

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
July 7, 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 7:05 p.m. by Irving Felker*
- *On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: To approve June 2020 meeting minutes as amended. (Roll call vote: 4-0)*

**Treasurer's Report**

June 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	\$ 27,715.41	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$58,734.67	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$639,476.48	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$ 61,413.82	Savings Acct
Norway Savings	1019557428	Submarine Main Deprec, CD	\$ 869,033.22	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$ 121,482.65	Savings Acct
		Total Special Funds	\$1,777,856.25	

Supt MacKinnon reported the following activity in June; deposit of \$30,000 to Contingency Fund, monthly contribution to Submarine Main Depreciation Savings, and accrued interest in all other accounts. This week a bond payment was paid on the 2012 Bond for ~\$28,000. The budget is on track for the year.

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

### **Communications**

- **North Yarmouth Meeting**  
Supt MacKinnon, Asst Supt Gagnon, and Trustee Walsh attended a meeting on June 10 with the North Yarmouth Town officials regarding the capacity at the proposed site. Supt MacKinnon advised the required needs cannot be met unless the demand decreases or until the capital improvement is complete. Supt MacKinnon received a list of follow up inquiries. Trustee Walsh added that the code enforcement officer also has some questions regarding water capacity. Asst Supt Gagnon stated that the District is available to discuss any water issues and welcomed the opportunity to provide information.
- **Walnut Hill Resident**  
Supt MacKinnon met with a resident at the top of Walnut Hill who attributed his private well running out of water to the growth in the area. Supt MacKinnon stated the dry well was, in his opinion, likely caused during the dry spell by a poor performing well and not related to the other private wells in the area. Others in the area have had issues in the past. Supt MacKinnon reviewed the design of the system and provided some information to inquire when having a new well dug. Providing service to the area is not possible from the District's system but did offer to test the recharge rate of his new well as a public service. The resident was thankful for the assistance. Trustee Walsh received an inquiry about public service from a resident on Lufkin Road since 3 wells had gone dry during the dry spell. Trustee Walsh shared with the resident that the District can't extend its own mains and the cost would be borne by those needing service and would likely be cost-prohibitive. Supt MacKinnon reiterated the availability to discuss further and the opportunity for education.
- **Sandpit, Sweetser Road**  
Supt MacKinnon reminded Bill Shane, Town Manager of Cumberland, that the District is still interested in the land at the sandpit on Sweetser Road. Mr. Shane advised the Town did attempt to get an appraisal early this spring but was delayed because of the pandemic and hoped to have completed in September.

### **Old Business**

- **Cumberland Wells Update**, to hear a preliminary report regarding testing of the Cumberland Wells  
Supt MacKinnon reported the pump company completed pump tests on both wells in Cumberland. The company cleaned screens, the screens were inspected, and wells were tested. Supt MacKinnon shared graphs of the results. The wells are performing as they should be and are as good as when they were installed. The quality test results equal the numbers from the 1997 tests. The recharge rate is great. There would be a major expense of 4-6 million to install mains and pumps and make new stations. These wells would offer supply redundancy.
- **North Yarmouth Capital Improvement Project**, to hear a status report

Asst Supt Gagnon shared and reviewed the Master Plan update by Wright-Pierce which is close to 80% complete. The review included a booster pump station, transmission lines, and storage. Adding a booster pump at Hayes Property in a separate building is being considered. The standard building used by the District is a mainstream building of brick with a generator, a pump room, and a small chemical room. New 12-inch transmission mains will be installed along Sweetser Road and is about 7200 feet between pump stations and wells. The fire department and public works were consulted about fire hydrant placement for 4-6 hydrants. The plan includes installing additional valves to prepare for future expansions. The project is straight forward but not insignificant in size. The storage tank plan is still in progress. Options for storage include a stand alone next to or an addition to the existing tank, the type of tank, and the material to use, metal or concrete. To have the storage at the site, it will require ledge removal at a cost of about \$500,000 but the District owns the land. The engineers are considering other District sites and private parcels as well for the storage tank. The elevation is a key component in any site that is chosen.

### **New Business**

- North Yarmouth Planning Board Questions, to discuss the issues and questions raised regarding the capacity of the District  
Supt MacKinnon received follow-up questions from the June 10th meeting with North Yarmouth officials regarding the Capital Improvement project and the service potential with the new pump, transmission, and storage. The questions included the number of additional sites that can be served as a result of the project, the number of households that can be brought on if the Cumberland Wells are brought online, and the services on Route 9. Supt MacKinnon stated the District plans for the current services and planned build out are based on reasonable growth. Supt MacKinnon discussed with PUC about capacity and rate of growth. The growth needs to be determined to be reasonable or abnormal. Some of the costs could be allocated to the person/development that caused abnormal growth. Supt MacKinnon stated it was a judgment call as to sustained normal growth and abnormal growth. It is the feeling the transmission main is a District responsibility and the storage is noted in the existing master plan but the pumping facility would be one item that can be attributed to abnormal growth. The question is should the existing customer base have to fund these improvements at this level. Board needs to think about the growth going forward and the expected growth the District is responsible for. The District has concerns about density in the Village Center and its impact on water quality. Small lots had conditions of approval and advanced wastewater systems that were to be professionally maintained and tested for performance. The District has not been successful in getting data or assurance of testing. Trustee Walsh received questions from the Chairman of the Planning Board which will be sent to Supt MacKinnon to review.

### **Operations**

- June 2020 Production Reports  
Supt MacKinnon distributed the June production report. The June 2020 production is quite a bit higher than June 2019 and possibly the highest. The rainfall in June is negligible but the little bit of rain on the last few days of the month dropped usage way down. This indicates irrigation systems are in use.
- Well Signage  
Supt MacKinnon heard a comment from a Sweetser Road resident that there is target shooting at the District's Gibson Pit property. Supt MacKinnon refreshed the signage stating that shooting is prohibited and instructions to call the sheriff to report. The fire department also requested signage to include addresses to identify the location for emergencies.

- Operations during COVID-19, update

Supt MacKinnon stated the District Office is slowly moving towards opening to the public. There have not been a lot of requests. All visitors will be required to wear a mask and will be provided with one if needed, a plexiglass panel was installed at the desk, and the number of people at a time will be limited.

## Other

- Irving Felker solicited inquiries from the Trustees on the June monthly disbursements.
- Cybersecurity tabletop exercise was held with the office staff and an operator. A situation was created specific to the District with the assistance of Asst Supt Gagnon. During the exercise, the District's cybersecurity plan was implemented. Supt MacKinnon viewed the exercise as a success.
- To consider going into executive session pursuant to 1 M.R.S.A. § 405 (6)(A), personnel matter

At 8:54 p.m., on a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: *To enter into an executive session under 1 M.R.S.A. § 405 (6)(A), personnel matter. (Roll call vote: 5-0)*

At 9:05 p.m., on a motion by Thomas Brennan, seconded by Andrew Walsh, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (Roll call vote: 5-0)*

On a motion by William Taylor, seconded by Susan Krauss, it was VOTED: *To accept the retirement intention letter from Superintendent Robert MacKinnon and appoint Eric Gagnon as his successor as the next Superintendent of the Yarmouth Water District. (Roll call vote: 5 -0)*

At 9:15 p.m., on a motion by Andrew Walsh, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (Roll Call vote: 5-0)*

Minutes submitted by:  
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk