

**Yarmouth Water District
Board of Trustees Meeting Minutes
January 11th, 2023, 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 (late), Andrew Walsh (via Zoom)

Absent: Gib Parrish

Quorum present? Yes

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

Proceedings:

- *Meeting called to order* at 6:00 pm by Irving Felker.
- On a motion by Thomas Brennan and seconded by Andrew Walsh, it was VOTED: *To approve the December 14th, 2022 meeting minutes as written. (3-0)*

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	\$12,866.91	Savings Acct
M&T Bank	Standpipe Maintenance	\$15,676.77	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$907,443.94	10/31/23
Bath Savings	Contingency Fund	\$231,556.94	Savings Acct
Key Bank	Submarine Main Depreciation, Treasury Note	\$1,000,020.58	10/31/23
M&T Bank	Water Resource Protection Fund	\$60,517.49	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$921,647.39	Savings Acct
Key Bank	Working Checking Account		
	Advance for Construction	\$1,433,178.67	Checking Acct
	Available Balance	\$169,879.51	
		\$1,263,299.16	
	Total Special Funds	\$4,413,029.18	

Supt Gagnon reported a \$22,000 deposit to max out the allowable deposit to the contingency account, along with changes by the monthly contributions to savings accounts and interest on all accounts. On a motion by Thomas Brennan, 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 Thomas Brennan it was VOTED: *To approve the December 2022 disbursements as written to file for audit.* (4-0)

Communications

- Supt Gagnon updated the board on discussions with Chris Beyers with solar development and utilizing all of the YWD sites. He requested to come to the next monthly meeting.

Old Business

- North Yarmouth SB and PB conversations: Supt Gagnon attended a SB meeting last week at the request of the town. Supt Gagnon described the systems, PFAS results and answered questions among the residents. Board suggested writing a letter to the NY SB regarding water quality concerns and aquifer protection ahead of ordinance changes.
- Workshops: Supt Gagnon reached out to Raftelis regarding a workshop done for Rate Cases and Cost of Service Studies. A date should be set before the next regular meeting.
- 2023 Capital Projects Update: Applications are coming in for the ARPA funds. Wright Pierce has been working through these. Grant funding that was received from the DWP will pay for the work involved with completing the applications. Projects that receive ARPA grant funding must be fully completed by the end of 2026. Currently there are about 7 streets within the application. Materials have all been ordered and are on their way. 2023 projects will go out to bid soon.
- Stephen Gorden asked about the Bank service bid. Supt Gagnon reported that this hasn't moved much. A little information has come in for the health insurance which June has been working on. No banking information has been looked into yet. In the next couple of months Supt Gagnon suspects more information will be available on this.

New Business

- None to report.

Operations

- December 2022 Production Reports, Supt Gagnon reported a consistent and quiet month with production and a little down from last year.
- Current Work
 - Monthly Hydrant Checks: Everything has gone fine, no issues.
 - Meter Replacements, the operators will start scheduling themselves next week to start replacing old meters.
 - MISC. Tim reported a winter checklist that the guys have been working through. Inventory for the auditors have been completed. The warehouse has also been cleaned and organized. Pilot study for a new meter reading system has started in two locations, it's in the early stages right now but is looking promising. Wells have had some upgrades with the backup equipment. The next project is looking at the stations and what to do with them going forward.

Other

At 7:22 p.m., on a motion by Stephen Gorden, seconded by Thomas Brennan, it was VOTED: *To adjourn the regular monthly meeting.* (4-0)

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk