Supt MacKinnon expects the usage to remain average or just below going forward. The recharge of the aquifer has been high.
- PFAS Task Force Recommendations
Supt MacKinnon distributed a draft of the PFAS Task Force recommendations from the State. The report is comprehensive and includes cost estimates and funding. Supt MacKinnon will participate in a conference call with the PUC to discuss the recommendations presented in the report. His understanding is the recommendations will be presented in December for consideration at the State level.

Other

- MRWA Training Proposal for Cyber Security: Maine Rural Water Association (MRWA) is working to develop a training for the threat to cyber attacks. There will be a kick off meeting soon for a tabletop training to be available by early 2020. Supt MacKinnon invited the Trustees to participate when the training is offered.
- Trustee Taylor inquired if the District will be participating in Maine Rural Water Program in December. Asst Supt Gagnon he is not currently scheduled but will participate at an event in February 2020.
- Chairman Felker mentioned that SAD 51 is considering building a new school and it would be important to stay informed on the locations considered.
- To consider going into executive session pursuant to M.R.S.A. § 405 (6)(C) to discuss the acquisition of real property.

At 7:42 p.m., on a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To enter into an executive session under M.R.S.A. § 405 (6)(C) to discuss the acquisition of real property. (3-0)*

At 8:16 p.m., on a motion by William Taylor, seconded by Thomas Brennan, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (3-0)*

At 8:18 p.m., on a motion by William Taylor, seconded by Thomas Brennan, it was VOTED:
To adjourn the regular monthly meeting. (3-0)

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk