

**Yarmouth Water District
Board of Trustees Meeting Minutes
May 10th, 2023, Tuesday @ 6:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, Stephen Gorden, Andrew Walsh, Gib Parrish, Thomas Brennan

Absent: None

Quorum present? Yes

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

Proceedings:

- *Meeting called to order at 6:05 pm by Irving Felker.*
- *On a motion by Andrew Walsh and seconded by Gib Parrish, it was VOTED: To approve the April 16th, 2023, meeting minutes as amended. (4-0)*

Treasurer's Report

April Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$26,140.14	Savings Acct
M&T Bank	Standpipe Maintenance	\$43,846.60	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$920,081.57	10/31/23
Bath Savings	Contingency Fund	\$273,232.70	Savings Acct
Key Bank	Submarine Main Depreciation, Treasury Note	\$1,013,947.49	10/31/23
M&T Bank	Water Resource Protection Fund	\$70,521.75	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$643,088.16	Savings Acct
Key Bank	Working Checking Account	\$1,235,069.97	Checking Acct
	Advance for Construction	\$129,338.96	
	Available Balance	\$1,105,731.01	
	Total Special Funds	\$4,096,589.14	

Supt Gagnon reported changes in the monthly contributions to savings accounts and interest on all accounts. On a motion by Gib Parrish, seconded by Andrew Walsh it was VOTED: *To approve April Treasurer's Report as written and file for audit. (5-0)*

Supt Gagnon presented a list of customer deposits. He suggested that customer accounts from 2019 and older be closed out. There are lingering water meters that still haven't been installed within those projects, so Supt Gagnon suggested that there is no reason to hold on to the money. After discussion with the board, it was decided to close the outstanding accounts.

The April disbursements were discussed. ME Start and the employee health insurance was broken out in detail in the disbursements. On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To approve the April 2023 disbursements as written to file for audit. (5-0)*

Communications

- Board Elections: Supt Gagnon reported that Irving is retiring and Steven's spot on the board is up for election, so two spots are opening for the board. Bill Taylor said he is going to promote himself as a write-in candidate. With Irving retiring a new chair needs to be appointed. This was discussed by the board briefly and they decided to appoint someone at a later meeting.

Old Business

- Solar Projects Update: Supt Gagnon and Tim met with Chris Beyers who gave him notes with project updates. These were discussed by the board. CMP has a copy of the plan at this point which should move the project along quicker.
- North Yarmouth Select Board and Planning Board Conversations: Supt Gagnon stated that the PB and SB received the draft ordinance, and it is not going to be on the ballot for June, but it will be reviewed in a couple upcoming workshops before it gets brought on to a ballot.
- 2023 Capital Projects Update: A preconstruction meeting for the projects should happen soon, however, there is no date set yet. There is a big difference in the cost between the projects of Sunset Point and Pleasant St. Materials were very different, so Supt Gagnon brought up that for future projects to price out different options for materials before making final decisions.
- Annual Meeting Reschedule: Supt Gagnon reported that the audit has not been completed so it would be best to reschedule the annual meeting. It would be best to have it on the same day as the regularly scheduled meeting on June 14th. The board approved the rescheduled date.

New Business

- Low Income Help for Water Customers: Supt Gagnon reported that Stephen Gorden sent an email out stating that the government sent out money to help folks with their utility bills. Only one or two people have taken up the offer for it in Yarmouth, but it is suggested to people during the disconnection process, so they are able to utilize it if they wish.

Operations

- April 2023 Production Reports, Supt Gagnon reported the month and year have been steady. Production has been predictable. Flushing started at the end of April.
- Current Work
 - Chase Bank: A general contractor has been hired for the new location by the Hannaford. A main extension will be starting soon for the project.
 - Distribution System Flushing: This has been going smoothly and significant improvements in the quality of flushing have been made. Updates have been done regularly on social media.
 - Meter Replacements: 21 meter swaps and one new meter were done in April. This will be slowing down for the summer as projects and construction season amps up.
 - 2022 Water Quality Report: The report is up and live on the website. A direct link has been added to the bill. This is basic data that has been supplied to the customers, including the PFAS test results.

Other

- Andrew Walsh stated he took a board development class that discussed rates. He brought this up to the board to discuss rate structures. Supt Gagnon agreed that it would be a good idea to discuss goals for creating a desirable rate structure.
 - Stephen Gorden suggested taking advantage of any saving fund accounts and rate structures that are geared towards capital improvements.

At 8:17 p.m., on a motion by Thomas Brennan, 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

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