

**Yarmouth Water District
Board of Trustees Meeting Minutes
March 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

Proceedings:

- *Meeting called to order* at 6:03 pm by Irving Felker.
- On a motion by Gib Parrish and seconded by Stephen Gorden, it was VOTED: *To approve the February 8th, 2023, meeting minutes as written. (5-0)*

Treasurer's Report

February Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$16,201.30	Savings Acct
M&T Bank	Standpipe Maintenance	\$29,761.43	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$912,111.30	10/31/23
Bath Savings	Contingency Fund	\$251,121.49	Savings Acct
Key Bank	Submarine Main Depreciation, Treasury Note	\$1,005,164.10	10/31/23
M&T Bank	Water Resource Protection Fund	\$65,519.50	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$908,798.54	Savings Acct
Key Bank	Working Checking Account	\$1,219,746.73	Checking Acct
	Advance for Construction	\$121,069.61	
	Available Balance	\$1,098,677.12	
	Total Special Funds	\$4,287,354.78	

Supt Gagnon reported changes in 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 February Treasurer's Report as written and file for audit. (5-0)*

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

Communications

- None to report.

Old Business

- North Yarmouth Select Board and Planning Board conversations: The letter the board sent was received and responded to well. More project specific conversations were had are upcoming to iron everything out.
- Solar Projects Update: Supt Gagnon reported that he signed the agreement with Chris Byers for Doughty Road. Right now, Supt Gagnon is getting everything together to get a proper number for what is needed for YWD solar before that application is filed. Chris and Supt Gagnon spoke about adding Gray Water District to the project and he said yes, just add more meters but it does add another owner to agreements, maintenance, their requirements, sizing, etc.
- 2023 Capital Projects Update: Pleasant St and Sunset Point are out to bid and are due on March 23rd. YWD needs to go in front of the Yarmouth planning board for Sunset Point to replace the piping due to the project being in the shoreland zone. The meeting for the planning board is set for April 12th.

New Business

- Meeting schedule conflict for April: Supt Gagnon asked the board to reschedule it to April 20th as the planning board meeting is scheduled for April 12th.
- Annual meeting schedule - propose to have May meeting: Supt Gagnon proposed having the annual meeting in May because the auditors will have their reports done by May 10th. The board approved having the annual meeting May 10th followed by the regular monthly meeting.
- Trustee election: The board talking about Irving not re-running this upcoming election and those who have talked about running.

Operations

- February 2023 Production Reports, Supt Gagnon reported everything was very calm and steady like the last few months. Production is slightly down from last year.
- Current Work
 - Monthly Hydrant Checks: everything is checking out.
 - Meter Replacements: 58 meter swaps were done in February.
 - Well Maintenance - vibration analysis was done on all wells. There were a couple issues with the Steven's well. A larger discussion is to come with the cost analysis of what to do to get this well back up to par vs major replacement.

Other

At 7:15 p.m., on a motion by Gib Parrish, seconded by Stephen Gorden, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk