

**Yarmouth Water District
Board of Trustees Meeting Minutes
July 12th, 2023, Wednesday
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan, Gib Parrish, William Taylor (sworn in by Alison),

Absent: Stephen Gorden

Quorum present? Yes

Others Present: Eric Gagnon, Superintendent, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary, Chris Beyers with Branch Renewables

Proceedings:

- *Meeting called to order at 6:02 pm by Andrew Walsh.*
- *On a motion by Thomas Brennan and seconded by Gib Parrish, it was VOTED: To approve the June 2023 meeting minutes as written. (3-0)*

Treasurer's Report

June Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,975.61	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$29,881.25	Savings Acct
M&T Bank	Standpipe Maintenance	\$58,174.01	Savings Acct
M&T Bank	Water Resource Protection Fund	\$75,880.32	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$296,216.47	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$524,291.59	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$240,592.47	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$926,188.66	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,020,677.62	10/31/2023
Key Bank	Working Checking Account	\$1,112,938.29	Checking Acct
	Advance for Construction	\$154,360.74	
	Available Balance	\$958,577.55	
	Total Funds	\$4,133,455.55	

Supt Gagnon reported monthly deposits to savings accounts, moved money from checking account to a savings account that has a better interest rate, and interest on all accounts. This month has completed the move around of funds to interest accounts. Supt Gagnon reported a higher amount of interest was made in the savings accounts compared to previous months.

On a motion by Gib Parrish, seconded Thomas Brennan by it was VOTED: *To approve June Treasurer's Report as written and file for audit. (4-0)*

The May disbursements were discussed. Benefit packages for employees were discussed. On a motion by Thomas Brennan and seconded by William Taylor it was VOTED: *To approve the June 2023 disbursements as written to file for audit. (4-0)*

Communications

- None to report

Old Business

- Solar Projects Update: Supt Gagnon reported he forwarded the RFP edits to Chris last month. The board has approved the plans. Chris reported on being at the State House last week, with anti-solar legislation on the table. If these get passed, it could cause some delays on the project and have financial impacts. The board discussed how these will exactly affect the project.
- 2023 Capital Projects Update: Sunset Point was paved, and everything went smoothly to complete the project. Budget wise for the project, there were services that ended up not being needed so the total amount spent on the contracting was less than budgeted. York Street is still in the process of being completed and should hopefully go out to bid shortly. Other future projects coming up in 2024 and 2025 were briefly discussed.
- North Yarmouth Select Board and Planning Board Conversations: The North Yarmouth Planning Board voted to have the draft wastewater ordinance update go in front of the Select Board for discussion.
- Juneteenth and Veteran's Day Holiday: Supt Gagnon reported that districts nearby pay their employees based on the number of hours they would typically work that day and is phrased as "normal workday". YWD currently observes 10 of the 11 federal holidays. Supt Gagnon proposes that we get rid of Patriot's Day and the day after Thanksgiving and just observe the federal holidays from here on out. This would add Juneteenth and Veteran's Day as holidays.

On a motion by Thomas Brennan and seconded by Gib Parrish, it was VOTED: *The Yarmouth Water District will observe all Federal Holidays where the benefit is based on a normal workday. (4-0)*

New Business

- None to report

Operations

- June 2023 Production Reports, Supt Gagnon reported that a significant decrease in water pumped occurred this month compared to last year, which can be contributed to the increase amount of rain this Summer. No major repairs were made during the month.
- Current Work
 - Distribution System Flushing: Yarmouth is 100% done with flushing. North Yarmouth was recently started and is a small system so it will be completed quickly.

Other

- Asst Supt Herrick gave an update on:
 - YWD GIS system and the efforts by the operators to improve the system and how it is utilized.
 - Met with the insurance company to review the building and have a list of things to improve on.
 - Scheduling the work at Stevens Well with the electrician and instrumentation contractors.

- Received a couple of storage tank inspection quotes and we will be reviewing them to decide on who to move forward with.
- Utilization of iPads for the operators.

At 8:02 p.m., on a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk

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