

**Yarmouth Water District  
Board of Trustees Regular Meeting Minutes**

**Wednesday, January 14th, 2026, at the Yarmouth Water District Office, 181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

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

*Absent:*

*Quorum present?* Yes

*Others Present:* Eric Gagnon, General Manager; Emily Thomas; Tim Herrick, Assistant Superintendent

**Proceedings:**

- *Meeting called to order* at 6:33 pm by Andrew Walsh.
- On a motion by Bill Taylor and seconded by Gib Parrish, it was VOTED: *To approve the December 2025 meeting minutes. (5-0)*

**Treasurer's Report**

**December Financials**

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$37,546.14	Savings Acct
M&T Bank	Standpipe Maintenance	\$14,202.44	Savings Acct
M&T Bank	Water Resource Protection Fund	\$88,030.28	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$346,615.95	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,108,119.71	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$309,812.06	6/18/26
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$597,806.11	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$516,353.47	6/18/26
Kennebec Savings Bank	Submarine, 52 WK CD	\$718,622.83	3/19/26
Kennebec Savings Bank	PFAS, 26 WK CD	\$221,842.65	6/18/26
Kennebec Savings Bank	Working Checking Account	\$879,612.57	
	Advance for Construction	\$131,751.10	
	Available Balance	\$747,861.47	
	Total Funds	\$4,706,813.11	

Gen. Manager Gagnon reported monthly interest on all accounts and a deposit to submarine savings. There was an annual deposit to the Standpipe Maintenance Account. Some upgrades were done to the tank which offset some of the money meant for the deposit. A few CD's were renewed and a PFAS CD was opened as part of the settlement money.

On a motion by Bill Taylor, and seconded by Thomas Brennan, it was VOTED: *To approve the December Treasurer's Report and file for audit. (5-0)*

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

**Communications**

- NY Town Manager Retirement: The Town was given a 9 month notice of retirement for their current Town Manager.
- The Route 1 Water Main Replacement from Garmin to Freeport town line went to bid on Monday with the bid opening on February 12th.
- The mailing requirement for the lead service line inventory was sent out this week. Any linked with unknown materials required a letter to notify them of their status. Most letters are due to customer owned portions of the service line. Staff is inspecting the materials during meter replacements and by appointments.

### Old Business

- Billing and Financial Evaluation Project: Gen. Manager Gagnon reported the last couple weeks have been hectic with the changeover. The first billing cycle will go through soon where new bills will be sent out with the new software. There will be website and Facebook posts beforehand to warn people of what the new bills will look like with updated payment options.

### New Business

- Terms and Conditions Review: Gen. Manager Gagnon advised the board members to review the Terms and Conditions to then discuss at a later time. Gen. Manager Gagnon will provide a draft for the board to review.

### Operations

- December 2025 Production Reports, Gen. Manager Gagnon reported production was slightly higher than December of the previous year. The YTD gallons was higher than the previous year but not the highest on record.
- Current Work
  - Estabrook Well: Gen. Manager Gagnon reported the project is going well and about a week or two out from getting the screen and being able to do the pump test. Pictures of the current progress was shown to the board.
  - Other: Monthly hydrant checks and inventory counting is being done.

### Other

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At 7:29 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:

Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, Clerk