

**Yarmouth Water District
Board of Trustees Meeting Minutes
November 9, 2022 Tuesday @ 6:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Thomas Brennan, Stephen Gorden, Andrew Walsh, Gib Parrish

Absent: Irving Felker, Jr, Chairman

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 Stephen Gorden.
- On a motion by Andrew Walsh and seconded by Thomas Brennan, it was VOTED: *To approve the October 12th, 2022 meeting minutes as written. (4-0)*

Treasurer's Report

October Financial report will be distributed at the December meeting due to a clerical error in the report.

Supt Gagnon reported changes by the monthly contributions to savings accounts and interest on all accounts. It was also reported that money from the CD's were moved to different investment account as well as most of the money from the corresponding savings accounts.

On a motion by Andrew Walsh, seconded by Gib Parrish it was VOTED: *To table October Treasurer's Report as written to bring back next month for auditing. (4-0)*

The October disbursements were discussed. On a motion by Thomas Brennan and seconded by Andrew Walsh it was VOTED: *To approve the October 2022 disbursements as written to file for audit. (4-0)*

Communications

- North Yarmouth SB and PB meeting conversations: Supt Gagnon had a meeting with the PB and SB representatives and code enforcement officer to talk about the advanced wastewater system and how to get insurance that they are working properly. The NY representative are working on potential ordinance language. Discussion in regard to options of enforcement and board support.
- Training: Supt Gagnon reported a trustee training course that is starting in January and a conference in December and offered the sign up to the board members if they are interested.
- PFAS: A social media post about the testing and results of the PFAS in the wells came out, which Supt Gagnon responded to and explained the situation and that once all wells have finished testing, an official statement will be made with the results.

Old Business

- Workshops: There is one scheduled for November 30th at 1pm. Another one is scheduled for December 28th at 1pm. After discussion with the board, they decided to confirm the date and time at the November 30th meeting.

- 2023 Budget: The board briefly discussed the 2023 budget and decided to table the vote until the December meeting as Irving was absent today. On a motion by Thomas Brennan and seconded by Andrew Walsh it Was VOTED: *To table the approval of the 2023 budget until the December meeting. (5-0)*
- Stephen suggested making a motion on a budget edit, that would be voted on at the next meeting. The motion would be; On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: *To adjust the compensation for trustees by CPI in the 2023 budget. (4-0)*
- Stephen Gorden brought up some topics and questions from previous meetings for follow ups and updates. These included investigating banking fees, rate case studies, billing system update, and meter reading systems. Supt Gagnon stated that he has office staff looking into proposal from other banking institutions and also options for health insurance which could offer the District large savings while keeping the same coverage. The billing system proposals are ongoing and currently working with their current system to ensure the District is utilizing the software properly. Customer support is coming in to evaluate and update these processes as needed. Supt Gagnon stated he will get in contact with firms that can perform cost of service studies for rates. He also reported that he is making slow progress on the RFP for meter reading systems.

New Business

- 2023 Capital Projects Update, Supt Gagnon reported that the material bids have come back for the Sunset Point and the Pleasant St project. Ferguson Waterworks had the lowest bids and the best delivery time. Bidding for contractors is hoping to be done before the end of the year and will allow totals for the entire project to be presented to the Board. It was also reported that the York St materials have been ordered. Also, there was a meeting for the Cousin River Bridge where different building options were discussed.

Operations

- October 2022 Production Reports, Supt Gagnon reported a downward trend, and a continued drop is expected for the next couple of months.
- All seasonal meters have been removed.
- Current Work
 - Cold Weather Prep: Hydrants have all been checked and pumped Another quick check will happen in November.
 - Other, last minute service installations have been done while the weather it's still warm.
 - The district now has a generator. It's getting fully set up for operation in the next couple of weeks. More updates to come next month.

Other

At 8:09 p.m., on a motion by Stephen Gorden, 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