

**Yarmouth Water District  
98th Annual Meeting Results  
April 6th, 2021 Tuesday at 7:00 p.m.  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth ME  
via ZOOM**

**Roll Call:**

*Present:* Irving Felker, Andrew Walsh, William Taylor, Thomas Brennan, Eric Gagnon, Superintendent, Nick Henry, Auditor, and Emily Thomas, Recording Secretary.

**ARTICLE 1**

To hear the reports of the Trustees.

Nick Henry, the Auditor, reviewed the audit and reported on the 2020 Financial Statements. There were no findings or recommendations from the audit. COVID impacted residential revenue. The current debt service coverage ratio was solid and in line with previous years. A bond was paid off so the bond payment number was lower compared to previous audits, this left an excess in the budget that was then used for assets and remaining bonds. No big spikes in expenses were reported, the District is within 2% of the last two years.

Overall, Auditor Henry stated the District is in good health with financial indicators on the mark.

**ARTICLE 2**

Superintendent Gagnon reported the following for 2020:

Installed:      New services- 20  
                      New hydrants- 2  
                      Feet of water main- 1,553

Replaced

The District replaced 413 feet of water main, 7 water services and added a new fire hydrant on Church Street. This was undertaken as a joint project with the Town of Yarmouth, with Storey Brothers of Cumberland serving as the general contractor for the project. The District also replaced 209 meters in the early part of 2020, but the replacement program was placed on hold in March due to the Covid-19 Pandemic.

Total production for 2020 was 412,402,000 gallons, comprised of 91,801,000 gallons of purchased water and 320,601,000 gallons pumped from the District wells. This amount represents an 8.9 % increase in the production levels over 2019 and a decrease of 8.2% compared to the 2018 production numbers.

**ARTICLE 3:**

To transact any other business that may legally come before said meeting.

No other issues present.

At 8:15 P.M., On a motion and seconded it was voted: *To adjourn the annual meeting. (4-0)*

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
April 6, 2021 Tuesday @ 7:00 p.m.  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME  
via ZOOM format**

**Roll Call:**

*Present:* Irving Felker, Jr, Chairman, William Taylor, Thomas Brennan, Andrew Walsh all via ZOOM

*Absent:* none

*Quorum present?* Yes

*Others Present:* Eric Gagnon, Superintendent, Emily Thomas, Recording Secretary all via ZOOM

**Proceedings:**

- *Meeting called to order @ 8:16 pm by Irving Felker.*
- *On a motion by William Taylor and seconded by Thomas Brennan, it was VOTED: To approve March 2, 2021 meeting minutes as written. (4-0)*

**Treasurer's Report**

March 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	\$18,553.98	Savings Acct
People's United Bank	100209564	Standpipe Maintenance	\$992.26	Savings Acct
People's United Bank	6491514417	Standpipe Maintenance, CD	\$744,546.77	CD 10/22/21
Bath Savings	185902	Contingency Fund	\$457.25	Savings Acct
People's United Bank	5667983945	Submarine Main Depreciation, CD	\$913,581.75	CD 10/22/21
People's United Bank	101020495	Water Resource Protection Fund	\$509.87	Savings Acct
		Total Special Funds	\$1,678,641.88	

Supt Gagnon reported withdrawals of \$121,000 from the Contingency fund and \$121,000 from the Water Resource Fund for the Sweetser Road Pit purchase from the Town of Cumberland. A Deposit was made to the Submarine Depreciation Fund and accrued interest in all accounts.

On a motion by Thomas Brennan, seconded by William Taylor it was VOTED: *To approve Treasurer's Report as written.* (4-0)

The March disbursements were discussed briefly. On a motion by Andrew Walsh, seconded by Thomas Brennan it was VOTED: *To approve the March 2021 disbursements as written.* (4-0)

### **Communications**

- Supt Gagnon reported looking forward to meeting with the new representative of the Royal River Conservation Trust and will have a report about this in next month's meeting.

### **Old Business**

- Cumberland Pit on Sweetser Road: Supt Gagnon reported all the documents are in place for closing on the purchase on Friday, April 9th. No loan will be needed as Contingency and Water Resource Protection savings and checking accounts will be used to pay for the land.
- North Yarmouth Capital Improvement Projects, to hear a status report of the projects: Supt Gagnon reported pipe installation of about 1,000ft onto Sweetser Rd. with a total of 25% of the water main installation complete. The gravel portion of Sweetser Rd was allowed to be constructed while the road posting was in effect. The booster pump station was approved by the North Yarmouth Planning Board on March 9th. The booster station should be going out to bid on April 16th with a bid opening in mid-May.
- Solar Array Discussion: Supt Gagnon reported setting up a meeting with a management company to help with the process and questions about the project. The solar area would be placed around some of the wells, but this might take away from the buffer for a new well if one is needed, so a larger buffer would need to be approved. Another option would be putting it on the land of the District on the opposite side of Sweetser Road in the field but this would be out in the open.

### **New Business**

- Future meetings: The board discussed moving the monthly meetings back to in-person rather than zoom format as soon as next month. Supt Gagnon will make a decision based on everyone's comfort level a couple of weeks before the May meeting.

### **Operations**

- March 2021 Production Reports, Supt Gagnon reported no issues, everything was nice and quiet. Slightly less production compared to last year.
- Current Work:
  - Main St services: The District will be utilizing the town's contractor to replace service valves in their work area. Approximately 15 service valves in this area will be replaced. All concrete sidewalks are going to be put in. This is set to start up in early May.
  - Reinsborough Well Pump: The well pump contractor is working with a couple of manufacturing companies to see the cause of the failure in the pump shaft coupling. We don't want to replace it without knowing the cause of failure. Hoping to have the pump up and running by next month.
  - Hydrants: All of the hydrant flags have been removed. Fire chiefs asked to color code the hydrants based on flow, similar to a lot of other water districts. Currently, the nozzles are color-coded based on where they are in the system and if it is the last hydrant on the road. Supt Gagnon stated that they're going to go forward with both color-coding systems.
  - Broad Cove Farms Subdivision: this project should be starting soon.

## Other

- Supt Gagnon mentioned that now is a good time to hire another operator so that person can work under some of the seasoned operators before retirement. At this moment only going to use word-of-mouth advertising to ensure getting the right person.
- To consider going into executive session if necessary

At 9:18 p.m., on a motion by William Taylor, seconded by Andrew Walsh, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:  
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk