

**Yarmouth Water District
Board of Trustees 2024 Annual Meeting Minutes
Wednesday, July 9th, 2025, at the Yarmouth Water District Office, 181 Sligo Rd, Yarmouth, ME**

Meeting Called to order at 5:38 PM by Andrew Walsh

Roll Call:

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

Absent: None

Quorum present? Yes

Others Present: Eric Gagnon, General Manager; Emily Thomas; Tim Herrick, Assistant Superintendent; and June Schnitzel from Yarmouth Water District Finance (via Zoom), Marcus Pratt with RKO Auditing Firm.

ARTICLE 1: To hear the reports of the Trustees. Financials presentation by Auditor

- Financial and draft audit presentation was made by the District auditor. There was no significant issues found. There was some reporting to financial stakeholders for the District bonds that were not made on time. It was completed once noticed and a new process, check, and balances we put in place to ensure that it will not be missed in the future.

ARTICLE 2: General Manager Gagnon reported the following for 2024.

Installed

- 23 new services
- 80 feet of new water main
- 16 new meters
- 1 hydrant

- 3 hydrant replacements
- 4,172 feet of water main replacement
- 43 water services
- 313 meter replacements

Total production for 2024 was 285,466,000 gallons from the District's wells. Which is approximately 542 gallons per minute or 0.782 million gallons per day on average. This is a 9.5% increase from 2023 and a decrease of 3.4% from 2022.

We also purchased 98,802,708 gallons of water from the Portland Water District to supply Wyman Station and a few residential customers. This is a 16.9% increase from 2023.

ARTICLE 3: To transact any other business that may legally come before said meeting.

- No other business took place.

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, July 9th, 2025, at the Yarmouth Water District Office, 181 Sligo Rd, Yarmouth, ME**

Roll Call:

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

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, General Manager; Emily Thomas; Tim Herrick, Assistant Superintendent; and June Schnitzel from Yarmouth Water District Finance (via Zoom); and Chris Beyers with Branch Renewables.

Proceedings:

- *Meeting called to order at 6:37 pm by Andrew Walsh.*
- *On a motion by Gib Parish and seconded by Thomas Brennan, it was VOTED: To approve the June 2025 meeting minutes. (5-0)*

Treasurer's Report

June Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$16,228.13	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,563.29	Savings Acct
M&T Bank	Water Resource Protection Fund	\$87,002.20	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$341,413.89	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,601,612.30	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$303,585.45	9/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$586,102.60	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$505,975.77	9/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$704,554.05	3/19/26

Kennebec Savings	Working Checking Account	\$790,090.06
Bank	Advance for Construction	\$155,247.29
	Available Balance	\$634,842.77
	Total Special Funds	\$4,787,880.45

Gen. Manager Gagnon reported monthly interest on all accounts and a deposit to submarine savings. On a motion by Stephen Gorden, and seconded by Bill Taylor, it was VOTED: *To approve the June Treasurer's Report and file for audit. (5-0)*

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

Communications

- PFAS Testing Email: The board gave feedback on the testing email Gen. Manager Gagnon sent out.

Old Business

- Solar Projects Update:
 - Chris Beyers is hoping the YWD Solar project will be completed next week. The legislation discussed in the previous meeting has passed. Chris explained how reimbursement will be set according to the recent legislation.
- Billing and Financial Evaluation Project: Gen. Manager Gagnon reported that the latest data extraction is being evaluated. There were some issues in how the rates were being calculated so there were adjustments made on the rate tables.
- Charter Discussion: The charter was signed by the Governor on June 9th and becomes effective 90 days after. Gen. Manager Gagnon is working with both towns to get it on the ballot for November to ratify.
- Policies and Procedures Review: Gen. Manager Gagnon is cleaning up the policies and getting it put all together with the handbook to have them combined and concise.

New Business

- Pineland Discussion: The goal is to meet with them by the end of July.
 - On a motion by Stephen Gorden and seconded by Bill Taylor it was VOTED: *To go into executive session regarding property acquisition and contracts. 1 M.R.S.A. §405(6)(C) at 7:43pm. (5-0)*
 - On a motion by Thomas Brennan and seconded by Stephen Gorden it was VOTED: *To come out of executive session regarding property acquisition and contracts. 1 M.R.S.A. §405(6)(C) at 7:43pm. (5-0)*

Operations

- June 2025 Production Reports, Gen. Manager Gagnon reported a couple more million gallons pumped compared to 2024. There were no repairs and minimal flushing done.
- Current Work

- Watermain replacement on Route One: From exit 17 to Garmin, approximately 700ft replacement was started Sunday night and has continued each night so as to not block the road during the day. Water from Freeport is being used for people from Garmin to the Freeport town line.
- Other: Flushing and paving from winter projects are being done. Prep work for Estabrook is starting.

Other

- None

At 8:44 p.m., on a motion by Gib Parish, seconded by Thomas Brennan, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk