

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

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan, Gib Parrish, Stephen Gorden, Bill Taylor all via Zoom.

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, General Manager, Emily Thomas, June from Yarmouth Water District Finance

Proceedings:

- *Meeting called to order at 6:03 pm by Andrew Walsh.*
- *On a motion by Thomas Brennan and seconded by Bill Taylor, it was VOTED: To approve the November 2024 meeting minutes. (5-0)*

Treasurer's Report

November Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$94,325.20	Savings Acct
M&T Bank	Standpipe Maintenance	\$105,602.09	Savings Acct
M&T Bank	Water Resource Protection Fund	\$85,488.87	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$335,475.64	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$0.00	Savings Acct
		Closed 10/1/24	
Kennebec Savings Bank	2021 Bond Anticipation Note	\$247,682.02	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$588,043.28	12/12/2024
Kennebec Savings Bank	Working Checking Account	\$626,221.39	
	Advance for Construction	\$161,714.27	
	Available Balance	\$464,507.12	
	Total Special Funds	\$1,921,124.22	

Gen. Manager Gagnon reported monthly interest on all accounts. \$500,000 was transferred from the

Submarine CD to the 2021 Bond account to help pay for the Route 88 and Solar projects. On a motion by Stephen Gorden, seconded by Thomas Brennan it was VOTED: *To approve the November Treasurer's Report and file for audit.* (5-0)

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

Communications

- Gen. Manager Gagnon reported a phone call he received from the Yarmouth Police Chief about their public safety building radio tower. The service for the tower was bought out and will no longer be in use. The Chief was looking for information about if they can use YWD's water tank to hand an antenna. There was a discussion about an exchange of services and asking the PD to check on our facilities on a regular basis. On a motion by Stephen Gorden and seconded by Gib Parrish it was VOTED: *To allow Gen. Manager Gagnon to continue discussions and negotiations with the police department to have an antenna on the East Main tank.* (5-0)

Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported one customer was interested in signing a petition for the rate case, but the completed form has not been received. They have until Dec. 20th to hand this back complete the petition forms. Gen Manager Gagnon reported that we had interviews with the rating agencies to be rated for the bond and will have those results by Monday. The bond will be going to sale next Wednesday.
- Solar Projects Update: Everything is on track to be operational by the end of March. Chris noticed there was one row of panels not aligned properly, which could cause some production loss, so these were removed and reinstalled to be corrected. This only lost a couple days of labor so did not delay the project by very much.
- Billing and Financial Evaluation Project: Will be having some staff meetings to discuss the options and make a decision before the next Board meeting.
- Charter Discussion: Board had a short discussion about the current draft of the charter and feel like it is in a good position to move forward to legislation. On a motion by Stephen Gorden and seconded by Gib Parrish it was VOTED: *To approve Charter changes and submit to Legislators for approval* (5-0)
- 2025 Draft Budget Discussion: On a motion by Gib Parrish and seconded by Thomas Brennan it was VOTED: *To approve the 2025 Budget.* (5-0)
- PFAS Workshop Scheduling: The Board discussed having the workshop before the Jan meeting. The board members shared some key points they would like to be discussed further during this workshop.

New Business

- Route One Near Exit 17 Bridge Replacement Discussion: Maine DOT is looking to add some storm drain along Rte 1 from Exit 17 to about where the Muddy Rudder is. The Yarmouth Water District's water line is in the way so it is being required that the water line is relocated. Gen. Manager Gagnon has been working with Shaw Brothers to work with them on a portion of this section that needs to be replaced to do so before the work at the bridge is complete. This money will come from the 2025 Bond. On a motion by Stephen Gorden and seconded by Gib Parrish it was VOTED: *To approve the replacement of 660' section of water main along Route One from the 295 Overpass near Exit 17 to the Garmin Entrance.* (5-0)
- District By-Laws Discussion: Has been tabled for the January or February meeting pending a workshop schedule.

Operations

- November 2024 Production Reports, Gen. Manager Gagnon reported last month's production was very similar to last year. There were no system issues, and the Freeport connection was turned off resulting in a normal month.
- Current Work

- Winterizing Hydrants: All hydrants have been pumped out and the fire department has been notified. New flags have been put on the hydrants.
- Well Work: During a power outage, the Hayes well had to run for a couple hours as the backups didn't work as programmed. Some work is scheduled for Reinsborough to correct this backup error.
- Service and Main Installations: Eagle Lane on the Island has a couple houses who are on well water, and there is a resident interested in extending the water line here which will help take care of that. Bucknam Point is also in discussion for a water main extension.
- Design work on Bridge Street and Route One from Garmin to Muddy Rudder (Beth Condon) are in works with Wright Pierce to get plans and specs ready so bids will be quickly ready once the project can go live.
- Other

Other

- None to report.

At 8:11 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, 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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