

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, August 13th, 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); Chris Beyers with Branch Renewables

Proceedings:

- *Meeting called to order* at 6:05 pm by Andrew Walsh.
- On a motion by Thomas Brennan and seconded by Bill Taylor, it was VOTED: *To approve the July 2025 meeting minutes. (5-0)*

Treasurer's Report

July Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$19,767.30	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,580.04	Savings Acct
M&T Bank	Water Resource Protection Fund	\$87,224.15	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$342,284.83	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,605,698.08	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$304,672.93	9/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$588,058.22	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$507,788.25	9/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$706,904.90	3/19/26
Kennebec Savings Bank	Working Checking Account	\$763,540.21	
	Advance for Construction	\$132,401.75	
	Available Balance	\$631,138.46	
	Total Special Funds	\$4,800,117.16	

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

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

Communications

- The development on 115 in North Yarmouth was discussed for the land to build a tank. It appears they are willing to work with YWD to acquire a piece of land for a tank. It does not appear that the developer wants to extend the water main to the development at this time.

Old Business

- Solar Projects Update:
 - Chris Beyers reported that the YWD solar project was turned on and operational on July 18. The first day of permission to operate is August 13th. There are minor punch list items that need to be taken care of. Chris presented the cash flow projections for the next 30 years. This includes all expenses and costs projected for the system, too.
- Billing and Financial Evaluation Project: Gen. Manager Gagnon reported that the weekly check-in calls are continuing. With the current data pull, there is a full set of data cycles with the new rates. In order to make the software functional, there needs to be some changes to the rate tables and potentially think of changing YWD rate tables in the future to a more modern rate structure to fully utilize the billing software. The go live date has been pushed to October to ensure the cycles match between the systems.
- Charter Discussion:
 - On a motion by Gib Parish and seconded by Andrew Walsh it was VOTED: *To approve (a) Order for November 4, 2025 secret ballot referendum elections on 2025 Charter Amendment ballot question in Yarmouth and North Yarmouth; (b) Notices of public hearing on secret ballot referendum election; and (c) warrants for secret ballot elections; and to forward necessary documents to each Town.* (5-0)
- Pineland Discussion: To consider going into executive session regarding property acquisition and contracts. 1 M.R.S.A. §405(6)(C)
 - At 7:28pm on a motion by Stephen Gorden and seconded by Bill Taylor it was VOTED: *To go into executive session to discuss the contract for Pineland property acquisition.* (5-0)
 - At 7:51pm on a motion by Gib Parish and seconded by Stephen Gorden it was VOTED *To come out of executive session* (5-0)

New Business

- Estabrook Well Rehabilitation: Gen. Manager Gagnon reported the Estabrook Well pump has failed and is currently out of service. Some of the tasks to repair have begun, however, the well is in need of a full remodel. This project was planned to happen in the later fall of 2025 and continue to early 2026 but with the pump failure it makes sense to move forward with the rehab now.
 - On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To authorize General Manager Gagnon to proceed with the Estabrook Well Rehabilitation Project with a cost not to exceed \$342,000 from the contingency fund.* (5-0)

Operations

- July 2025 Production Reports, Gen. Manager Gagnon reported production was slightly less but very similar to July of 2024. There was nothing abnormal to report.
- Current Work
 - Watermain replacement on Route One: This project has been completed. All have been replaced with 12 in PVC.
 - Main Extensions: A few have completed and are in the middle of sampling. The results for bacteria have not been received yet.
 - Other:

Other

- The Board requested to get costs involved with purchasing more water from Portland Water District for the YWD customers not part of the Wyman Power Station line.

At 8:44 p.m., on a motion by Thomas Brennan, 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

This page intentionally left blank.