

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, November 12, 2025, at the Yarmouth Water District Office, 181 Sligo Road, Yarmouth, ME**

Roll Call

Present: Andrew Walsh (Chairman), Gib Parrish, Bill Taylor, Stephen Gorden

Absent: Thomas Brennan

Quorum Present: Yes

Others Present: Eric Gagnon (General Manager), Emily Thomas, Tim Herrick (Assistant Superintendent)

Proceedings

- Meeting called to order at 6:05 p.m. by Chairman Andrew Walsh.
- On a motion by Bill Taylor, seconded by Gib Parrish, it was VOTED: To approve the October 2025 meeting minutes as amended. (4-0)
- **Treasurer’s Report**
Gen. Manager Gagnon reported monthly interest earnings on all accounts and noted a deposit to the submarine savings fund. Several investment accounts were moved into CDs with an opportunity to reinvest in December.

October Financials

Institution	Description	Amount	Maturity Date
M&T Bank	Submarine Main Depreciation Fund	\$30,426.86	Savings Acct
M&T Bank	Standpipe Maintenance	\$6,627.49	Savings Acct
M&T Bank	Water Resource Protection Fund	\$87,853.20	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$344,882.66	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,111,050.82	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$307,816.39	12/18/25
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$593,900.48	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$513,027.35	12/18/25
Kennebec Savings Bank	Submarine, 52 WK CD	\$713,927.88	3/19/26
Kennebec Savings Bank	Working Checking Account	\$1,092,511.74	—
	Advance for Construction	\$133,533.98	—
	Available Balance	\$958,977.76	—
Total Special Funds:		\$4,668,490.89	

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

Communications

- Maine Water has filed with the PUC to form a separate entity that would function as a risk pool and potentially lower insurance rates. Gen. Manager Gagnon noted that this is conceptually similar to the District’s participation in the Maine Municipal Employees Health Trust.
- Audit Status: The 2024 audit has not yet been received; auditors continue requesting additional information. Gen. Manager Gagnon may consider other auditors.
- PFAS Settlement Funds: A settlement check has been received; two additional checks are forthcoming.

Old Business

- Solar Projects: Solar credits have begun appearing on bills, and further clarification from CMP is expected regarding how they are being applied and tracked. Training for the solar management platform has been scheduled. There are communication issues between the wells and the SCADA system, which might be caused by the arrays, our consultants are looking into the issue. Electrical surges at Stephen’s Well caused some equipment damage, and CMP will assess both the well site and the associated arrays. Doughty Road is now connected and producing.
- Billing and Financial Evaluation Project: Staff continue practicing internal checks and resolving discrepancies. A decision on a December go-live will be made next week.

- Pineland Discussion: The memorandum of understanding has been acknowledged but no further response has been received. The Board reviewed the due-diligence proposal from Sevee & Maher.
- Charter: The Charter amendments passed in both Yarmouth and North Yarmouth. The Board discussed public questions and how information was communicated.

New Business

- 2026 Budget: The Board reviewed major budget considerations and discussed:
 - Increasing short-term Capital Improvement Project funding
 - The need for a rate adjustment to cover upcoming capital work
 - Strategies for managing Debt Service without additional borrowing
 - Identifying and prioritizing projects that must be completed in 2026
 - Additional discussion covered Pumping Operations, Pumping Maintenance, T&D Operations, T&D Maintenance, and Administrative Expenses.
 - A budget workshop will be scheduled to continue refinement and finalize numbers

Operations

- October 2025 Production Reports: Production was slightly lower than last year, with a spike due to an October 9 leak on North Road.
- Current Work:
 - Estabrook Well: Construction is progressing well with approximately three weeks remaining before final well work can resume.
 - Other: Hydrant winterization, paving, and other seasonal projects have begun.

Other Business

(None)

At 9:26 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, it was VOTED: To adjourn the regular monthly meeting. (4-0)

Minutes submitted by:

Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, Clerk