

**Yarmouth Water District
Board of Trustees Meeting Minutes
Thursday, December 14th, 2023
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan (via Zoom), 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, Nick Henry Financial Advisor, June from Yarmouth Water District

Proceedings:

- *Meeting called to order at 6:05 pm by Andrew Walsh.*
- *On a motion by Gib Parrish and seconded by Bill Taylor, it was VOTED: To approve the November 2023 meeting minutes. (5-0)*

Treasurer's Report

November Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,995.36	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$46,958.39	Savings Acct
M&T Bank	Standpipe Maintenance	\$87,525.72	Savings Acct
M&T Bank	Water Resource Protection Fund	\$82,221.97	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$323,242.27	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$937.27	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$223,642.64	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$944,567.79	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,040,931.76	10/31/2023
Key Bank	Working Checking Account - To Be Closed	\$1,620.60	Checking Acct
Kennebec Savings Bank	Working Checking Account	\$982,638.57	Checking Acct
	Advance for Construction	\$169,292.19	
	Available Balance	\$814,966.98	

Total Special Funds

\$3,567,990.15

Supt Gagnon reported a transfer deposit from Excess Checking Savings Account to the Operation Checking account in order to pay a bill. Two deposits were made to the Submarine Account and another deposit was made to the Standpipe Account. All accounts had regular monthly accrued interest.

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

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

Communications

- Supt Gagnon reported that he received a letter with a violation and fine from Maine PUC stating that the district did not respond to a call to DigSafe to locate a utility that was found unmarked. Supt Gagnon advised that he plans to appeal this fine as there is evidence that the district responded appropriately.

Old Business

- Financial Advisor: Nick Henry to attend remotely and go over goals for the District including the next workshop. The board members voiced their goals for Nick in this position and the required tasks for the role. After discussion, it was decided to schedule a workshop to discuss financial standing, strategies, and goals.
- Solar Projects Update:
 - YWD Solar: Revision has submitted the Interconnection Agreement application for the project. Allison Barber is the project manager at Revision, she advised that CMP has been pushing back a little on when they're allowing the Net Energy Billing agreements to be signed. Currently, it's expected to sign the agreement at the end of the month. The district does have options if the NEB agreement is not signed in time and the benefits change dramatically.
 - Developer Solar Projects: Submittal to PUC to approve the lease of the land for solar development has been made. Chris also stated that he received a letter from one supplier that the solar panels are free from GenX and PFAS chemicals, which is great news.
- Capital Projects Update:
 - Route 88: Supt Gagnon shared the installation bids to replace the water main on Route 88 and there was a short discussion afterwards.
 - On a motion by Bill Taylor and seconded by Gib Parrish it was VOTED: *To award projects as recommended by Supt Gagnon (5-0)*
- Superintendent Review Discussion: Supt Gagnon found the job description that was titled for the "General Manager" job. The board discussed that the titles for the Superintendent/General Manager and Assistant Superintendent positions need to coincide with one another. The board asked that the evaluation review framework be placed on the January meeting agenda for discussion.
- Workshop Schedule: Supt Gagnon suggested waiting until the end of January to hold the workshop so Nick can be present for it. After discussion, it was agreed to tentatively schedule a workshop for the fourth Wednesday of each month but to wait until Nick plans his meeting date and piggyback on that for January's workshop.
- 2024 Budget: Follow-up questions from previous meeting discussions were answered.
 - On a motion by Gib Parrish and seconded by Bill Taylor it was VOTED: *To approve the 2024 Budget. (5-0)*

New Business

- None to report.

Operations

- November 2023 Production Reports, Supt Gagnon reported last month had low production. It was on trend with a typical November.
- Current Work
 - Hydrant Winterize: A hydrant in North Yarmouth needed replacement after it failed to shut down after a hydrant flow test was performed. The rest of the hydrant winterizations have started.
 - Meter Changeouts: These have started, there are 56 completed in November.
 - Deacon Hayes Services: 4 buildings with 3 condo units per building had installations done.
 - Other:

Other

- None to report

At 9:20 p.m., on a motion by Gib Parish, seconded by Bill Taylor, 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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