

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, March 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:

Quorum present? Yes

Others Present: Eric Gagnon, General Manager, Emily Thomas, Tim Herrick, Assistant Superintendent, June Schnitzel from Yarmouth Water District Finance, and Chris Beyers.

Proceedings:

- *Meeting called to order at 6:05 pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: To approve the February 2025 meeting minutes as amended. (4-0)*

Treasurer's Report

February Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$105,414.87	Savings Acct
M&T Bank	Standpipe Maintenance	\$106,399.23	Savings Acct
M&T Bank	Water Resource Protection Fund	\$86,134.19	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$338,007.82	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation Note	\$3,818.154.75	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$0.00	2/6/2025
Kennebec Savings Bank	Working Checking Account	\$821,759.48	
	Advance for Construction	\$143,378.44	
	Available Balance	\$678,381.04	
	Total Special Funds	\$5,132,491.90	

Gen. Manager Gagnon reported monthly interest in all accounts and one deposit in the Submarine account. The Submarine Main CD matured and money was deposited into the BAN project account. The Submarine Main CD and Standpipe CD accounts are being opened in March. On a motion by Bill Taylor, seconded by Stephen Gorden, it was VOTED: *To approve the February Treasurer's Report and file for audit. (5-0)*

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

Communications

- Trustee Elections: Gib is up for re-election this year.
- Water Quality: Discussed water quality concern that was sent to Gib. YWD has discussed concerns with this customer previously and will make sure that this specific concern is answered, though there is no real solution for his specific concerns as YWD's water quality testing in the distribution system do not show any concerns that can be solved, it seems to be an isolated issue.

Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported the rates have been set at $\frac{2}{3}$ new rate and $\frac{1}{3}$ old rate. The April bill will have the full effect of the new rates. No calls have been received regarding the increase. Next month, there will be a ratio presented for the bond issuance.
- Solar Projects Update: Chris reported there were some delays in January and February with YWD Solar project work. However, the project is still on track with the completion in August with a mechanical completion potentially mid-April and in service at the end of May. The Waterline Solar project also on Sweetser Rd has a goal of being in service by end of April. Boundary Line Solar estimates to be in service in August. Chris showed a video of a drone flythrough of the area to show the board the current progress that has been made on the project for YWD and the leased area project.
- Billing and Financial Evaluation Project: Had some initial meetings for the implementation of the new billing system. They are looking to understand what kind of data we have so they can set up the links between the new and old systems.
- Charter Discussion: Gen Manager Gagnon reported touching base with legal and found that the charter bill has not been printed yet so there is no update at this point.
- District By-Laws: The board discussed some more edits of the document.
- Pineland: They would like to meet with the board to discuss long-term planning.

New Business

- Review of the long-term planning sheet: The board reviewed the long-term planning lists and decided to discuss them in more detail at a workshop to be held on April 2 at 5 PM.
- Route One Water Main Replacement Project (from Garmin entrance to Cousins River bridge): Gen. Manager Gagnon explained the proposal from Wright-Pierce to design and bid the project. On a motion by Bill Taylor, seconded by Thomas Brennan it was VOTED: *To accept the Wright-Pierce proposal dated March 17, 2025 to design and bid the water main replacement along Route One from the Garmin entrance to the Cousin's River bridge at a proposed cost of \$58,500. (5-0)*

Operations

- February 2025 Production Reports, Gen. Manager Gagnon reported last month's production was higher than in 2025 vs 2024 in Feb. There still seems to be a concern about some sort of water issue causing the high production. We will be looking into leak correlators mid to long-term.
- Current Work
 - ROW Clearing: Tim has been coordinating the crew to clear some of our ROWs that have not been touched in a long time, subbed out part of it to a contractor, and looking to purchase a bush-hog for our tractor to keep everything clean.
 - Well Work: continuing getting proposals together for Estabrook Well work. Will do some work this spring and plan significant rehab in 2026.
 - Repairs:
 - Morton Road, Bucknam Point, and Portland Street all needed repair to the water main. Morton Road has had numerous repairs over the last 8 years and is on the short list to be replaced.

Other

- None to report.

At 8:49 p.m., on a motion by Thomas Brennan, seconded by Stephen Gorden, 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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