

**Yarmouth Water District
Board of Trustees Meeting Minutes
Wednesday, February 16th, 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, Matt Reynolds from Drumlin Environmental, and Chris Beyers from Branch Renewable.

Proceedings:

- *Meeting called to order at 9:06 am by Andrew Walsh.*
- *Water Sampling and Source Discussion: Matt Reynolds, with Drumlin Environmental, was here to discuss recent sampling, next steps, and source water status.*
- *On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: To approve the January 2024 meeting minutes. (5-0)*

Treasurer's Report

January Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$3,003.49	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$53,885.94	Savings Acct
M&T Bank	Standpipe Maintenance	\$102,258.98	Savings Acct
M&T Bank	Water Resource Protection Fund	\$82,782.50	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$325,307.67	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$943.23	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$225,550.03	Savings Acct
Key Bank	Standpipe Maintenance, Treasury Note	\$951,674.13	10/31/2023
Key Bank	Submarine Main Depreciation Fund, Treasury Note	\$1,048,763.08	10/31/2023
Kennebec Savings Bank	Working Checking Account	\$379,602.39	
	Advance for Construction	\$126,548.27	
	Available Balance	\$253,054.13	Checking Acct
	Total Special Funds	\$3,047,223.18	

Supt Gagnon reported monthly interest on all accounts. Special savings accounts will not have any contributions added until the end of the year. On a motion by Bill Taylor, seconded by Thomas Brennan it was VOTED: *To approve the January Treasurer's Report as written and file for audit. (5-0)*

The January disbursements were discussed. On a motion by Thomas Brennan and seconded by Bill Taylor it was VOTED: *To approve the January 2024 disbursements as written to file for audit. (5-0)*

Communications

- MWUA Conference, Drinking Water Commission Meeting: Supt Gagnon reported this was held the last week of January. He reported some of the events and topics discussed during the conference to the board.

Old Business

- Solar Projects Update: Chris Beyers reported the lease has been approved for the Sweetser Rd project. The template was then re-used for the Doughty Rd which is expected to be approved in around 60 days. Trees should be dropped by the end of March, but no other building activity can start until the permits are completed.
 - On a motion by Bill Taylor and seconded by Thomas Brennan, it was VOTED: *To authorize Supt Gagnon to make final decisions and execute the Transmission and Access Easement Agreement and Road Maintenance Agreement for the Solar Project. (5-0)*
- Evaluation Form Discussion: Board to discuss evaluation process.
 - At 10:39 am on a motion by Stephen Gorden and seconded by Gib Parrish it was VOTED *to enter in an executive session under 1 M.R.S.A. SS 405(6)(A) to discuss personnel matters (5-0).*
 - At 11:03 am on a motion by Bill Taylor and seconded by Thomas Brennan it was VOTED *to come out of executive session (5-0)*
 - At 11:05 am on a motion from Stephen Gorden and seconded by Thomas Brennan, it was VOTED: *To move Eric Gagnon from the title of Superintendent to General Manager per the Job Description. (5-0)*
 - The Board asked GM Gagnon and Asst Supt Herrick to discuss Asst Supt title change and report back to the Board.

New Business

- None to report.

Operations

- January 2024 Production Reports, Supt Gagnon reported last month was within expectations based on the previous year's productions. Nothing out of the ordinary to report.
- Current Work
 - Garage reorganization and Inventory
 - Meter Changeouts: 75 5/8" meters were changed out.
 - Other: Evaluation of cross-country ROWs and will start some clearing and exercising of the valves, meter reading pilot will be starting up the first week of April.

Other

- None to report

At 11:14 p.m., on a motion by Gib Parish, seconded by Bill Taylor, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk