

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
October 6, 2020 Tuesday @ 7:00 p.m.  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME  
and via ZOOM format**

**Roll Call:**

*Present:* Irving Felker, Jr, Chairman, William Taylor via Zoom, Susan Krauss via zoom, Thomas Brennan, Andrew Walsh

*Absent: none*

*Quorum present? Yes*

*Others Present:* Eric Gagnon, Superintendent, Linda Earley, Recording Secretary

**Proceedings:**

- *Meeting called to order at 7:02 pm by Irving Felker*
- *On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: To approve September 2020 meeting minutes as written. (5-0)*

**Treasurer's Report**

September 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	\$37,233.50	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$86,907.16	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$642,673.22	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$121,427.14	Savings Acct
Norway Savings	1019557428	Submarine Main Deprec, CD	\$873,377.50	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$121,491.82	Savings Acct
		Total Special Funds	\$1,863,110.34	

Supt Gagnon reported the following activity in September; contribution to the Submarine Maintenance Savings, contribution to the Contingency Fund, and accrued interest in all other accounts. A Debt Service payment is due in December and will be made shortly. Three bids were returned for the Special Account CDs that are due for renewal this month. People's United was selected for the renewal cd's with 1-year terms. The funds in the Standpipe Maintenance, Savings will be added to the Standpipe Maintenance, CD, and the Submarine Main Depreciation, Savings will be added to the Submarine Main Depreciation, CD.

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

On a motion by Thomas Brennan, seconded by Andrew Walsh, it was VOTED: *To open accounts for certificate of deposit for one-year terms as recommended. (5-0)*

### **Communications**

- None

### **Old Business**

- Transition Update  
Supt Gagnon spent time with Supt MacKinnon reviewing financials and to-dos, getting information, and making notes. Completed the required reporting at the end of the month and the new month. Supt Gagnon will continue to go through files and the office.
- North Yarmouth Capital Improvement Projects, to hear a status report of the projects and discuss and consider the proposal for final engineering costs.  
Supt Gagnon met with Dan Flaig from Wright-Pierce over the phone. Surveyors are coming this week for the pump station site and transmission main and prepare for DEP review. Supt Gagnon distributed the proposal with Wright-Pierce for the final design and permitting with the option to move forward with the total proposal. Trustees inquired if the Wright-Pierce proposal included construction management. Supt Gagnon replied it is included and needed since the SRF funding does require reporting. Inspection for the transmission main will be mostly in house with one person dedicated to the job with oversight as needed. A request was made to inquire if the rate for additional services in the proposal which is 2.2x engineers' salary is standard and if it is negotiable. Supt Gagnon is completing the SRF application to State with expected results by December and will consider options for a private bond afterward. Supt Gagnon will quickly go out to bid for the transmission main work, but the pump station needs planning board approval before final design can start. Supt Gagnon will reach out to the planning board to introduce the project and intent to get on the November agenda. Once approved, the pump station project will go out to bid, which is a more complex project.

On a motion by Andrew Walsh, seconded by Thomas Brennan, it was VOTED: *To authorize the Superintendent to enter into an agreement with Wright-Pierce Engineers as per attached draft proposal, at a sum not to exceed \$311,200.00. (5-0)*

### **New Business**

- 2021 Draft Budget

Supt Gagnon distributed the 2021 Draft Budget and notes sheet with the projections utilizing the August financials. Supt Gagnon highlighted various items in the budget including the Wyman Station income, the increased production with the dry summer. The debt service coverage ratio is increased to 2.3 with the completion of the 2010 Bond Issue. The budget includes completing work to get the back-up engine at the Stevens Well working. The scope will be enough to get it running but must consider functionality as part of a larger overhaul in the future. Meter replacements were put on hold in 2020 due to the pandemic and hope to get that back on track. There will be work on Main Street and will need to address service valves to be sure they are functional. The work may be in conjunction with the Town of Yarmouth to save on repairing the concrete sidewalks when possible. Supt Gagnon stated there is a 75k admin expense for the vacant Assistant Superintendent position. The position is remaining open for the time being until it is clear what the needs are after the transition. Supt Gagnon would like to fill a temporary position to work on GIS for one day a week. The trustees agreed that GIS is an important tool to maintain and the request makes sense. For Capital services, there is a truck scheduled for replacement this coming year. Supt Gagnon requested the Trustees review the draft budget and address any questions for further discussion next month for approval by year-end.

## **Operations**

- September 2020 Production Reports:  
Supt Gagnon distributed the September production report. High production through the fall is very uncommon and has fallen off slightly. It was a hot and dry month and appeared irrigation was being used later in the season. Rain in the fall is important for recharge before ground freezes. The monitoring well levels are slightly lower than previous readings, but they do fluctuate seasonally, and conclusions cannot be drawn from the latest reading alone.
- Miscellaneous:
  - Church Street's work is complete. The project included replacing 6-inch unlined cast iron water main and service lines with new 8-inch cement-lined ductile iron water main and 1" copper service lines
  - Services boxes and valves were replaced on West Main Street from Sligo Road to Elm Street. Valve boxes were also replaced in this area as necessary.
  - There was a leak on York Street which required replacing 40 feet of main; this is the 3rd leak in 5 years.
  - There was a leak on a hydrant lateral on the water main to Wyman Station. A shutoff was scheduled and coordinated with Wyman and the Distribution crew operated multiple by-pass valves to keep everyone in service.
  - There were a few new services installations completed and may have a couple more before the end of fall.

## **Other**

- Chairman Felker reminded everyone to review the disbursements. A recommendation was made to distribute the disbursements electronically for review and electronic signature.
- To consider going into an executive session.

Executive session was not requested.

At 8:19 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:

Thomas Brennan, clerk