

**Yarmouth Water District  
Board of Trustees Regular Meeting Minutes  
Wednesday, September 11th, 2024  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

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

*Absent:* Bill Taylor

*Quorum present?* Yes

*Others Present:* Eric Gagnon, General Manager, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary, June via Zoom.

**Proceedings:**

- *Meeting called to order at 6:05pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: To approve the August 2024 meeting minutes. (4-0)*

**Treasurer's Report**

August Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$83,270.12	Savings Acct
M&T Bank	Standpipe Maintenance	\$104,673.90	Savings Acct
M&T Bank	Water Resource Protection Fund	\$84,737.47	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$332,504.36	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation Note	\$193,598.59	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$232,195.83	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$1,076,603.49	7/25/2024
Kennebec Savings Bank	Working Checking Account	\$470,130.35	
	Advance for Construction	\$141,081.82	
	Available Balance	\$329,048.53	
	Total Special Funds	\$2,436,632.29	

Gen. Manager Gagnon reported monthly interest on all accounts and one deposit to the Submarine Savings Account.

On a motion by Gib Parrish, seconded by Thomas Brennan it was VOTED: *To approve the August Treasurer's Report as amended and file for audit. (4-0)*

The August disbursements were discussed. On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To approve the August 2024 disbursements as written to file for audit. (4-0)*

### **Communications**

- Freeport Water, part of Maine Water Co. asked if they could use Yarmouth Water District's water for a few weeks while they have some repairs and projects completed. Gen. Manager Gagnon said an agreement to be signed is in the works and should be finalized soon.

### **Old Business**

- Solar Projects Update: Gen. Manager Gagnon reported a notice to proceed with revision was signed and this will continue the project. Materials and permitting will get started soon. It is currently still on task to be completed in December '24 / January '25.
- Billing and Financial Evaluation Project: Staff is still working with consultant to evaluate other companies and find a solution that fits our current and future needs.
- Charter Discussion: To be done during a workshop until decisions can be made on the matter.
- 2024 Bond and Rate Case: Nick has pulled some information on this. Gen. Manager Gagnon has been discussing the approach with Nick and have a substantial update in November.

### **New Business**

- Budget Update: Gen. Manager Gagnon presented the board with an Excel version of the update translated from Quickbooks. Overall, he reports the district to be in good standing. The board had a quick discussion of some of the items listed on the sheet.

### **Operations**

- August 2024 Production Reports, Gen. Manager Gagnon reported last month's production was about 4 million gallons more than the previous year. It was a little dryer this month compared to last August and tracked more normal to years prior.
- Current Work
  - Rte 88 Water Main Replacement: This project has had the final connection done. The paving is complete and the whole project is almost done.
  - Flushing: The majority of this is complete and an inspection report of the hydrants will be done this fall.
  - Other: A lot of valve box and service box repairs have been done with the temps that were hired this summer.

### **Other**

- At 7:25 p.m. on a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To move into an executive session for discussion of contracts and proposals with the Town of Yarmouth. 1 M.R.S.A. SS 405(6)(D). (4-0)*
- At 8:17 p.m. on a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To adjourn from executive session. (4-0)*

At 8:18 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