

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, September 17th, 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);

Proceedings:

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

Treasurer's Report

August Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$23,247.76	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,596.82	Savings Acct
M&T Bank	Water Resource Protection Fund	\$87,466.67	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$343,158.00	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,182,919.42	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$305,764.31	9/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$590,020.36	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$509,607.22	9/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$709,263.59	3/19/26
Kennebec Savings Bank	Working Checking Account	\$824,296.21	
	Advance for Construction	\$127,833.98	
	Available Balance	\$696,462.23	
	Total Special Funds	\$4,454,486.38	

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 August Treasurer's Report and file for audit. (5-0)*

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

Communications

- Resident Water Service Connection Concerns: A resident wanted to address the board on why he couldn't have water serviced to his property. Gen. Manager Gagnon explained that a water main extension was done on Eagle Lane in the 90s and provided water service for homes in the area except for his. Initially, he was told it would need to extend the water main approximately 300' and install a service off of that, and decided not to. However, there is a spare service at the end of the existing water main and Gen. Manager Gagnon is allowing him to connect to that service drop, at his expense. The matter was brought in front of the Maine Public Advocate and they ruled that he must pay to connect to the existing water service drop in accordance with YWD standards.

Old Business

- Solar Projects Update: There are some minor punch-list items that need to be done, including minor fencing repairs to be completed along with a couple other small items.
- Billing and Financial Evaluation Project: Gen. Manager Gagnon reported that a lot of work has been put into data dumps and comparing the old system to the new system. The go-live date has been pushed back to November to complete the training for the program.
- Pineland Discussion: To consider going into executive session regarding property acquisition and contracts. 1 M.R.S.A. §405(6)(C)
 - At 6:52pm 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 8:01pm on a motion by Gib Parish and seconded by Stephen Gorden it was VOTED *To come out of executive session (5-0)*

New Business

- Gen. Manager Gagnon discussed a new development, inquiring about extending the water main to just outside of the district's servicing locations. This area could also be used as a site for a new water storage tank in North Yarmouth. Gen. Manager Gagnon reiterated that the District is a "non-invested" utility which means the District does not fund water main extensions for purposes of development and can only contribute if it also involves the installation of new wells, transmission mains, storage tanks, etc.

Operations

- August 2025 Production Reports, Gen. Manager Gagnon reported production was significantly higher compared to last August, with ten million more gallons pumped.
- Current Work
 - Estabrook Well: Progress has been made, the fuel oil tank has been removed, demo on the building has been done, and some electrical demo has been done.
 - Other: The next phase of Rt One is in preparation after a couple of meetings with Wright Pierce, with hopes to go out to bid in October.

Other

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At 8:51 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