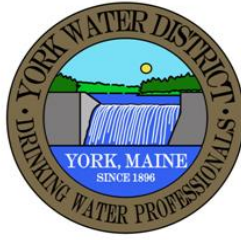


### **Trustees**

Richard E. Boston, President  
Richard Leigh, Treasurer  
Karen Arsenault, Clerk  
Stephen C. Rendall Jr., Trustee  
Russ Peterson, Trustee



86 Woodbridge Road  
York, Maine 03909  
Telephone: (207) 363-2265  
Fax: (207) 363-7338  
[www.yorkwaterdistrict.org](http://www.yorkwaterdistrict.org)

### **Administration**

Donald D. Neumann Jr., Superintendent  
Gary E. Stevens, Asst. Superintendent  
Ryan Lynch, Treatment Plant Manager  
Patrick M. Desrosiers, Financial Manager

**LEGAL NOTICE** – A meeting of the Board of Trustees of the York Water District was held at 2:00 pm on Wednesday, May 20, 2020 through remote conferencing as recently approved by the Maine Public Utilities Commission.

Meeting by video conference  
May 20, 2020

President, Richard Boston called the meeting to order at 2:02 PM. Others present were Treasurer – Richard Leigh, Clerk – Karen Arsenault, Trustee – Russ Peterson, and Trustee - Stephen Rendall. Staff present was Superintendent - Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch and Financial Asst. – Shelley Kimball. Also attending was resident John Britt of 20 Spring Street.

President Boston wanted to start the meeting by giving a shout out to Don and Gary for the banner from YWD and YSD hanging on York Street showing the District's appreciation for front line workers. He thought that was a great gesture.

On a motion made by Stephen Rendall and duly seconded by Russ Peterson, it was voted unanimously to accept the Minutes of the April 15, 2020 Board Meeting.

No Public Comment.

The Financial Manager presented the Board with April's budget reports and income statement for review and discussion. The monthly revenue for April is less than budgeted due to the fact summer lines were billed out in May and not April. Operating Expenses were also less than expected. This is due to equipment not purchased yet. The net income was under budget due to timing of the summer line billing.

See if the Board will advance a proposal from SmartLink representing AT&T to install communication equipment on the York Heights Water Tank to a public forum and receive public input. On a motion made by Trustee Rendall and duly seconded by Trustee Arsenault it was voted unanimously to schedule a date & time for the opportunity to receive public comment.

The Board discussed ways of notifying the public, Trustee Arsenault suggested a mailing. Don explained the District could post a Public Meeting in the local paper, online, Town's cable channel. Trustee Arsenault also asked how we would receive the public questions. Trustee Rendall felt both written (by note or email) or comments through a zoom meeting. Trustee Arsenault felt this was important enough to get public comments. Trustee Peterson felt that the District should make an extra effort and send a personal note to those directly affected. Don said he would reach out to SmartLink and AT&T to discuss how to get the message out to the public and reminded the Board the cost will be borne by SmartLink. Trustee Boston wanted to make sure there is ample time to respond so the Public does not feel we pushed this project through under the COVID-19 pandemic.

Update on the proactive measures staff have taken for COVID-19:

Ryan said the office trailer was delivered and staff are working to get power/communication hooked for Ryan to put his office in place. The plant's biggest capital project to replace the PLC has been pushed to the fall. Ryan felt this was best because the demand for the summer season was going up. The demand would go back down in the fall. Treatment Plant has been fully staffed apart from Ryan and Joe working from home.

Don informed the Board that all office spaces in the common area have plexiglass to accommodate the 6ft. recommendation. SOPs are being developed for out/indoors & entering homes; screening employees before allowed to enter the building. Hand sanitizers have been installed outside the building at all YWD entrances. Starting June 1<sup>st</sup> most office staff will be working full time at the office. Entryway is now complete to isolate public from office areas. Locking system is in place to allow someone into the office with a push of a button. Don also felt it was important to note that during this stressful time there have been no customer service complaints and that all emails and phone calls have been answered in a timely manner.

Trustee Boston said the front entryway really looked great and that he had stopped by the Treatment Plant to see Ryan's new office module. He has questions of ventilation. Ryan said he was in there and felt there would not be a problem.

Trustee Arsenault wanted Don to follow up on the office heating/AC unit for ventilation; making sure fresh air is being circulated throughout the building. Don will follow up and get back to the Trustees with his findings.

The Superintendent gave an overview of current projects:

- Nubble Road letters have been sent out explaining the job has been delayed until 2021.
- Working to prepare for the valve replacement project Chase's Pond dam structure. It will take 12+ weeks to get the valves made.
- The Town announced that they will delay the engineering for the Cape Neddick River Bridge at Chase's Pond Dam.
- The Mount Agamenticus Parking and Restroom project is still on the town's ballot. If approved the Town may delay construction.
- Maine Power Options solar project – Don signed a 20-year Net Energy Credit agreement that potentially could save the District \$400,000 over the life of the agreement.

The Asst. Superintendent gave an overview of current projects:

- Dickens Property – we plan to schedule a timber harvest this year and get the road cut through to Mountain Rd.
- The access road entryway has been completed and holes to install the access gate. This is part of the 2020 Capital Budget.
- Gary applied for a Water Source Grant and was awarded \$5,000 to build the gate for the access road. Good news -- the State is paying for the gate.
- Brian Reader, our Forester said the recent Jay mill explosion will have an effect on this year's timber harvest. But he is staying positive and thought maybe selecting more lumber and not pulp this year. The timber harvest proceeds will be used to build the access road from the Dickens Property to Mountain Road.
- YWD Staff are in the process of planting 1000 pine seedlings. 2700 seedlings have been planted to date.
- Yorkwise Project Graduation cancelled the auction on Friday. YWD pulled the boat tour and instead donated 3 cords of wood.
- The Town opened Mount A parking on May 18<sup>th</sup> with limited parking areas and signage.

General Discussion:

Reminder the Wage Study special meeting is scheduled for May 27<sup>th</sup> @ 2:00PM.

Trustee Boston adjourned the meeting at 3:07 PM.

Respectfully Submitted,

Karen Arsenault  
Clerk  
York Water District