

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
February 8th, 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, Andrew Walsh (via Zoom), Gib Parrish

*Absent:*

*Quorum present?* Yes

*Others Present:* Eric Gagnon, Superintendent, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary, Jeff Brown, secretary of NY planning board, Mike Mallory NY zoning board of appeals, Judy Potter resident of North Yarmouth, Rachel Whitmarsh resident of North Yarmouth.

**Proceedings:**

- *Meeting called to order* at 6:05 pm by Irving Felker.
- On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: *To approve the January 11th, 2023 meeting minutes as written. (4-0)*

**Treasurer's Report**

January Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$16,176.48	Savings Acct
M&T Bank	Standpipe Maintenance	\$22,719.06	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$910,709.21	10/31/23
Bath Savings	Contingency Fund	\$240,067.16	Savings Acct
Key Bank	Submarine Main Depreciation, Treasury Note	\$1,003,618.97	10/31/23
M&T Bank	Water Resource Protection Fund	\$63,018.52	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$916,535.43	Savings Acct
Key Bank	Working Checking Account		
	Advance for Construction	\$1,259,765.38	Checking Acct
	Available Balance	\$121,069.62	
		\$1,138,695.78	
	Total Special Funds	\$4,311,540.59	

Supt Gagnon reported changes by the monthly contributions to savings accounts and interest on all accounts. He also reported that the contribution to the contingency fund would be adjusted to allow for maximum annual deposit. On a motion by Thomas Brennan, seconded by Stephen Gorden it was VOTED: *To approve January Treasurer's Report as written and file for audit. (5-0)*

The January disbursements were discussed. On a motion by Gib Parrish and seconded by Stephen Gorden it was VOTED: *To approve the January 2023 disbursements as written to file for audit. (5-0)*

### **Communications**

- MWUA Conference: A lot of people from the staff attended this conference. Supt Gagnon reported that it was one of the better conferences he's attended. Everyone had positive feedback for the conference, too.

### **Old Business**

- North Yarmouth Select Board and Planning Board conversations: Jeff Brown with North Yarmouth planning board gave an update on proposed Land Use Ordinance regarding advanced waste water systems within the groundwater protection overlay. The Board suggested to Supt Gagnon that we write a draft ordinance, using Jeff's outline, and present it to the Town.
- Solar Projects Update:
  - At 7:25 pm on a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED *to enter in an executive session under 1 M.R.S.A. SS 405(6)(C) to discuss use of real estate property or economic development (5-0).*
  - At 8:51 pm on a motion by Thomas Brennan and seconded by Stephen Gorden it was VOTED *to come out of executive session (5-0).*
  - On a motion by Stephen Gorden and seconded by Gib Parrish it was VOTED: *To agree to sole source and negotiate the lease with Branch Renewable Energy for a Solar Energy Project on Doughty Road in North Yarmouth. (5-0)*
  - On a motion by Thomas Brennan and seconded by Gib Parrish it was VOTED: *To negotiate a contract as a consultant with Branch Renewable Energy and complete application with Yarmouth Water District to address Yarmouth Water District power needs. (5-0)*
- At 9:00 pm on a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED *to enter in an executive session under 1 M.R.S.A. SS 405(6)(C) to discuss use of real estate property or economic development (5-0).*

At 9:25 pm on a motion by Gib Parrish and seconded by Stephen Gorden it was VOTED *to come out of executive session (5-0).*
- Workshops: Discussion regarding 2/3/23 workshop; this discussed the rate structures that are in place. The Gray Water District was thankful for including them and gave good feedback. Supt Gagnon suggested moving forward with a cost of service study.
- 2023 Capital Projects Update: Received 95% plans and specifications. Asst Supt Herrick and Supt Gagnon are reviewing them and hoping to get stuff out to bid for materials by next week.

### **New Business**

- Insurance Coverage: Discussion regarding potential coverage change; Supt Gagnon has been talking with folks about changing the insurance plans for the employees to the level below what they currently have. To make up for the increase in deductibles and copays, the district would fund the flexible spending accounts which would still save the district money and give the employees the level of coverage that they're expecting.

On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: *To move from funding POS A insurance plan to the POS C insurance plan and fund an employee FSA (5-0)*

- 2023 Audit: Supt Gagnon reported that the auditors came to count inventory. Everything went well. There were a couple minor suggestions that will be implemented in 2023. The remaining audit process will be done at the end of March.

### **Operations**

- January 2023 Production Reports, Supt Gagnon reported it has been really steady this month. It has been a very calm season.
- Current Work
  - Monthly Hydrant Checks: They're continuing to check every month, it's going well.
  - Meter Replacements: Operators started around the 17th of January and 76 were replaced within 9 days. Total replaced YTD is 93.

### **Other**

At 10:00 p.m., on a motion by Gib Parrish, seconded by Thomas Brennan, 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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