

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, May 14th, 2025, at the Yarmouth Water District Office, 181 Sligo Rd, Yarmouth, ME**

Roll Call:

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

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

Treasurer's Report

April Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$9,175.81	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,530.47	Savings Acct
M&T Bank	Water Resource Protection Fund	\$86,567.11	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$339,706.60	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,616,979.26	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$301,456.88	9/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$582,273.44	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$502,428.15	9/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$699,951.02	3/19/26
Kennebec Savings Bank	Working Checking Account	\$926,127.40	
	Advance for Construction	\$155,247.29	
	Available Balance	\$770,880.11	
	Total Special Funds	\$4,915,948.85	

Gen. Manager Gagnon reported monthly interest on all accounts and older advance for construction accounts were closed out. The money will show as rebates on the next disbursement report. On a motion by Bill Taylor, and seconded by Thomas Brennan, it was VOTED: *To approve the April Treasurer's Report and file for audit. (5-0)*

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

Communications

- None to report.

Old Business

- Solar Projects Update: Chris gave a quick update to the YWD project, stating there has been a delay due to getting secondary containment around the transformer pad completed. The work and wiring inside the fence have been completed. The current target operation date is June 6th.
- Billing and Financial Evaluation Project: One of three data extractions has been done. The initial download that has been done will now be mapped to the new system. There have been weekly calls with the company with the new system to make sure everything is working, and everyone is on the same page. The go live date is tentative for September.
- Charter Discussion: Gen. Manager Gagnon reported that there was a public hearing and a workshop that he and legal staff attended. There were some revisions made to the charter and the committee voted unanimously for the charter to pass. They will make that recommendation to the legislators.
- PFAS Remediation Planning: There has been an updated set of test results from 4/8/25. The scores came back below the qualified testing threshold but have been detected in all of the wells. The plan to do more testing in other locations per the plan in place by our consultants. The Board recommended testing the Toddy Brook to check the level in the brook prior to the Hayes Well pumping to waste.

New Business

- Policies and Procedures Review: The board discussed having a workshop after Gen Manager Gagnon provided all the documents. The board agreed on holding the workshop before the meeting in July.

Operations

- April 2025 Production Reports, Gen. Manager Gagnon reported the production was slightly higher this year compared to last year. The board discussed how when comparing the reports across numerous years the larger variations in reports happen in the summer.
- Current Work
 - Valve Box Adjustments: Replacements and repairs are being done on valve boxes to prepare for paving.
 - Well Work: Some work at Estabrook was supposed to start but the well pump company was unable to take apart a section that would allow the well column to come out. This is now currently on hold until the fall to figure out the best plan of action.
 - Other: A couple of main extensions will start in the next couple of weeks.

Other

- None to report.
- At 8:08 p.m., on a motion by Stephen Gorden, and seconded by Thomas Brennan, it was VOTED: *To go into executive session regarding property acquisition and contracts. 1 M.R.S.A. §405(6)(C). 5-0*
- At 8:58 p.m., on a motion by Gib Parish, and seconded by Thomas Brennan, it was VOTED: *To come out of executive session. 5-0*

At 8:59 p.m., on a motion by Gib Parish, seconded by Bill Taylor, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk