

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

**Roll Call:**

*Present:* Andrew Walsh, Chairman, Thomas Brennan, Gib Parrish, Stephen Gorden, Bill Taylor

*Absent:*

*Quorum present? Yes*

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

**Proceedings:**

- *Meeting called to order at 6:00 pm by Andrew Walsh.*
- *On a motion by Thomas Brennan and seconded by Stephen Gorden, it was VOTED: To approve the September 2023 meeting minutes as written. (5-0)*

**Treasurer's Report**

September Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,987.37	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$36,798.28	Savings Acct
M&T Bank	Standpipe Maintenance	\$72,917.89	Savings Acct
M&T Bank	Water Resource Protection Fund	\$81,674.18	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$321,222.94	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$527,503.88	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$243,610.20	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$939,075.79	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,034,879.48	10/31/2023
Key Bank	Working Checking Account - To Be Closed	\$82,748.58	Checking Acct
Kennebec Savings Bank	Working Checking Account	\$743,138.85	Checking Acct
	Advance for Construction	\$145,543.59	
	Available Balance	\$680,343.84	

Total Special Funds

\$3,941,013.85

Supt Gagnon reported no deposits to the savings accounts, there will be two deposits to the submarine savings in October. All accounts had accrued interest.

On a motion by Stephen Gorden, seconded Thomas Brennan by it was VOTED: *To approve September Treasurer's Report as written and file for audit. (5-0)*

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

### Communications

- Supt Gagnon reported an email with the town manager of North Yarmouth requesting a meeting to discuss water service to the proposed school at 80 Gray Road.

### Old Business

- Solar Projects Update:
  - At 6:23 pm on a motion by Stephen Gorden and seconded by Bill Taylor it was VOTED *to enter in an executive session under 1 M.R.S.A. SS 405(6)(C) to discuss use of real estate property or economic development (5-0).*
  - At 7:10 pm on a motion by Bill Taylor and seconded by Thomas Brennan it was VOTED *to come out of executive session (5-0).*
  - On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To allow Supt Gagnon to negotiate and sign a contract with Revision Energy for up to 300 kW DC system for YWD Solar. (5-0)*
- 2023 Capital Projects Update:
  - Pleasant and Smith St: This has been installed and tested. A couple of services need to be done on Pleasant and then Smith St will start. Everything is going according to schedule.
  - York, Bridge / Portland at Main: The plan to start on York St is set for October 23rd and will be closed for 4-5 days as the main is replaced and repaved. After this is complete, they will start at Portland at Main which will last another 3-4 days. After this, Bridge St will be done which should only last a day. All construction should be complete by mid-November.
  - Cousins River: This is scheduled to start on October 13th to mobilize equipment. This should be completed in about 3 days.

### New Business

- 2024 Budget; On a motion by Thomas Brennan and seconded by Gib Parrish it was VOTED: *To push the 2024 Budget Discussion until the workshop scheduled for October 13, 2023. (5-0)*
- Director of Finance Position: Supt Gagnon reported with things changing and the influx of projects, it has become necessary to add this position to the district as a part-time / per diem role.
- Board of Trustees Co-Chair: Andrew Walsh asked if anyone would be interested in being a Co-Chair for the district for additional support. On a motion by Thomas Brennan and seconded by Gib Parrish it was VOTED: *for the Board of Trustees to establish a position of a Co-Chair of the board, to serve when the Chair is not available in person, and that the person be Stephen Gorden. (5-0)*

### Operations

- September 2023 Production Reports, Supt Gagnon reported production still being slightly low, but it was more of a match to last year compared to other months.
- Current Work
  - Seasonal Meter Removal: Starting on Monday October 16th, which will take about a day or two to remove.
  - Hydrants: The pumping maintenance and exercising will be starting soon. Maybe some painting will happen before it gets too cold.
  - Other:

**Other**

- None to report

At 7:52 p.m., on a motion by Stephen Gorden, 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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