

**Yarmouth Water District  
Board of Trustees Regular Meeting Minutes  
Wednesday, February 19th, 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:* Tim Herrick, Assistant Superintendent.

*Quorum present?* Yes

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

**Proceedings:**

- *Meeting called to order* at 6:05 pm by Andrew Walsh.
- On a motion by Stephen Gorden and seconded by Gib Parrish, it was VOTED: *To approve the January 2025 meeting minutes as amended. (5-0)*

**Treasurer's Report**

January Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$101,683.40	Savings Acct
M&T Bank	Standpipe Maintenance	\$106,154.66	Savings Acct
M&T Bank	Water Resource Protection Fund	\$85,936.20	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$337,230.91	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation Note	\$3,216,895.88	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$591,701.43	2/6/2025
Kennebec Savings Bank	Working Checking Account	\$765,900.48	
	Advance for Construction	\$143,590.72	
	Available Balance	\$622,309.76	
	Total Special Funds	\$5,061,912.24	

Gen. Manager Gagnon reported monthly interest on all accounts. The Special Funds have increased as 2025 bonding money has been received and paybacks to savings accounts have been made. Some money will now be reinvested in CD's as replacement for money that was taken from previous CD's. The Submarine CD was extended for 4 weeks, however, it will be moved to a different account soon. On a motion by Stephen Gorden, seconded by Thomas Brennan it was VOTED: *To approve the January Treasurer's Report and file for audit. (5-0)*

The January disbursements were discussed. On a motion by Stephen Gorden, seconded by Thomas Brennan it was VOTED: *To approve the January 2025 disbursements as written to file for audit. (5-0)*

### **Communications**

- Gen Manager Gagnon reported the town fire department and public works questioned why hydrants are not shoveled out by YWD. This is due to labor and equipment costs not being built into the public fire protection charge from YWD that is allocated by PUC. YWD has never shoveled hydrants. If the water district decided to do this, it would be implemented as an additional charge to the town.
- Gen Manager Gagnon and Andrew Walsh shared discussions with the Pineland water system and plans to meet soon to continue discussion about long term planning.

### **Old Business**

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported the second stage of increase has gone into effect. The bond money has also been received. The percentage of issuance cost will be determined after all invoices have been received.
- Solar Projects Update: The two leased properties are showing progress. The panels have been going up with the hope to be fully operable within 2 months. For the water district project, there has been no movement in about a month but it is still believed that they can meet a May deadline.
- Billing and Financial Evaluation Project: There was a kickoff meeting today to discuss the goals and what the transition process will look like.
- Charter Discussion: Gen Manager Gagnon reported signing up for an email notification that comes out every Friday with the bills that get printed. The bill for the Charter has not been printed yet.
- District By-Laws: Gen Manager Gagnon sent the board a new draft with all the suggested edits. The board continued the discussion and made some further edits.

### **New Business**

- Key Bank: Revise authorized signature sheet on safety deposit box.  
On a motion by Stephen Gorden and seconded by Bill Taylor it was VOTED: *To allow General Manager Gagnon to remove former employees and trustees from signature sheets for the safety deposit boxes and replace them with appropriate active employees and trustees and discontinue safety deposit boxes as needed. (5-0)*

### **Operations**

- January 2025 Production Reports, Gen. Manager Gagnon reported last month's production was higher than last year by about 3 million gallons. Not enough customers have been added to account for the increased usage, however, no leaks have currently been found anywhere.
- Current Work
  - Winterizing Hydrants: They have been winterized and the district has been listening in on them to identify any leaks.
  - Well Work: Gen Manager Gagnon stated that staff is working on getting together a list of what needs to be done on the Estabrook well to make necessary upgrades. Once this is all together, there will be discussion for next steps and costs.
  - Burnell Drive Repair: There was a circular break here and it was very quickly repaired.

### **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