

**Yarmouth Water District
Board of Trustees Meeting Minutes
November 3, 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, Susan Krauss via Zoom, Thomas Brennan, Andrew Walsh

Absent: none

Quorum present? Yes

Others Present: Eric Gagnon, Superintendent, Emily Thomas, Recording Secretary and Daniel Flaig via Zoom

Proceedings:

- *Meeting called to order @ 7:03 pm by Irving Felker*
- *On a motion by William Taylor, and seconded by Andrew Walsh, it was VOTED: To approve October 2020 meeting minutes as written. (5-0)*

Treasurer's Report

October 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	\$2,602.91	Savings Acct
People's United Bank	100209564	Standpipe Maintenance	\$992.13	Savings Acct
People's United Bank	6491514417	Standpipe Maintenance, CD	\$743,483.75	CD 10/22/21
Bath Savings	185902	Contingency Fund	\$121,432.13	Savings Acct
People's United Bank	5667983945	Submarine Main Depreciation, CD	\$912,277.39	CD 10/22/21
People's United Bank	101020495	Water Resource Protection Fund	\$121,494.80	Savings Acct
		Total Special Funds	\$1,902,283.11	

Supt Gagnon reported the following activity in October; contribution to the Submarine Maintenance Savings, contribution to the Standpipe Maintenance, reallocation of savings for Standpipe Maintenance and Submarine

Main into new CD accounts, and accrued interest in all other accounts. A Debt Service payment is due in December and will be made in a few weeks.

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

Communications

- Cumberland Pit on Sweetser Road - Item on the agenda was tabled.

Old Business

- North Yarmouth Capital Improvement Projects, to hear a status report of the projects from Dan Flaig with Wright-Pierce who reports that the Maine SRF application was submitted on 10/16/20, and the decision for funding should be known in early December. The project is moving forward assuming it will be funded, to maintain the schedule. The project is starting with the environmental review process and is not anticipating any issues. The Water Main will be ready for the bidding process in December or January following the publication of the draft SRF project list. The Booster project is going in front of the planning board for sketch plan presentation on 11/10/20. The site plan review presentation will be the target for the February meeting. The design is anticipated for December 20 - March 21, with construction anticipated for June - October of 2021.
- 2021 Draft Budget and Projections are the same as last month but were re-presented for any additional questions. Supt Gagnon answered a few questions from the Board and explained some of the notes where the budget numbers are specific to certain projects and needs coming for 2021. The public fire protection 2020 projection was incorrect on the handout and will be corrected. The income from public fire protection is the same every month unless a new fire hydrant is added which does not happen very often. The 2021 budget should be a mirror image of the 2020 projection. The proposed Debt Service Expenses for 2021 is lower than before, this is because the 2010 bond issue has been paid off. The control package on Steven's back up motor from the 1960s needs to be replaced as the backup motor is not working properly. This will cost around \$15,000 minimum. There are other options replace the diesel motor and bring in a generator which would be a good long-term solution but double the price. Supt Gagnon will be reviewing the options to be sure the decision will be long term and not temporary. It was decided to approve the budget during the December monthly meeting as Supt. Eric Gagnon will email out the budget including current projections to everyone to get a final look over.

New Business

- District Financial Signature Cards, Supt. Eric Gagnon needs to get the board's approval to replace previous Supt. Robert MacKinnon as the signer on the existing bank accounts. *Motion to approve that current Supt. Eric Gagnon replace former Supt. Robert MacKinnon on the signature cards for current accounts held at KeyBank, People's United Bank, Cumberland County Federal Credit Union, and Bath Savings Institution. On a motion by William Taylor and seconded by Susan Krauss it was VOTED (5-0).*
- Standby Vehicle Use, Supt Gagnon briefly described the weekend duties of the on-call operator who comes twice daily on weekends to check the operations. It was discussed if the former Supt car could be used for the weekend on-call operator as an added benefit as it is not being used. Currently, the on-call person only receives 8 hours of overtime, whether they must come in or not. It was suggested that instead of allowing the use of the car, that the District give a stipend for mileage. This allows the option

to sell the car if the newly hired assistant will not use it, and also eliminate the costs of maintenance and vehicle depreciation from the on-call person utilizing it.

Operations

- October 2020 Production Reports Supt. Eric Gagnon proposed to start tracking temperature and precipitation on the reports. Supt. Eric Gagnon reported that nothing was abnormal, just that it was a dryer season this year. The booster pump had been running daily, now it is down to running about 2 out of every 3 days. Might be able to flush the North Yarmouth system now that production is lower. Supt. Gagnon reviewed the historical Wyman usage which shows a downward trend from 1996 to current and from 2009 to current it shows a slight upward trend. We do not adjust the purchase priced from PWD, we sell at the same price we buy at, so no profit is made. But there is an operating fee and depreciation fee of approximately \$3100 a month each that is added to the account. Every January there is a 2% increase due to basic inflation.
- Current Work:
 - A service was installed on Bucket Ln earlier this month.
 - Another hydrant had to be replaced on West Main St. The grade was raised on the sidewalk, which was not a planned event. This resulted in the purchase of an extension on a 1962 hydrant that could not be installed as the hydrant could not be taken apart. A new one was installed last night at 6:30 by the Storey Brothers.
 - A section of West Main St is being paved, so a team is out to make sure all the valves get lifted and everything runs smoothly.
 - Two more services are projected to be done before the end of fall, one on Granite St which already has the foundation in, and one on Lafayette St.
 - A hydrant was replaced on East Main St, near the Bluff's after it got hit by a vehicle. The cost of this repair was approximately \$6,500 and a check from her insurance company has been received.

Other

- MPUC Reversal of Disconnection Moratorium. Back in March PUC stated all utilities would not be able to disconnect for non-payment due to Covid-19. A questionnaire was sent to all utilities from PUC regarding the amount of past due balances and the number of customers. PUC lifted the moratorium and utilities can start the disconnection process in November if a 30-day reminder notice was given before the disconnection process. In the second week of October 270 reminder notices were sent out that had a balance of approximately \$43,000. As of last Friday, only 148 people had past due balances, bringing the total down to about \$19,000. The District does not typically send reminder notices to pay the balances, just a 14-day disconnection notice. The disconnect notices can start to be sent out on November 8th but waiting until the following week for an updated past-due list. Moving forward, we will go back to our typical monthly disconnection process.
- A lot of people have asked for a credit card payment option. Supt. Eric Gagnon is looking at different options to provide this to people. Either going independently through one of the bank accounts, and YWD be responsible for processing fees, or outsource the payment terminal through the state and the customer is responsible for the processing fees.
- Supt. Eric Gagnon proposed starting a YWD Facebook page to post updates, water conservation ideas, meeting information, public meetings, and flushing information. All were in favor.

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 9:27 p.m., on a motion by Andrew Walsh, seconded by Thomas Brennan, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (5-0)*

At 9:28 p.m., on a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk