



Trustees

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

Administration

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

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Meeting held at 86 Woodbridge Road, York ME 03909
The District's Main Office
October 22, 2019

President, Richard Boston called the meeting to order at 1:40 PM. Others present were Treasurer – Richard Leigh, Clerk – Karen Arsenault, Trustee - Stephen Rendall and Trustee – Russ Peterson. Staff present was Superintendent - Donald Neumann, Assistant Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Financial Assistant – Shelley Kimball, Treatment Plant Operator II – Seth Thompson and Treatment Plant Operator I – John Jacobs. Treatment Plant Manager – Ryan Lynch was not in attendance.

On a motion made by Trustee Rendall and duly seconded by Trustee Leigh, it was voted unanimously to accept the Minutes of the September 18, 2019 Board Meeting.

On a motion made by Trustee Arsenault and duly seconded by Trustee Rendall, it was voted unanimously to accept the Minutes of the Public Hearing regarding a proposed rate increase on October 3, 2019.

The Board was then presented with the monthly check register for September 2019. On a motion made by Trustee Arsenault and duly seconded by Trustee Peterson, it was voted unanimously to authorize the Financial Manager to pay the expenditures as presented.

Don introduced Seth Thompson and John Jacobs – Assistant Treatment Plant Operators to the Board.

The Financial Manager presented the Board with the Income Statement for September 2019 for review and discussion. The Monthly Revenue for September 2019 was as projected. The operating expenses were lower than projected due to timing items. The net income for September 2019 was as projected.

Patrick noted the bank balance change was due to paying 2 bond payments in September. Trustee Boston asked if either payment resulted in a bond payoff. We have a small bond that was used to purchase the property at 5 Eber Drive that will be paid off in 2020. Next large bond--\$2.4M will be paid off in 2023.

Treasurer Report: nothing new to report.

Don asked the Board how they would like to review the 2020 budget. It was the consensus of the Board to distribute the budget at the November meeting and have as an agenda item to schedule a workshop if necessary.

No Public Comment

Don gave an update on the progress of both Seth and John, the District's Treatment Plant Operators. Both have been with us one year in November. Seth will be going on the standby rotation in November. John is going for his class IV license in November. Don felt that both operators had made great progress in their first year.

The Superintendent presented the latest draft of the Lease Amendment between the YWD and TOY for access to Mount Agamenticus. The Town's attorney is not in agreement yet. In the very slim chance that the Town of York defaulted on the lease agreement their attorney feels that the tax-exempt bonds could become taxable, and they could not agree to turn over the property and infrastructure to the District, which YWD really has no interest in. We would want a short timeframe to allow the Town to cure the default. We hope to find a solution. Meanwhile our attorney is working to draft the submittal to the PUC. This letter will provide an overview of what existed as the 1980 agreement and what we are proposing. Don mentioned that at the recent Selectmen Meeting, members of the subcommittee provided the BOS with an overview of the project and it was well received. After receiving feedback from Selectmen, the subcommittee can now schedule a kickoff meeting with our engineer at Wright Pierce to start the design process. Once the conceptual plan is complete it will be submitted to the Planning Board.

Don gave the Board an update on SmartLink's request on behalf of AT&T to install communication equipment on the York Heights water tank. They have submitted plans for review showing how the arrays will look on top of the tank. They have agreed to a \$5,000 sign on bonus and \$3,000 a month rental fee with a 3% escalator annually. It would be a 5-year lease with a 5-year renewal clause. Don is still waiting for them to produce photo simulations, health study and what can be expected for improved cell coverage in the area. If all the

information is acceptable the Board will require a public meeting to be scheduled with AT&T in attendance to hear the public's concerns before they will make a final decision. It was the consensus of the Board to continue working with Smart Link representing AT&T to gather the additional information.

The Superintendent presented the Board with information posted from Social Security regarding the COLA increase for 2020 which is 1.6%, MPERS (Maine State Retirement) 2020 COLA increase of 1.6% and Bureau of Labor CPI of 1.7% for 2020. This is provided each year for the Board to assist in setting the YWD employees' annual maximum merit increase. Don explained that the District does not offer step increases or cost-of-living increases. Employee's annual increase is based solely on his/her performance of the past year. The Superintendent was recommending a maximum 2% merit increase for 2020. Don also brought up that he had budgeted a wage study for 2020. If the Board approves the study they will review current wages and benefits. Trustee Boston thought a wage study would be good to keep the District in-line with other Districts/Communities. Trustee Peterson thought the wage study would be good as it would help knowing where the market is. Trustee Arsenault brought up the issues with the 2015 wage study how it was hard to find comparisons from other utilities, but felt a wage study has good value and information for the Board to move forward if done right with similar districts. Trustee Arsenault also noted that last year's overall average increase was 2.8% which shows the District has many above average employees.

On a motion made by Trustee Rendall and duly seconded by Trustee Leigh to allow up to a 4% maximum merit increase for employee merit increases. Motion did not pass.

On a motion made by Trustee Peterson to allow no more than an average of 2% increase in salary and wages. The motion failed. There was some discussion as to why this would be difficult based on overtime, paid vacation, less time spent on capital.

On a motion made by Trustee Rendall and duly seconded by Trustee Boston it was voted unanimously to allow a maximum 3% pay increase per individual upon Don's discretion.

The Superintendent gave a quick overview of current projects. At the September Trustee meeting, Trustee Leigh brought up the District's Shore Road Pump Station needing upkeep. This station has been inactive for several years. It had been used in the past to serve the Cliff House. Don hired 2 local contractors to make some basic repairs by replacing the gable ends, soffit and fascia trim with vinyl and a new entry door. Update on a storage solution: Don and staff are considering the purchase of 2 Conex storage containers to be placed at 86 Woodbridge Road or 210 Mountain Road and using them to store materials and supplies or off-season equipment. This request will be in the 2020 budget. Another item in the 2020 budget is demo of the 210 Mountain Rd pole barn. Our portion of Nubble Road water main replacement is done and now the TOY is working on the drainage. Don has inquired again regarding a potential property purchase in the watershed, with no luck yet, but he will try again in November.

On a motion made by Trustee Arsenault and seconded by Trustee Rendall to go into Executive Session at 3:34 PM – (Pursuant to MRSA Title 1, Section 405.6 A) – Re: Annual performance review of the Superintendent.

On a motion made by Trustee Peterson and seconded by Trustee Rendall to come out of Executive Session at 4:02 PM – (Pursuant to MRSA Title 1, Section 405.6 A) – Re: Annual performance review of the Superintendent.

On a motion made by Trustee Rendall and seconded by Trustee Arsenault the Board voted unanimously to grant the Superintendent a 3% annual merit increase for 2019.

Trustee Boston adjourned the meeting at 4:10 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District