

**Yarmouth Water District
Board of Trustees Meeting Minutes
October 12, 2022 Tuesday @ 6:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, Thomas Brennan, Stephen Gorden (6:15), Andrew Walsh, Gib Parrish

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, Superintendent, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary

Proceedings:

- *Meeting called to order* at 6:04 pm by Irving Felker.
- On a motion by Andrew Walsh and seconded by Gib Parrish, it was VOTED: *To approve the September 14th, 2022 meeting minutes as written. (4-0)*

Treasurer's Report

September Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$39,227.35	Savings Acct
People's United Bank	Standpipe Maintenance	\$84,881.24	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, CD	\$811,790.29	CD 10/25/22
Bath Savings	Contingency Fund	\$179,032.60	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, CD	\$957,833.78	CD 10/25/22
People's United Bank	Water Resource Protection Fund	\$53,014.71	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$936,786.75	Savings Acct
Key Bank	Working Checking Account	\$1,291,102.28	Checking Acct
	Advance for Construction	\$199,612.96	
	Available Balance	\$1,091,489.32	

Total Special Funds \$4,154,056.04

Supt Gagnon reported changes by the monthly contributions to savings accounts and interest on all accounts. On a motion by Stephen Gorden, seconded by Thomas Brennan it was VOTED: *To approve September Treasurer's Report as written to file for audit. (5-0)*

The CD transfers and reinvestments were discussed to use Key Bank for the special account reinvestments. On a motion by Thomas Brennan and seconded by Andrew Walsh it was VOTED: *To use Key Bank for the special account reinvestments for a one year period. (5-0)*

The September disbursements were discussed. On a motion by Stephen Gorden and seconded by Andrew Walsh it was VOTED: *To approve the September 2022 disbursements as written to file for audit. (5-0)*

Communications

- North Yarmouth SB and PB meeting conversations: The board discussed different ways to go about handling these meetings and options for wastewater systems and supply questions.
- Solar update: Supt Gagnon provided an update from Developer. Stephen Gorden suggested going into executive session for contractual questions at the end of this meeting.

Old Business

- Workshops: Hoping to narrow down the focus to have an organized workshop. After talking with the board, they decided to focus and discuss capital spending and long term water supply issues, along with potential combinations with other districts.
- York Street: After putting out feelers for bids, there was one contractor who would be able to do it. The town is going to allow the district to leave York Street paving as-is until 2023. Supt Gagnon thought it best to wait until spring on this project in order to have more bidders but order the materials for it now.
- Meter Read System Upgrade: Some equipment has come in as loaners to test them. Supt Gagnon informed the board which system they are leaning toward operationally and asked the board if an RFP is necessary for meter read systems. Supt Gagnon also reported 400 meters were also delivered recently, with another 200 ordered shortly after.
- 2023 Budget: The 2023 budget was presented by Supt Gagnon and discussed by the board. This will be further discussed and voted on in the next meeting.

New Business

- None to report.

Operations

- September 2022 Production Reports, Supt Gagnon reported an even comparison to last year's production. There haven't been a lot of repairs so there are no spikes in the trend. The usage will decrease more next month.
- Lead and copper results: The district falls under reducing monitoring due to favorable results in the past which requires 20 samples every 3 years. Site selection and testing procedures were discussed. Supt Gagnon reported that results were favorable and within compliance.
- Current Work:
 - Valve boxes, over 40 have been repaired this year.
 - West Elm tank, a bunch of tree trimming was done.

- Cold weather prep, starting to pump out hydrants and removing seasonal meters.

Other

- At 8:32 p.m. on a motion by Irving Felker and seconded by Andrew Walsh it was VOTED: *To go into executive session under 1 M.R.S.A. SS 405(6)(C) to discuss use of real estate property. (5-0)*
- At 8:53 p.m. on a motion by Stephen Gorden and seconded by Andrew Walsh it was VOTED: *To go adjourn the executive session and return to the regular meeting. (5-0)*

At 8:54 p.m., on a motion by Thomas Brennan, seconded by Andrew Walsh, 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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