

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
February 4, 2020 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, Andrew Walsh

*Absent:*

*Quorum present?* Yes

*Others Present:* Robert MacKinnon, Superintendent, Eric Gagnon, Asst. Superintendent, Linda Earley, Recording Secretary

**Proceedings:**

- *Meeting called to order at 7:07 p.m. by Irving Felker*
- *On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: To approve January 2020 meeting minutes as amended. (5-0)*

**Treasurer's Report**

January 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	\$ 11,857.97	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$16,477.14	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$634,264.04	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$ 1,408.09	Savings Acct
Norway Savings	1019557428	Submarine Main Dep., CD	\$861,949.63	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$121,460.29	Savings Acct
		Total Special Funds	\$1,647,417.16	

Supt MacKinnon reported the following activity in January; monthly contribution to Submarine Main Depreciation Savings, full year contribution to the 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. (5-0)*

### **Communications**

- YWD Vehicle, Efficiency Maine Approval

Supt MacKinnon submitted an application to Efficiency Maine for the rebate program for electric vehicles. The program will allow the District to purchase a higher priced, environmentally cleaner vehicle and maintain the budget. The District follows a five year vehicle replacement schedule and opted to replace the Toyota Prius with a plug-in, hybrid Prius to qualify for a \$2,000 rebate. The District has been pre-approved for the rebate and letters will be sent to 5-6 dealers next week for bids. The facility at Sligo Road is already equipped with an outlet for plug-in vehicles. Trustee Brennan commended the staff for utilizing the rebate program and the District would be a great example to spread the word.

### **Old Business**

- MPUC Petition Amendment Status Report

Supt MacKinnon reported the petition amendment for an additional service on Middle Road has been “fast tracked” through the process. There has been a week of public comment and the amendment should be on an upcoming consent order. All sites on the road will be covered under the amended petition.

- Groundwater Modeling and Testing, to hear an update from the Superintendent

Following up on Matt Reynold's presentation last month on the test wells, Supt MacKinnon elaborated on the findings at the sites with high variances in test results.

- MW1, site of the old school, tested high for nitrates. Supt MacKinnon is concerned with the variance since the source of the increase has not been determined. The landscape work at the site is not the cause of the high nitrates since the sample was taken prior to the landscape work. A resample will be taken quickly.
- MW3 results had a high variance in nitrates. The sampling in 2012 was high and the level has not improved. A thought maybe a possible failed septic system.
- MW7, located on the District's property for Hayes Well near Sweetser and Route 9, tested high in sodium. Supt MacKinnon reported there is a ditch on both sides of the road that ends and the water sits. The District is working with public works and MDOT to add a culvert to connect to a ditch on the other side of Route 9. The District will pay for the culvert if there is no other funding source.
- MW10, located near the Cassidy pit, had sodium levels jump. The issue may be with materials that were dumped. The test well is buried and may have some damage.

### **New Business**

- Wright-Pierce Engineers, Master Plan Discussion

Supt MacKinnon and Asst Supt Gagnon met with Wright-Pierce. The purpose of the meeting was to discuss the development in North Yarmouth. When the District began servicing North Yarmouth in 1993, there were 170 connections. With the plan to develop the village and approving smaller lot sizes, there has been great growth in North Yarmouth. The increased development accelerates the capital improvement plan outlined in the Master Plan. Supt MacKinnon sought input from the staff and submitted a new plan with Wright-Pierce for addressing redundancy and storage. Supt MacKinnon gave a visual presentation of possibilities considered in the proposal. The improvements could include adding booster pump stations and connecting the North Yarmouth system to the other existing wells. Supt MacKinnon expects more growth which moves the capital improvement to the front burner. Debt was retired this year which better positions the District to make improvements. Supt MacKinnon and Asst Supt Gagnon will meet with the Bond Council to review the process that would be required to seek public financing.

- MSAD 51, proposed school site

MSAD 51 has a proposal to build a new elementary school with preference for a site in North Yarmouth. One site being considered is the old school near the Westcustogo Community Center. The District has a concern about meeting the projected peak water demand and fire flow requirements. Another concern is that the close proximity of the project to the well increases the risk of contamination from wastewater and runoff from vehicle parking and busing. The State of Maine does have notification requirements to water utilities for these types of projects. Supt MacKinnon distributed copies of the legislation to the Trustees. The Trustees and staff recognize the wastewater systems have improved greatly, but also know of examples of close calls or incidents where sewage could have contaminated water sources. Supt MacKinnon will continue to monitor the developments of the project.

## **Operations**

- January 2020 Production Reports

Supt MacKinnon distributed the January production report. The trend is continuing down and almost identical to last year's usage, as expected. Operations have been fairly quiet except for two recent leaks. Supt MacKinnon explained one leak was identified by an observation of the frequency of the pump running and not by water coming to the surface or lost pressure. The operators completed troubleshooting and systematic investigation to locate the leak instead of having a contractor locate the leak. The process was a great educational and training opportunity for the operators.

- Comp time Policy, to review and consider amending the Compensation Day Policy per attached draft A minor edit in the wording, changing "allowed" to "provided", was recommended for clarity and not a policy change.

On a motion by William Taylor, and seconded by Irving Felker, it was VOTED: *To approve the amended language of the compensation time policy. (5-0)*

## **Other**

- Sexual Harassment Supervisor Training

All staff completes Sexual Harassment training yearly. In 2019, Matt Tarasevich and Tara Walker from Bernstein Shur presented sexual harassment training to the Trustees. Supt MacKinnon distributed and presented the training for 2020. There have been no changes to the law. Supt MacKinnon highlighted that Trustees are a point of contact for anyone who wishes to lodge a complaint. The strong message is to act immediately and utilize the attorney for guidance. Asst Supt Gagnon added that Trustees are required to document and report even if asked not to act on a report. Trustees will complete the Freedom of Access Act training independently.

- 2019 Annual Meeting Date and Audit Review

The annual meeting and audit review will be held at 7:00 pm on April 7, 2020. The regular monthly meeting will immediately follow.

- Susan Krauss and Irving Felker are due for re-election.

- To consider going into executive session.

At 8:48 p.m., on a motion by William Taylor, seconded by Andrew Walsh, it was VOTED: *To enter into an executive session under M.R.S.A. § 405 (6)(C) to discuss the acquisition of real property. (5-0)*

At 8:55 p.m., on a motion by William Taylor, seconded by Susan Krauss, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (5-0)*

At 9:02 p.m., on a motion by William Taylor, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:  
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk