

**Yarmouth Water District
Board of Trustees Meeting Minutes
November 13th, 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 6:04 pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Gib Parrish, it was VOTED: To approve the October 2023 meeting minutes as amended. (5-0)*

Treasurer's Report

October Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,991.43	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$43,520.06	Savings Acct
M&T Bank	Standpipe Maintenance	\$80,209.79	Savings Acct
M&T Bank	Water Resource Protection Fund	\$81,952.11	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$322,247.57	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$529,186.49	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$244,680.35	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$944,538.97	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,040,888.98	10/31/2023
Key Bank	Working Checking Account - To Be Closed	\$1,970.07	Checking Acct
Kennebec Savings Bank	Working Checking Account	\$936,806.33	Checking Acct
	Advance for Construction	\$145,413.09	
	Available Balance	\$793,363.31	

Total Special Funds

\$4,083,568.06

Supt Gagnon reported a transfer deposit from Key Bank to the Kennebec Savings Bank, as this account is slowly being closed. All accounts had regular monthly accrued interest.

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

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

Communications

- Update on meeting with NY Town Manager and MSAD 51: Andrew Walsh and Supt Gagnon met with members of the town and the school board and discussed options to serve the proposed school at 80 Gray Rd.
- Company Insurance: Supt Gagnon discussed briefly about the health insurance and Maine Municipal insurance increase.
- Rate Increase: Supt Gagnon talked with the town of Yarmouth and North Yarmouth regarding the 1.5% annual rate increase that is allowed by MPUC and both towns would prefer not to have that increase in the middle of their fiscal year unless it was budgeted. The board discussed and agreed to implement it in July.

Old Business

- Solar Projects Update:
 - At 6:21 pm on a motion by Bill Taylor and seconded by Stephen Gorden 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 7:05 pm on a motion by Gib Parrish and seconded by Stephen Gorden it was VOTED *to come out of executive session (5-0).*
- 2023 Capital Projects Update:
 - Pleasant and Smith St: This is fully in service, and the town will be repaving Pleasant St in the spring. The water district will be paying for a portion of this to be done, but the town will be completing the project.
 - York Street, Bridge Street at Main Street, and Portland Street at Main Street: This has been replaced, paved, and completed. These were originally having issues with water quality, now that the project has been completed, both have been removed from the list for maintenance flushing.
 - Cousins River: This is complete, pressure tested, and chlorinated.
 - Route 88: Bids went out November 10th and are due back December 13th. The town is joining this project with two smaller projects in the same area. They will get separate pricing from the district which they can either agree to or back out of the project. Material for this project will start to be ordered soon. The January meeting should see the hard numbers for the bid and material prices.
 - 2024 Budget: The board went over the accounting categories and asked questions as they went through them. Supt Gagnon advised that he and June looked closely at some of the accounts. Some misc accounts and items would fit better in an expenditure account so these were moved for the year to date numbers. Speaking with Nick, a big question was should meter replacements be capitalized or expensed. What was decided was to capitalize all the materials for the year and keep the labor as an expense.
 - Director of Finance: After discussing what was needed for the role, it was suspected that only a couple days a month would need to be dedicated to this role. Supt Gagnon advised that keeping the role to a

couple days a month, Nick would be a good utilization for this. The board agreed that this would be a good move for the district.

- Workshop Agendas and Schedule: Supt Gagnon suggesting setting a schedule and having an idea of what the next workshop would be. After discussion with the board, it was decided to have a future meeting at the beginning of the year.

New Business

- Superintendent Review: There currently isn't a review process or contract for the position. Supt Gagnon suggested having a formal process for general performance and feedback. The board discussed creating a panel to hold a formal review and create the job description for Supt Gagnon.

Operations

- October 2023 Production Reports, Supt Gagnon reported last month was tracked very similarly to the previous year. This is the first month of the year that more water was produced than last year. This is due to precipitation being way down for the first time all year.
- Current Work
 - Hydrant Winterize: This has been the main focus for the month. Repairs are being completed to get everything wrapped up for the year. Now that these winterizing projects have been closed out, the employees working on this can go back to other projects for focus.

Other

- None to report

At 9:15 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, 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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