



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 by video conference April 16, 2020

President, Richard Boston called the meeting to order at 2:10 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.

On a motion made by Stephen Rendall and duly seconded by Russ Peterson, it was voted unanimously to accept the Minutes of the February 19, 2020 Board Meeting.

There are no March minutes as the Trustee's meeting was cancelled.

No Public Comment.

The Financial Manager presented the Board with February & March budget reports and income statement for review and discussion. The monthly revenue for February was on budget. Operating Expenses were less than expected. The net income was higher. The monthly revenue for March was on budget. Operating Expenses were less than expected. The net income was higher. Patrick mentioned that the operating expenses were under budget due to timing items, he expects this to change in the next month. Patrick informed the Board that the proceeds of the Dickens property bond through the Maine Municipal Bond Bank was returned to the tower account.

Don gave an update on the where the District was with the COVID-19 pandemic. Maine is expected to reach its peak in a week or so. All YWD personnel that can work remotely are doing so. The Distribution Crew started inspecting/repairing and flushing the summer line mains to be ready to turn on for May 1st. Management is expected to meet next week through a Zoom meeting to strategize on next steps to move forward with personnel returning to work, yet still practicing social distancing. Staff is working to write a series of SOP's for employees to work safely. Employees returning to work will be wearing face masks as necessary. Meter orders are still coming in daily. Crews are planning for flushing and the town's paving list.

Trustee Boston asked if Governor Mills decision to extend social distancing would have any effect on the District. Don explained there would be no direct impact because the District provides an essential service and must serve the community. The District employees can practice social distancing while still being productive. Don said that the area Towns were working closely together, and he was monitoring what their decisions will be relating to re-opening. He showed the Trustees a few pictures of the new entrance way. He said it would be ready when the office staff returned to work. This was part of the security upgrade but also will greatly reduce customer contact with front office staff.

The Superintendent gave an overview of current projects:

- The Distribution crew were working on getting the summer line mains ready for meter installs April 30th.
- Wage Study is almost complete, Don wanted to know if the Board wanted to do a conference call next month with Laurie or schedule a workshop. This will be discussed later due to video technicalities.
- Don felt that the next 4 or 5 months of Trustees Meetings would be held remotely using Zoom.
- Gary has started working on a planned project to install a new entrance into the watershed at the Dickens property.

General Discussion:

Gary informed the Board that the District received 6 scholarship applications. The policy is that the Board will appoint a 3-person committee to review the applications. It was the consensus to keep the same committee as last year. Don Neumann, Gary Stevens and Joe Dignam. Russ had question about the scholarship and Don said he would forward the application and qualification sheet for his review. Gary reminded the Board that the \$1,000 scholarship money comes from timber harvest proceeds.

Don wanted to try a test Zoom meeting the following day because of all the technical difficulties.

Don reminded the Board that Monday is Patriots Day and the District would be closed but if anyone needed anything all YWD employees are available.

Trustee Boston adjourned the meeting at 2:54 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District