

**Yarmouth Water District  
Board of Trustees Regular Meeting Minutes  
Wednesday, April 16th, 2025  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

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

*Absent:*

*Quorum present?* Yes

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

**Proceedings:**

- *Meeting called to order at 6:03 pm by Andrew Walsh.*
- *On a motion by Gib Parrish and seconded by Stephen Gorden, it was VOTED: To approve the March 2025 meeting minutes as amended. (5-0)*

**Treasurer's Report**

**March Financials**

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$5,527.52	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,514.39	Savings Acct
M&T Bank	Water Resource Protection Fund	\$86,353.93	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$338,870.09	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,657,430.48	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$300,415.53	9/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$580,399.44	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$500,692.56	9/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$697,698.28	3/19/26
Kennebec Savings Bank	Working Checking Account	\$870,302.45	
	Advance for Construction	\$143,378.44	
	Available Balance	\$726,924.01	

Gen. Manager Gagnon reported monthly interest on all accounts and four new CD accounts were opened. The money was deposited from the BAN Project Account which were then split into the 6 month and 1 year CD's to have some more leeway with access to them. No deposit was made to the Submarine Savings account as it was put directly into the CD. \$100,000 was taken from the Submarine and Standpipe Savings to be added to the appropriate CDs as well. On a motion by Stephen Gorden, seconded by Thomas Brennan, it was VOTED: *To approve the March Treasurer's Report and file for audit. (5-0)*

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

### Communications

- PUC, State Drinking Water Program, and Legal Discussion:
  - o Pineland: The board discussed the logistics of acquiring the system, potential charter changes that legal counsel stated, making sure that the system health is understood, and financial considerations. There will be a small meeting with Pineland to get more information.
  - o PFAS: Gen Manager Gagnon advised the board members that there is no law for legislatures, but there should be a new rule soon for the PFAS levels through the DHS and Drinking Water Program. It is anticipated that this should be pushed through soon and match the federal rule.

### Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported the April 1st first set of bills have the rates in full effect. The issuance cost of the bond for the paperwork was \$67,389 to issue the bond, which works out to 1.8% of the actual financing.
- Solar Projects Update: There has been little progress. The deadlines are still holding true as they have been on-site and working. There is still a wait for CMP to come on site, but no word yet on when that will occur.
- Billing and Financial Evaluation Project: There have been weekly phone calls for task completion with the new system implementation team. There may be some extra cost to get data pulled from the new system, but it is unknown what this cost may be currently.
- Charter Discussion: Gen Manager Gagnon reported the charter has been printed. The board had a couple other suggestions that Gen Manager Gagnon is going to review and see if they can still be added and edited from the print.
- District By-Laws: A new red line and cleaned version of the document was sent to the board as there were only minor changes made from the previous meeting.  
On a motion by Bill Taylor and seconded by Stephen Gorden it was VOTED: *To approve the revised by-laws dated April 16th, 2025 (5-0)*
- Long-Term Planning: The board discussed wanting to put policy planning on the short list. Gen Manager Gagnon suggested focusing on the cost of the upgrades and when it is feasible to do this with rate adjustments.

### New Business

- Date for Annual Meeting: The board discussed when to schedule the Annual Meeting and decided to schedule it for June 11th, 2025 at 5:30pm.

### Operations

- March 2025 Production Reports, Gen. Manager Gagnon reported last month's production was about 10-20% over the production from last year. The district has been actively checking hydrants throughout the winter for signs of potential leaks. Gen Manager Gagnon is going to look at reports from October 2022 through April 2023 to see how it compares to the numbers of this winter before worrying too much about the increase of production.
- Current Work
  - Valve Box Adjustments: The district has been working with DOT from Route 1 and Route 88 as they are paving those areas. Between 20 and 30 boxes need adjustments.
  - Well Work: In 7-10 days the well work will begin at Estabrook. The well will be out of production while it is being tested and worked on. Stevens and Reinsborough will be used as the two main wells during this time, with Hayes third in line.
  - Other:
    -

#### **Other**

- None to report.

At 8:13 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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