

**Yarmouth Water District
Board of Trustees Meeting Minutes
August 9th, 2023, Wednesday, After the Annual Meeting
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan, Gib Parrish,

Absent: Stephen Gorden, Bill Taylor

Quorum present? Yes

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

Proceedings:

- *Meeting called to order at 6:10 pm by Andrew Walsh.*
- *On a motion by Thomas Brennan and seconded by Gib Parrish, it was VOTED: To approve the July 2023 meeting minutes as written. (3-0)*

Treasurer's Report

July Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,979.53	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$33,270.34	Savings Acct
M&T Bank	Standpipe Maintenance	\$65,413.97	Savings Acct
M&T Bank	Water Resource Protection Fund	\$78,638.53	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$308,206.34	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$524,208.52	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$241,616.27	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$929,491.57	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,024,317.49	10/31/2023
Key Bank	Working Checking Account	\$850,745.23	Checking Acct
	Advance for Construction	\$150,593.19	
	Available Balance	\$700,152.04	
	Total Special Funds	\$3,908,294.60	

Supt Gagnon reported monthly deposits to savings accounts, and the normal monthly interest accruing to the account, otherwise no other changes were made to any accounts.

On a motion by Gib Parrish, seconded Thomas Brennan by it was VOTED: *To approve July Treasurer's Report as written and file for audit. (3-0)*

The July disbursements were discussed. On a motion by Thomas Brennan and seconded by Gib Parrish it was VOTED: *To approve the July 2023 disbursements as written to file for audit. (3-0)*

Communications

- Office of the Public Advocate Newsletter: There was a public newsletter that had come out, with the Maine Water Company making some rate proposals. The board discussed this briefly as Supt Gagnon reported wanting to talk with the company on the cause of their rate increase. He expects that YWD will be going through a rate change in the next few years as well.
- Rate Class: Supt Gagnon talked about signing up for a class that talks about rate cases and rate structures to help with planning project budgets and offered the board the opportunity to take it if they would like.

Old Business

- Solar Projects Update: Supt Gagnon reported a planning board meeting was held regarding the Doughty Road solar project which included a public hearing. No decision was made. RFQ/P were sent out to local solar companies regarding the YWD project. He is hoping by September there will be items to go over to make some decisions about the project.
- 2023 Capital Projects Update:
 - Sunset Point is pretty much done and will be off the list going forward for projects.
 - Pleasant and Smith Street had some concerns with the bicycle and pedestrian community, so they were making sure plans were set to meet these needs for the people before the project could start. The plan for the start of construction is the end of August / early September.
 - York Street, Portland at Main, and Bridge at Main projects will be out to bid shortly with hopes to replace the old 4in cast iron water main on York St. this season. Both intersections upgrades can be done this year or next year.

New Business

- Banking Request for Proposals: Supt Gagnon reported that June organized RFP for new banking services to lessen the monthly fees and improve interest rates. Kennebec Savings Bank had the best options for improving this. With the board's approval Supt Gagnon stated he would be switching other accounts over to that bank.
- YWD CIP Financial Sheet: The board discussed the sheet, which holds the budgets for the current projects going up for bid and Supt Gagnon answered questions that the board members had.
- 2023 Budget Update: Supt Gagnon reported that the budget format is like the years past but is open to any suggestions on a different layout. Income is a little lower due to the consistent rain but impacts to income will not be really noticed until the fall as usage is billed in arrears.

Operations

- July 2023 Production Reports, Supt Gagnon reported usage was much lower when compared to last year due to all the rain.
- Current Work
 - Distribution Installation and Repairs: Valve and service box repairs are being completed. A repair was done on a pitted ductal iron on Route One, like repairs made on Pineland. The fix was significant but went well. There is a new fire code mandate for all residential homes which may require larger services, so the district is looking to buy a machine to make the taps up instead of outsourcing.

- Chase Bank construction started in July, so the water line in front of Hannaford is being extended for about 300 - 400 ft.

Other

- None to report

At 8:17 p.m., on a motion by Gib Parrish, seconded by Andrew Walsh, it was VOTED: *To adjourn the regular monthly meeting. (3-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk

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