

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, January 8th, 2025
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, General Manager, Emily Thomas, June Schnitzel from Yarmouth Water District Finance, and Tim Herrick, Assistant Superintendent.

Proceedings:

- *Meeting called to order at 6:13 pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: To approve the December 2024 meeting minutes as amended. (5-0)*

Treasurer's Report

December Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$98,006.16	Savings Acct
M&T Bank	Standpipe Maintenance	\$105,884.54	Savings Acct
M&T Bank	Water Resource Protection Fund	\$85,717.53	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$336,372.87	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$0.00	Savings Acct
		Closed 10/1/24	
Kennebec Savings Bank	2021 Bond Anticipation Note	\$248,344.44	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$589,923.85	12/12/2024
Kennebec Savings Bank	Working Checking Account	\$449,844.70	
	Advance for Construction	\$161,714.27	
	Available Balance	\$288,130.43	
	Total Special Funds	\$1,752,379.82	

Gen. Manager Gagnon reported monthly interest on all accounts. The Submarine Main Fund CD has been extended and will likely be extended one more time. On a motion by Gib Parrish, seconded by Thomas Brennan it was VOTED: *To approve the December Treasurer's Report and file for audit. (5-0)*

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

Communications

- Gen. Manager Gagnon reported that five of the required 9 total coliform samples were missed in December. This means the district is in violation and will be noted in our consumer confidence report. The samples don't need to be made up since the January samples have since been taken.
- February's meeting will now be held on the 19th due to a conference that Gen. Manager Gagnon is attending.

Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported step one of three has been completed. The January bills have gone out with the new minimums. No calls have been received from customers with questions or concerns. The bond paperwork has been sent back to the bond agencies. The money for this should be received by tomorrow.
- Solar Projects Update: Chris and Gen Manager Gagnon were not able to connect before the meeting, however, the water line solar project, the paneling and the wiring are all going along nicely with the hope of being operational by the end of February. The YWD project is waiting for materials to arrive, so it is on hold until these arrive.
- Billing and Financial Evaluation Project: A decision has been made to go with Munilink for the billing and financial software. The cost will be 75% covered by a grant. The annual cost of this program is very similar to the cost of the current system.
- Charter Discussion: Art Bell passed the charter into the legislators for review before the deadline. Gen. Manager Gagnon is going to connect with Art soon to see what if any steps need to be taken from here.

New Business

- District By-Laws Discussion: The board discussed the District By-Laws document and reviewed corrections made from the first draft and made further edits. Gen. Manager Gagnon advised he would complete the edits with a goal of voting on the document in the next meeting.

Operations

- December 2024 Production Reports, Gen. Manager Gagnon reported last month's production was slightly higher than last year.
- Current Work
 - Winterizing Hydrants: There was one frozen hydrant during the last check which was quickly fixed.
 - Well Work: Tim has been heading a game plan for Estabrook Well rehabilitation to figure out what kind of work needs to be done to ensure the wells last another 50+ years. Help from pump contractors is going out to assist in this process.

Other

- None to report.

At 8:00 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