

**Yarmouth Water District
Board of Trustees Meeting Minutes
January 5, 2021 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, 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 @ 7:00pm by Irving Felker*
- *On a motion by Susan Krauss and seconded by Thomas Brennan, it was VOTED: To approve December 1, 2020 meeting minutes as written. (4-0)*

Treasurer's Report

December 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	\$8,931.68	Savings Acct
People's United Bank	100209564	Standpipe Maintenance	\$992.18	Savings Acct
People's United Bank	6491514417	Standpipe Maintenance, CD	\$743,904.50	CD 10/22/21
Bath Savings	185902	Contingency Fund	\$121,442.45	Savings Acct
People's United Bank	5667983945	Submarine Main Depreciation, CD	\$912,793.66	CD 10/22/21
People's United Bank	101020495	Water Resource Protection Fund	\$121,500.98	Savings Acct
		Total Special Funds	\$1,909,565.45	

Supt Gagnon reported the following activity in December, a change in the monthly deposit to the submarine savings account and interest on all accounts. A wire to debt service ready to go for the middle of January for the 2012 bond issue.

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

Communications

- Forecaster Article, Supt Gagnon reported an interview over the phone with good reviews and publicity for the purchase of the gravel pit on Sweetser Road in North Yarmouth.

Old Business

- Cumberland Pit on Sweetser Road, Supt Gagnon reported the Cumberland Town Council has accepted the offer. A deposit has been made for the purchase. The lease agreement has been started for the project. The finalized lease agreement was discussed.
- North Yarmouth Capital Improvement Projects, to hear a status report of the projects Supt Gagnon reported continued movement with the project. All prequalification submittals from the contractors were returned by 12/29/20. Now, Supt Gagnon is anticipating a letter from Wright Pierce of their recommendations. A final decision will be made afterward. Final review for Sweetser Road and the bid document has been done, and they are ready to be finalized. Final presentation to the NY Planning Board for the booster station is projected to be complete in February, beforehand it is being discussed to turn the 3 lots into one due to zoning. With one lot, it is a cleaner project that doesn't require as many waivers.
- COVID-19 precautions and protocols, Supt Gagnon discussed that due to the uprising of positive cases, split shifts were implemented the second week of December. In the last week or two, some maintenance issues were not being completed due to lack of employees on the clock. Since this, the guys are coming in staggered shifts two hours later to complete set tasks like hydrant checks, etc. This schedule switches each day with the crewmembers.

New Business

- IT Update. The desktops and servers were not being updated as frequently as they should. Updates have been made to prevent further attacks like the phishing attempt in the summer. VPN's have been set up, and a new firewall needs to be installed for people to be able to safely work from home. Supt Gagnon reported switching IT companies, and the initial steps have been made to update the software and systems.
- License Certification Bonus. Supt Gagnon described the current bonus allocation for operators who pass an exam and the idea of changing the allocation so operators would not be limited to a single bonus annually. There was some discussion regarding the operator licensing process. It was encouraged for Supt Gagnon to decide on what kind of bonus structure to implement.

Operations

- December 2020 Production Reports, Supt Gagnon reported December was like last year. There was a main break on Rogers Rd and North Rd. Otherwise it was a normal month.
- Current Work:
 - Monthly hydrant checks were completed today, operators utilize GIS for this.
 - Earlier in the month two frozen hydrants were found, one near the transfer station and the other near the Royal River Grill house. When the transfer station hydrant was thawed it was discovered that it was broken and was shut down to get it repaired. It was an easy fix, but a

closer eye needs to be held on the hydrant because multiple places utilize this one for training purposes.

- Main break on Rogers Rd at North Rd on a Sunday. North Rd was put down to one lane, it was fixed and paved.
- A hydrant was hit today on North Rd and Goldenrod Rd in N. Yarmouth, the barrel and hydrating stem broke away properly, and it was fixed within a few hours. All insurance information and policy information from the driver has been received.

Other

- Annual individual reviews - all but two have been done but will be completed soon. Discussing goals and suggestions for the new year. The plan after individual reviews is to spend an hour or two with the whole group and discuss goals and plans for everyone.
- Audit, Supt Gagnon reported auditors came the second week of December for the initial walk through. It went really well, and they have everything they need. They are scheduled to come back the third week of January to go over final numbers and final inventory.
- The November and December disbursements were discussed. It was suggested to add the disbursements to the agenda so everyone can prepare any questions before the meetings. This has been tabled for next month's meeting.
- Irving Felker suggested changing the street name for Yarmouth Water District to a different name. The road is not required to have a name because it is a private way. However, it accesses more than one property so it can be named. But the only way to name the street, is for the Yarmouth Water District to change its physical address. If there is not a substantial cost, everyone is in favor of changing the street name.
- Andrew Walsh suggested an idea to investigate solar panels being put on the Yarmouth Water District property. He stated it was possible to implement this in a way that would not cause any changes to the land or property and would not impinge on the water supply. Andy suggested a solar farm being leased or allowing a company to put solar panels on the land. He suggested this to be researched more.

At 8:44p.m., on a motion by Andrew Walsh, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk

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