

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

Wednesday, February 18th, 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: Tim Herrick, Assistant Superintendent

Quorum present? Yes

Others Present: Eric Gagnon, General Manager; Emily Thomas; recording secretary

Proceedings:

- *Meeting called to order* at 6:05 pm by Andrew Walsh.
- On a motion by Bill Taylor and seconded by Stephen Gorden, it was VOTED: *To approve the January 2026 meeting minutes as amended. (5-0)*

Treasurer's Report

January Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$41,113.64	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	\$347,500.13	Savings Acct
Kennebec Savings Bank	BAN Project Account	\$1,104,293.26	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD 26 WK	\$310,782.26	6/18/26
Kennebec Savings Bank	Standpipe Maintenance, CD 52 WK	\$599,800.77	3/19/26
Kennebec Savings Bank	Submarine, 26 WK CD	\$517,970.47	6/18/26
Kennebec Savings Bank	Submarine, 52 WK CD	\$721,020.61	3/19/26
Kennebec Savings Bank	PFAS, 26 WK CD	\$222,537.37	6/18/26
Kennebec Savings Bank	Working Checking Account	\$581,126.51	
	Advance for Construction	\$131,751.10	
	Available Balance	\$449,375.42	
	Total Funds	\$4,416,626.65	

Gen. Manager Gagnon reported monthly interest on all accounts and a deposit to submarine savings. There was some movement in how the money is separated across the CD's. The monthly income was also slightly lower than usual due to the new system not pulling automatic payments on the due date but instead pulling at the beginning of February.

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

The January disbursements were discussed. On a motion by Stephen Gorden seconded by Bill Taylor it was VOTED: *To approve the January 2026 disbursements as written to file for audit. (5-0)*

Communications

- An official note was received from Jim Katsiaficas that he has fully retired.
- Maine Water Utilities Association rewards occurred, and the district won the Excellence of Operations award.
- Two board members' terms are ending. Nomination papers are out on March 2nd and due back with 25 signatures on April 10th.

Old Business

- Billing and Financial Evaluation Project: Gen. Manager Gagnon reported getting real bills out while learning the process of the bills and usage, along with meter reading has been a difficult transition. People are signing up for the new portal which is positive. With the new month, reports have come out so the district can now work on fixing the discrepancies that have occurred during the first billing cycle.
- Terms and Conditions Review: A redline was sent out along with a draft of a clean version. The board discussed the updates that have been made and gave new suggestions for another draft.

New Business

- Route One Watermain Replacement: Bids for the replacement near Garmin have come back. Gen. Manager Gagnon discussed the different bid options with the board.
 - On a motion by Andrew Walsh and seconded by Thomas Brennan it was VOTED: *To authorize the General Manager to award the contract with Gendron & Gendron. (5-0)*
- Main Street Watermain Repair: Gen. Manager Gagnon described the significance of the repair that was made on Main St near the School St intersection in Yarmouth. The leak caused a lot of pavement damage in a busy intersection. So far, the cost of the repair is \$72,000. There was discussion about replacing a section of main in the area due to deterioration of the pipe and the tuberculation that has formed inside of the pipe. The board thinks it is a good idea to replace a section of pipe before permanent paving is installed. Some work is needed to see the extent of the replacement and go over the schedule with the Town.
- ACH Charges Discussion: The new billing company and pay portal charges roughly 2.5% for a credit card processing fee. There is also a \$1 fee for ACH payments. It was negotiated that all existing ACH customers would not be charged this fee, however, if they change any account information the fee will now apply. There was conversation across the district on whether the customer should pay this fee or if the district should. The board discussed pros and cons to both options. The consensus is that the District should take on those \$1 ACH fees and Gen. Manager Gagnon said he would make that change ASAP.

Operations

- January 2026 Production Reports, Gen. Manager Gagnon reported production was predictable for water use. The only spike in use noted was from the main break on Main Street that was previously discussed.
- Current Work
 - Estabrook Well: Gen. Manager Gagnon reported the well screen was delivered to the pump person. They were currently working on an emergency project in another Town and have not started the installation. Once the screen is installed, they can do a pump test on the well and order the appropriate pump. Once ordered, the electrical controls can be completed to correlate to the new pump being installed.

Other

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At 8:55 p.m., on a motion by Bill Taylor, 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