

**Yarmouth Water District  
100<sup>th</sup> Annual Meeting Results  
June 14, 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, Gib Parrish

*Absent:* None

*Quorum present?* Yes

*Others Present:* Eric Gagnon, Superintendent, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary, Marcus Pratt and Tim Gill with Runyon Kersteen Ouellette (RKO, Auditors)

*Meeting called to order at 6:04 pm by Irving Felker*

**ARTICLE 1**

To hear the reports of the Trustees. Financials presentation by Auditor

- Tim Gill and Marcus Pratt, both with RKO who is performing the 2022 audit presented the draft financials to the Board. There were brief conversations regarding some of the specific financials.

**ARTICLE 2**

Superintendent Gagnon reported the following for 2022.

- Installed
  - 26 new services
  - 1 fire hydrants
  - 1,471 feet of new water main
  - 35 new meters
  - 53 meter replacements
- Total production for 2022 was 295,251,000 gallons from the District's wells. Which is approximately 562 gallons per minute or 0.809 million gallons per day on average. This is a 0.4% decrease from 2021 and a decrease of 7.9% from 2020. We also purchased 120,056,992 gallons of water from the Portland Water District to supply Wyman Station and a few residential customers.

**ARTICLE 3**

To transact any other business that may legally come before said meeting.

- A suggestion was made by the Trustees to set a goal to review YWD's current charter and make adjustments as necessary.

At 7:08 pm, On a motion by Andrew Walsh and seconded by Stephen Gorden it was voted: *To adjourn the annual meeting. (5-0)*

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
June 14th, 2023, Wednesday, After the Annual Meeting  
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

**Proceedings:**

- *Meeting called to order at 7:08 pm by Irving Felker.*
- *On a motion by Andrew Walsh and seconded by Thomas Brennan, it was VOTED: To approve the May 10th, 2023, meeting minutes as written. (5-0)*

**Treasurer's Report**

May Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,971.82	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$26,500.00	Savings Acct
M&T Bank	Standpipe Maintenance	\$50,961.12	Savings Acct
M&T Bank	Water Resource Protection Fund	\$73,138.38	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$284,289.40	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$628,372.20	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$921,775.37	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,015,814.09	10/31/2023
Key Bank	Working Checking Account	\$1,311,314.72	Checking Acct
	Advance for Construction	\$155,056.74	
	Available Balance	\$1,156,257.98	
	Total Special Funds	\$4,160,080.36	

Supt Gagnon reported changes in the monthly contributions to savings accounts and interest on all accounts. He reported that June, the Office Assistant, took a look at all the accounts and money was moved around to different accounts in order to maximize interest rates. Closed Bath Savings contingency account and moved money to Kennebec Savings. Moved

money from CCFCU submarine savings to M&T bank. M&T accounts and Kennebec accounts were negotiated to higher interest rates.

On a motion by Gib Parrish, seconded by Andrew Walsh it was VOTED: *To approve May Treasurer's Report as written and file for audit. (5-0)*

The May disbursements were discussed. Benefit packages for employees were discussed. On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To approve the May 2023 disbursements as written to file for audit. (5-0)*

### **Communications**

- Board Elections: Supt Gagnon reported Steve Gorden has been reelected for another term. Bill Taylor received the most write in votes and has accepted the position that will be vacated by Irving Felker. As this is Irving's last meeting, Supt Gagnon stated that in the next couple months a get together will be planned to celebrate his 33 years. The board voted for a new Chairman to take Irving's place.
  - On a motion by Thomas Brennan and seconded by Irving Felker it was VOTED to: *Nominate and approve Andrew Walsh as the new Chairperson of the Board effective July 1st, 2023 (5-0)*

### **Old Business**

- Solar Projects Update: Supt Gagnon reported the draft RFQ and RFP were sent with Steve's comments on them. They are hoping to get this submitted in the next two to three weeks. On a motion by Andrew Walsh and seconded by Stephen Gorden it was VOTED: *To approve the drafts as amended (5-0)*
- North Yarmouth Select Board and Planning Board Conversations: Supt Gagnon reported that the documents need legal review and the select board needs to review and approve it. The town was happy with what was presented so there is nothing that should be an issue to prevent this from moving to the next step in their process.
- 2023 Capital Projects Update: Sunset Point has started, and all temporary services have been installed. Water main will be starting tomorrow. The pipe, service lines and testing should be done in no longer than a month. The paving portion will be done by the town, which has been approved but it may be gravel for a while.
- Cousin's River Bridge: There was a bidding to replace the main under the bridge. It came back a little under the engineer's estimate. The district is covering about 32% of the total cost for this project. On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To authorize the Superintendent Gagnon to sign a contract with Maine Water and St Laurant & Sons to perform Cousin's River Crossing Water Main Replacement. (5-0)*
- Pleasant St/ Smith St: Not much to report on these, Crooker plans to start in August.

### **New Business**

- Tractor Lease: Supt Gagnon reported there was an opportunity to lease a small tractor with the option to buy. The lease option will allow staff to make sure the equipment is utilized before purchasing. The tractor will be used to maintain the District property including lawn mowing which could save money over time. It will also be utilized in the field to assist in some minor construction projects.
- Garage Rental: Last fall there was a discussion about expanding the garage for more storage. There is a garage on the other side of the tracks that sits by itself, and the owner agreed to rent it out to the district. It is a 27 x 27 garage maintained by the owner for \$450/month. Renting this space will push back any future garage expansion project.
- Juneteenth and Veteran's Day Holiday: After discussion it was decided to table the topic for the next meeting so more information could be gathered.

### **Operations**

- May 2023 Production Reports, Supt Gagnon reported that production has gone up. Some of the flushing has used a lot of water to complete which contributes to the increase in use. It is all within norm due to the rain patterns of the month.
- Stevens Well Work: Supt Gagnon reported that it has been recommended to do some upgrades to the electrical, controls, and pump which is required to have a reliable backup to the high production well.
- Current Work
  - Distribution System Flushing: This is mostly done in Yarmouth and they are starting to move out to the island to complete. North Yarmouth will start after Yarmouth is complete.
  - Meter Replacements: 13 this month have been done and 270 have been done year to date. This project is still behind but the projection is a lot better than it was two years ago with the efforts that have been made.

## Other

At 9:03 p.m., on a motion by Thomas Brennan, 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