

**Yarmouth Water District
Board of Trustees Meeting Minutes
May 11, 2022 Tuesday @ 6:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

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

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, Superintendent

Proceedings:

- *Meeting called to order* at 6:03 pm by Irving Felker
- On a motion by Thomas Brennan and seconded by Andrew Walsh, it was VOTED: *To approve the regular monthly meeting minutes on April 13, 2022 meeting minutes as written. (5-0)*
- It was determined that the Annual Meeting Minutes will be approved during the June meeting.

Treasurer's Report - April Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$22,731.00	Savings Acct
People's United Bank	Standpipe Maintenance	\$49,667.89	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, CD	\$810,091.09	CD 10/25/22
Bath Savings	Contingency Fund	\$136,499.68	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, CD	\$955,828.89	CD 10/25/22
People's United Bank	Water Resource Protection Fund	\$40,512.37	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$984,789.33	Savings Acct
Key Bank	Working Checking Account	\$1,269,635.06	Checking Acct
	Advance for Construction	\$235,304.74	
	Available Balance	\$1,034,330.32	

Total Special Funds \$4,034,450.57

Supt Gagnon reported changes including the monthly contributions and interest on all accounts.

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

The April disbursements were discussed. On a motion by Thomas Brennan, seconded by Andrew Walsh it was VOTED: *To file the April 2022 disbursements for audit.* (5-0)

Communications

- Nothing to report

Old Business

- North Yarmouth Capital Improvements Project: Supt Gagnon reported that the leak in the underground piping on the suction and discharge side of the pump station has been fixed and passed the pressure test.
- Workshops: A second metering workshop has been scheduled for Friday, May 20th at 2 PM.
- Solar Project: Chris Byers with Branch Renewables reported that the project received planning board approval and all of the DEP permits are in place. There is still a system upgrades evaluation that needs to be completed by CMP. This project may start the construction process as early as spring of 2023.

New Business

- Operator Staffing: Supt Gagnon reported that one of their operators has taken another job. There will be an advertisement for a seasonal position going out soon.
- District Operation and Office Hours Change: Supt Gagnon and the Trustees discussed the possibility of changing the hours of operation for all staff to a four ten hour a day work week. The Trustees asked Supt Gagnon to talk with staff and ensure everyone is on board.

Operations

- April 2022 Production Reports, Supt Gagnon reported a leak early in the month and flushing does impact production, but overall production was typical for the time of year.
- Current Work:
 - Water Main Repairs
 - Royal Point at Gilman – this leak was determined to be due to poor pipe bedding and was repaired quickly.
 - Distribution Flushing – Supt Gagnon reported that flushing is ongoing and was 25% complete, including North Yarmouth. There was discussion regarding regular maintenance flushing and some options to optimize that process utilizing some automated flushing equipment.
 - Sweetser Village Main Extension – Supt Gagnon reported that the new water main is in the testing process and should be online next week.

Other

- Supt Gagnon mentioned a conversation with Maine Water Company regarding the bridge replacement at the Muddy Rudder on Route One and that both utilities should be thinking about sizing infrastructure for future use.

At 7:29 p.m., on a motion by Stephen Gorden, seconded by Andrew Walsh, it was VOTED: *To enter an executive session under 1 M.R.S.A. SS 405(6)(C) to discuss use of real estate property. (5-0)*

At 7:56 p.m., on a motion by Thomas Brennan, seconded by Stephen Gorden, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (5-0)*

At 7:57 p.m., on a motion by Andrew Walsh, seconded by William Taylor, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Eric Gagnon, Superintendent

Minutes filed by:

Thomas Brennan, clerk

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