

**Yarmouth Water District
Board of Trustees Meeting Minutes
January 4, 2022 Tuesday @ 7:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, William Taylor, Thomas Brennan, Stephen Gorden, Andrew Walsh

Absent: Thomas Brennan

Quorum present? Yes

Others Present: Eric Gagnon, Superintendent, Emily Thomas, Recording Secretary, and Chris Beyers from Branch Renewable Energy

Proceedings:

- *Meeting called to order at 7:02pm by Irving Felker*
- *On a motion by Andy Walsh and seconded by Stephen Gorden, it was VOTED: To approve the December 7, 2021 meeting minutes as written. (4-0)*

Treasurer's Report

December Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$9,622.84	Savings Acct
People's United Bank	Standpipe Maintenance	\$21,498.77	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, CD	\$808,760.91	CD 10/25/22
Bath Savings	Contingency Fund	\$102,480.31	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, CD	\$954,259.36	CD 10/25/22
People's United Bank	Water Resource Protection Fund	\$30,511.23	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$1,282,387.42	Savings Acct
Key Bank	Working Checking Account	\$1,205,308.96	Checking Acct
	Advance for Construction	\$292,691.98	

Available Balance \$912,616.98

Total Special Funds \$4,122,137.82

Supt Gagnon reported changes by the monthly contributions and interest on all accounts. The bond application note savings account has been updated.

On a motion by Andrew Walsh, seconded by Stephen Gorden it was VOTED: *To approve December Treasurer's Report as written.* (4-0)

The December disbursements were discussed. On a motion by Stephen Gorden and seconded by William Taylor it was VOTED: *To approve the December 2021 disbursements as written.* (4-0)

Communications

- Stephen Gorden brought up a meeting he had with the Gray Water District about board program education and Supt Gagnon agreed that it makes sense to do a program for this.

Old Business

- Solar Project, Chris Beyers from Branch Renewable Energy reported executing the lease option agreement in November, then the interconnection application was done with CMP on December 30th. The district is now officially in the queue on Elm Street, second in line, for this project. The code enforcement officer for NY was very much on board with the project; the pre-application meeting is scheduled for the February 8th North Yarmouth Planning Board meeting. Hoping to have construction start at the end of 2022.
- North Yarmouth Capital Improvements Project: Supt Gagnon reported that not a lot of progress has been done due to the holidays. The power was supposed to be turned on before Christmas, but it ended up being turned on today. Looks like it will be next week or the week after that pump testing and water flow will happen.
 - Andrew Walsh asked about the new school building being approved by the school board. He asked how the water main would work getting up Route 115 to go to the school. Supt Gagnon reported that he suggested running the water line along Route 115 and onto Gray Road due to proper development of the distribution system and future use benefits.

New Business

- Master Indenture and Borrowing Supt Gagnon reported that the master indenture was in place a while ago to help the district back up their borrowing and get a better rating by stating the district would pay back their borrowings, keeping a debt service ratio of 1.25 percent, and borrowing an extra payment for each borrowing to ensure financial capital. The district is in a good place financially and more predictable compared to when the master indenture was initiated. After talking with the auditor, the bond agencies were contacted about refinancing the 10-year-old 2012 bonds and removing the master indenture. As of now, the Master Indenture has been terminated and the extra payments for each borrowing has been applied to the principal. New debt service schedules have been circulated for borrowing and will save the District a fair amount of money for the remainder of the terms.
- Irving Felker suggested moving the monthly board meetings to the second Tuesday of every month due to the rush it takes to get all the data together before the meeting. Supt Gagnon suggested bringing it up in the charter to make this happen.

- Lead and Copper Rule Changes, Supt Gagnon reported that in the middle of December the new rule was passed. This rule states that the district has 3 years to pass into the Drinking Water Program inspector a lead service line inventory. Supt Gagnon has already been tracking this. Every time an operator goes into someone's home to check out a water issue, they have to go into the basement to check the service line at the foundation and make a note of the size and material. The DEP states they want to see the district replace the customer side of the service line if there is lead.

Operations

- December 2021 Production Reports, Supt Gagnon reported it being a little higher than 2020. About a million gallons more in 2021. In early December there were a couple of leaks which could have had a small contribution to the increase in the trend as it did go back down at the end of the month.
- Electrical Pump Estabrook Well Supt Gagnon reported some minor issues with the well pump here. This pump is very old and when it was upgraded a lot of the old controls were left in place. Electricians are currently trying to troubleshoot it as it's showing as being called for use but not actually clicking on to be used.
- Current Work:
 - Water Main Repairs
 - There was a 6-inch main break on Seaborn today that was fixed. Maine Rural water correlated the leak and the district ended up having to dig two excavations because it didn't quite correlate exactly where it was.
 - Bayview at Harbor View, this site has a similar circumferential leak and a similar repair and it went over well.
 - Village Center Estates NY all the water main, hydrants and services have been installed. No domestic service lines will be turned on until the booster pump is ready to go.

Other

- Meeting with NY select board 12/21: Supt Gagnon and the District's Hydrogeologist attended the meeting as an informational presentation to inform folks how water quantity and quality of the aquifer is tracked through test wells. It was shown that even though it seemed like a dry couple of years, the water capacity was still really good.
- Auditors 1/6/22 are coming in for the first round to look at the district's books and financials. They will return again at the end of the month to finalize everything and set the annual meeting for this.

At 8:51p.m., on a motion by Stephen Gorden, 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

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