

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, October 15, 2025, at the Yarmouth Water District Office, 181 Sligo Road, Yarmouth, ME**

Roll Call

Present: Andrew Walsh (Chairman, via Zoom), Gib Parrish, Thomas Brennan (via Zoom), Bill Taylor

Absent: Stephen Gorden

Quorum Present: Yes

Others Present: Eric Gagnon (General Manager), Emily Thomas, Tim Herrick (Assistant Superintendent), Irv Felker (member of the public)

Proceedings

- Meeting called to order at 6:07 p.m. by Chairman Andrew Walsh.
- **Public Hearing**
 - Chairman Walsh opened the public hearing at 6:08 p.m.
 - General Manager Gagnon summarized the proposed Charter amendments, which consolidate prior revisions, update trustee election procedures, and modernize language. The vote is scheduled for November 4, 2025.
 - Public notice requirements were met. One member of the public, Irv Felker, attended and asked what would happen if the vote did not pass. Gen. Manager Gagnon explained it would be placed on the June 2026 ballot, with additional outreach to better communicate the changes and reasoning.
 - Gen. Manager Gagnon confirmed that all legal requirements for notice and hearing were followed.
 - The public hearing closed at 6:15 p.m.
- On a motion by Gib Parrish, seconded by Bill Taylor, it was **VOTED:** To approve the August 2025 meeting minutes as amended. (4-0)
- Treasurer's Report: Gen. Manager Gagnon reported monthly interest earnings on all accounts and noted a recent deposit to the submarine savings fund. Additional income items were also added for review.

September Financials

Institution	Description	Amount	Maturity Date
M&T Bank	Submarine Main Depreciation Fund	\$26,868.05	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,612.40	Savings Acct
M&T Bank	Water Resource Protection Fund	\$87,653.18	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$344,005.11	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,121,958.74	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 13 WK	\$306,792.93	12/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$591,925.44	3/19/26
Kennebec Savings Bank	Submarine, 13 WK CD	\$511,321.66	12/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$711,553.69	3/19/26
Kennebec Savings Bank	Working Checking Account	\$881,213.37	—
	Advance for Construction	\$133,533.98	—
	Available Balance	\$747,679.39	—
Total Special Funds		\$4,456,369.99	

- On a motion by Bill Taylor, seconded by Gib Parrish, it was **VOTED:** To approve the September Treasurer's Report and file for audit. (4-0)
- On a motion by Gib Parrish, seconded by Bill Taylor, it was **VOTED:** To approve the September 2025 disbursements as written and file for audit. (4-0)

Communications

- **Verizon Tank Leases:** To consider entering executive session pursuant to 1 M.R.S.A. §405(6)(C) for discussion regarding property acquisition and contracts.
 - At 6:21 p.m., on a motion by Andrew Walsh, seconded by Thomas Brennan, it was **VOTED:** To enter executive session pursuant to 1 M.R.S.A. §405(6)(C). (4-0)

- At 6:41 p.m., on a motion by Andrew Walsh, seconded by Gib Parrish, it was **VOTED:** To exit executive session. (4-0)

Old Business

- **Solar Projects:** One invoice remains due to Revision Energy. The October bills have begun to show solar credit offsets.
- **Billing and Financial Evaluation Project:** Weekly coordination calls continue. A new data export was performed following backend rate structure updates. A variance report comparing the old and new systems shows improvement. Staff training is complete. The tentative go-live date is early November but may be postponed by one to two months to ensure all systems and staff readiness.
- **Pineland Discussion:** The draft MOU was reviewed and minor edits were made before returning it to legal counsel. An RFP has been issued to engineers for due diligence work, with responses expected in the coming weeks.
- **NY Tank Site / York Ridge Subdivision Phase 2:** Gen. Manager Gagnon attended a public planning board meeting in early September. The developer's representative confirmed public water service for the subdivision and identified a potential tank site within the development.
Preliminary results from Wright-Pierce's study indicate it would be more cost-effective to construct a new tank at the District's existing site rather than acquire new land. Gen. Manager Gagnon will inform the developer. The developer is scheduled to meet with the planning board again in November.

New Business

- **2026 Budget:** The Board discussed potential dates for a budget workshop and tentatively scheduled it for November 19, 2025, from 2:00–4:00 p.m.

Operations

- **September 2025 Production Reports:**
Production levels were higher than September 2024 due to drier weather conditions.
- **Current Work:**
 - **Estabrook Well:** Pump testing has been completed. Site and building work has begun, including construction of the well house and a separate chlorine room with siding, windows, and insulation.
 - **Other:** A significant leak was detected along the transmission line on North Road. Repairs were made to a deteriorated section of the 12" line. Upon repressurization, two additional leaks were found—one near the repair and another approximately 1,000 feet away. Storey Brothers assisted with repairs. The line, part of the 1950s Wyman Extension, will likely be moved up on the replacement priority list.

Other Business

(None)

At 8:08 p.m., on a motion by Gib Parrish, seconded by Thomas Brennan, it was **VOTED:** To adjourn the meeting. (3-0)

Minutes submitted by:

Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, Clerk