

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
Wednesday, January 10th, 2024  
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

**Proceedings:**

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

**Treasurer's Report**

December Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$2,999.43	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$50,415.74	Savings Acct
M&T Bank	Standpipe Maintenance	\$101,912.19	Savings Acct
M&T Bank	Water Resource Protection Fund	\$82,501.76	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$321,268.09	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$940.24	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$224,532.79	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$944,576.85	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,040,941.74	10/31/2023
Key Bank	Working Checking Account - To Be Closed	\$1,620.60	Checking Acct
Kennebec Savings Bank	Working Checking Account	\$627,977.11	Checking Acct
	Advance for Construction	\$165,098.07	
	Available Balance	\$452,879.04	

## Total Special Funds

\$3,222,967.87

Supt Gagnon reported a transfer deposit from a treasury note to a four-week CD until the investment accounts come through. There was a bank error withdrawal. Supt Gagnon reported that because some employees have personal and business accounts linked to them, a personal withdrawal was taken from the business account. The mistake was caught and has since been resolved. Text message alerts have since been set up to prevent this from reoccurring. It was also reported that the Key Bank accounts have been closed.

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

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

### Communications

- Dig Safe Violation Letter: Supt Gagnon got in touch with the two inspectors who wrote the letter. He advised there was some confusion on the location due to overlapping with Portland. After discussion, the fine and violation were waived, and the District would only be required to take training. It was advised to wait for the updated letter and more planning will be done later in winter to set up training.

### Old Business

- Solar Projects Update: The NEB agreement for YWD Solar has been signed. The project is in the queue, it is 3rd in place. The Doughty Rd and Water Line Solar are still being reviewed by MPUC.
- Capital Projects Update:
  - Route 88: A result for the materials has come back. The numbers came back in line with what was expected for this type of project. Supt Gagnon suggested that at our workshop we will discuss the finer details of financing the project.
- Evaluation Form Discussion: Board to discuss and produce the framework to be used during Superintendent/GM and Assistant Superintendent evaluations. The board stated they want to have a sub-committee for this.
- Workshop Schedule and Agenda: Supt Gagnon advised that an email was sent out with a schedule update and discussion. The board decided to meet at 11 am on February 16th, tentatively.

### New Business

- None to report.

### Operations

- December 2023 Production Reports, Supt Gagnon reported last month was slightly higher in production when compared to the previous year. Overall production was very steady.
- Current Work
  - Willow St: There was an issue with a 10-inch cast iron. There was a failure of the pipe due to corrosion. It was a pretty significant repair as the line had to be shut down. This fix was completed without any further issues.
  - West Elm St: There was a circumferential break in an 8-inch pipe near the high school. This was a pretty quick repair, no other issues were found.
  - Meter Changeouts: 121 meters were changed out in December.
  - Other: Year-end items with Tim doing clean-up projects, as well as financial close out are being done. The auditor is working on getting scheduled to get this done quicker this year.

**Other**

- None to report

At 7:50 p.m., on a motion by Gib Parish, seconded by Tom Brennan, 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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