

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
April 13, 2022, Tuesday @ 6:00 p.m.  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

*Present:* Irving Felker, Jr, Chairman, Thomas Brennan via zoom, Stephen Gorden, Andrew Walsh

*Absent:* William Taylor

*Quorum present?* Yes

*Others Present:* Eric Gagnon, Superintendent, Emily Thomas, Recording Secretary, and Chris Byers with the Solar Panel project.

**Proceedings:**

- *Meeting called to order at 7:08 pm by Irving Felker*
- *On a motion by Andrew Walsh and seconded by Stephen Gorden, it was VOTED: To approve the March 9, 2022 meeting minutes as written. (4-0)*

**Treasurer's Report - March Financials**

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$19,436.87	Savings Acct
People's United Bank	Standpipe Maintenance	\$42,625.52	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, CD	\$809,758.33	CD 10/25/22
Bath Savings	Contingency Fund	\$127,994.42	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, CD	\$955,436.25	CD 10/25/22
People's United Bank	Water Resource Protection Fund	\$38,012.06	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$989,988.89	Savings Acct
Key Bank	Working Checking Account	\$1,170,728.75	Checking Acct
	Advance for Construction	\$252,677.66	
	Available Balance	\$918,051.09	
	Total Special Funds	\$3,901,303.43	

Supt Gagnon reported changes by the monthly contributions and interest on all accounts. The submarine savings account is back on track with the deposits.

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

The March disbursements were discussed. On a motion by Andrew Walsh and seconded by Stephen Gorden it was VOTED: *To approve the March 2022 disbursements as written.* (4-0)

### **Communications**

- Yarmouth schools lead results: The Rowe School and the Elementary School results have come back. The school department is addressing any results that are over the threshold by replacing fixtures and resampling as necessary.

### **Old Business**

- North Yarmouth Capital Improvements Project: Supt Gagnon reported that not much has changed. The new booster station is operating without any issues. Minor cosmetic things have been worked on, but everything else is done. Once the road postings in the area are clear a team is coming in to find the leak.
- Solar Project: Chris Byers reported that the first planning board meeting had happened the day before (March 8). He is predicting an approval at the May meeting. He presented the board with building plans and zoning locations. Applications for all the permits have been filed and sent and a couple results are still awaiting. Chris predicts all permits to be done by June. The potential construction timeline is predicted for Q2 of 2023, which will then take about 4-6 months to do. Chris also answered questions from the board on how to continue with this process and project.
- Workshops: People's schedules have been full, so the workshops are getting pushed back. A poll is being sent out to find the best time to schedule the workshop and the vendors.

### **New Business**

- Budget Updates, Supt Gagnon reported the debt service payments are being lower than budgeted as one issue was refinanced and the District removed the master indenture which refunded the extra debt service payment to be applied to the principal of the other issues. The district discussed budget changes and account changes in relation to 2021 and the predictions for the rest of 2022.

### **Operations**

- March 2022 Production Reports, Supt Gagnon reported a calm, steady month that was a little bit higher than last year. Royal Point at Gilman had a pretty significant leak the day before (March 8). This was quickly cleaned up and repaired.
- Current Work:
  - Water Main Repairs
    - East Main St service, down the street from Estabrooks. Seeming like it had been leaking for a little while, they reported having bad water pressure for a couple months.
    - Well Pump Motors annual service has been completed.
    - Reinsborough VFD replacement, the board approved purchase of this last summer. It had finally been installed and everything went well.
    - Distribution Flushing, started a couple weeks ago at the West Elm Tank and they're working their way to main street. Getting everything ready to go for the spring.

**Other**

- No items to report.

At 9:15p.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

**Yarmouth Water District**  
**99<sup>th</sup> Annual Meeting Results**  
**April 13, 2022, Tuesday @ 6:00 p.m.**  
**Yarmouth Water District Office**  
**181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

*Present:* Irving Felker, Jr, Chairman, Thomas Brennan via zoom, Stephen Gorden, Andrew Walsh

*Absent:* William Taylor

*Quorum present?* Yes

*Others Present:* Eric Gagnon, Superintendent, Emily Thomas, Recording Secretary, Nick Henry, Auditor

*Meeting called to order at 6:02 pm by Irving Felker*

**ARTICLE 1**

To hear the reports of the Trustees. Financials presentation by Auditor

- The auditor, Nick Henry, presented the annual report for the water district meeting. He reported a clean audit with no issues identified. The Trustees did question “Premium on Bonds Payable” and why it is listed as a liability, Nick will investigate it and be sure it is accounted for properly. From here, he made some suggestions on the balances of accounts and ways to make the district more efficient. On a motion by Stephen and seconded by Thomas Brennan, it was VOTED: *To accept the audit as corrected and presented by Nick Henry. (4-0)*

**ARTICLE 2**

Superintendent Gagnon reported the following for 2021.

- Installed
  - 34 new services
  - 15 fire hydrants
  - 11,778 feet of new water main
  - 19 new meters
  - 35 meter replacements
- The District installed a new transmission water main along Sweetser Road in North Yarmouth. This project also added 9 hydrants to the system in that area. The water main project was part the construction of a new North Yarmouth Booster Pump Station on Sweetser Road which added pumping capacity and redundancy to the North Yarmouth Pressure Zone.
- Total production for 2021 was 381,234,000 gallons, comprised of 84,924,000 gallons of purchased water and 296,310,000 gallons pumped from the District wells. This amount represents an 7.5 % decrease in the production levels over 2020 and a increase of 1.5% compared to the 2019 production numbers.

**ARTICLE 3**

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

No other business to report.

At 7:07 pm, On a motion by Stephen Gorden and seconded by Andrew Walsh it was voted: *To adjourn the annual meeting. (4-0)*

Minutes submitted by:  
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk