

**Yarmouth Water District
Board of Trustees Meeting Minutes
December 14, 2022 Tuesday @ 6:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, Thomas Brennan (via Zoom), Stephen Gorden, 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 6:05 pm by Irving Felker.*
- *On a motion by Stephen Gorden and seconded by Gib Parrish, it was VOTED: To approve the November 9th, 2022 meeting minutes as written. (5-0)*

Treasurer's Report

October Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$5,845.99	Savings Acct
M&T Bank	Standpipe Maintenance	\$882.64	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, Treasury Note	\$903,381.27	10/31/23
Bath Savings	Contingency Fund	\$187,540.26	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, Treasury Note	\$995,181.52	10/31/23
M&T Bank	Water Resource Protection Fund	\$55,515.61	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$936,550.55	Savings Acct
Key Bank	Working Checking Account	\$1,393,069.22	Checking Acct

Advance for Construction \$191,118.75
 Available Balance \$1,201,950.47

Total Special Funds \$4,286,848.31

November Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$9,561.96	Savings Acct
People's United Bank	Standpipe Maintenance	\$8,634.59	Savings Acct
Cumberland County Federal Credit Union	Standpipe Maintenance, CD	\$905,218.28	CD 10/25/22
Bath Savings	Contingency Fund	\$209,548.06	Savings Acct
Cumberland County Federal Credit Union	Submarine Main Depreciation, CD	\$996,774.77	CD 10/25/22
People's United Bank	Water Resource Protection Fund	\$55,516.52	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$925,488.75	Savings Acct
Key Bank	Working Checking Account	\$1,393,737.96	Checking Acct
	Advance for Construction	\$195,393.75	
	Available Balance	\$1,202,344.21	
	Total Special Funds	\$4,313,087.14	

The October and November treasurers report was discussed. Supt Gagnon reported changes by the monthly contributions to savings accounts and interest on all accounts. Supt Gagnon mentioned increasing the deposit for the contingency fund over the next few months to take advantage of our allowable annual deposit amount. On a motion by Andrew Walsh, seconded by Gib Parrish it was VOTED: *To approve October Treasurer's Report as written. (5-0)*

On a motion by Stephen Gorden, seconded by Gib Parrish it was VOTED: *To approve November Treasurer's Report as written. (5-0)*

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

Communications

- The Maine Water Conference in Rockport was held the previous week. A few good reviews from employees were reported back on the classes that were held.
- There is a big debt service payment coming up for the bond taken out at the end of 2021. This is due January 15th of 2023. Supt Gagnon informed the board that there would be some larger than normal payments coming up in the new year disbursements.

Old Business

- North Yarmouth SB and PB conversations: Supt Gagnon had a meeting with them yesterday. There was a hydrogeologist from Fuji Systems there to explain the systems and confirm the process and expectations of the system. There will be regular maintenance and testing of the system.
- Workshops: Supt Gagnon reported that the final word doc with the items discussed in the workshop would be sent out to the board tomorrow.
- Trustee and Officer Salary Adjustment Discussion: The board briefly discussed and had questions answered regarding the salary adjustment.

On a motion by Stephen Gorden, seconded by Gib Parrish it was VOTED: *To approve the annual salary adjustment for Trustees and Officers based on the CPI rating released in October. (5-0)*

- 2023 Budget: The debt services and interest rates and remaining principal balances were added to the budget sheet. No major changes to the final numbers were reported after these adjustments. The rest of the 2023 was discussed with the board.

On a motion by Andrew Walsh and seconded by Gib Parrish it was VOTED: *To approve the 2023 Budget as discussed during the December 14th, 2022 board meeting. (5-0)*

- 2023 Capital Projects Update: Materials have been ordered for Pleasant St, Sunset Point and York St replacement. Plans have been received at 30%, and Supt Gagnon is hoping to bid by January for construction. There is a meeting on Monday to discuss the Cousin's River bridge replacement.
- Solar Project: Supt Gagnon met with Chris Beyers about the project. A basic site analysis was done and nothing was found, which was expected as it is over an aquifer. In January / February a boundary survey will be done. Supt Gagnon suggested bringing them in in a few months for a board discussion once more has been done.
- The new district hours have been in effect for 6 months. Supt Gagnon reported increased efficiencies with the employees and more benefits with them. No complaints have come from employees or the public. All in all, the change is going well.

New Business

- NY Booster Station Progress: The generator was installed at the end of November. Some ductwork and insulation needed to be done. It was tested on December 5th. It works great and everything is working as it should. There is a required load test that is planned to occur on the coming Monday. After this, all the tests are completed, and only little odds and ends will need to be done.
- Auditor Services: Supt Gagnon talked with the auditor about his services and offered to help in other regards, but this would not allow them to be an independent auditor so the District will be using a different auditor for 2022 financials. The front office has been improving their abilities in the financial side of things. The current auditor would still do the pre-audit, then an audit service would come in and do the final report. Supt Gagnon researched a few different places that do these final audits and will be going with RKO.

Operations

- November 2022 Production Reports, Supt Gagnon reported an increase in usage on November 12th-13th. There were about 500 plus gallons a minute coming out of a leak at Yarmouth Woods. It was first noticed on the production report on a Sunday as production was high. It was a circular break so a stainless steel wrap around was applied to fix it. After that there is a slight downward trend which should continue throughout the winter.
- Current Work
 - Hydrant Checks: Monthly checks were done.
 - Pineland Repair: There was a leak here with a tapping sleeve and valve between the stainless steel and iron connection. The main was shut down and repaired.
 - Service Installations: Fire service was installed at the NY Historical Society and a domestic service on Walnut Hill in NY.
 - Misc: A failed valve was removed at Yarmouth Woods. Electrical work around the office has been done on the building. LEDs with sensors have been switched on the outside of the building. There was work done at the outlying stations with updating those to LEDs. Hayes had electrical work done at the main electrical panel as well. Ray (the electrician) will be going around to all the stations to check everything out and get recommendations on what should be upgraded and repaired, etc. A Winter Planning List has been done for the employees to get done in the next few months.
 - There was a repair done on the hydrant on Main at York Street.

Other

At 8:11 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk