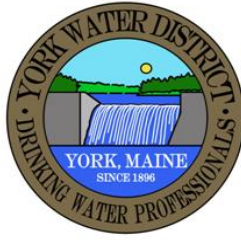


Trustees

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



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Administration

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

A meeting of the Board of Trustees of the York Water District was held at 2:00 pm on Wednesday, June 17, 2020 through remote conferencing as recently approved by the Maine Public Utilities Commission.

Meeting by video conference June 17, 2020

President, Richard Boston called the meeting to order at 2:04 PM. Others present were Treasurer – Richard Leigh, Clerk – Karen Arsenault, Trustee – Stephen Rendall, and Trustee -Russ Peterson. Staff present was Superintendent - Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch and Customer Service Person – Karen Hale. Also attending was Auditor, Parker Madden from Runyon, Kersteen & Ouellette.

On a motion made by Trustee Rendall and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the May 20, 2020 Board Meeting.

Subcommittee Reports:

Mt. A Parking & Lease: Don reported that Wright Pierce is waiting for the Town to make final decisions. Don is going to try to have a subcommittee meeting next week. The goal is to have final comments so the Wright Pierce can work to finish the plans. Once accepted, Wright Pierce can begin the permitting process.

Land Search: Don received a tip about 50 Woodbridge Road that has 6.5 acres. Local Soil Scientist Mike Cuomo completed a wetland delineation. Only 1 acre was dry, the rest is wetland. This parcel will not support any future District operations.

No Public Comment.

The Financial Manager presented the Board with May's budget reports and income statement for review and discussion. The monthly revenue for May was higher than budgeted due to the fact summer lines were billed out in May and not April. Operating Expenses were lower due to some first and second quarter capital projects that have not been completed yet. The net income was higher than expected.

Auditor, Parker Madden from Runyon, Kersteen & Ouellette presented the Board with an overview of the District's 2019 Audited Financial Statement. Parker addressed the SAS letter that explains the auditor's responsibility vs. management responsibilities. During the audit process they found no material weaknesses and no significant deficiencies and therefore have provided an opinion that all financial statements prepared by management are fairly stated in all material aspects. The only comment they noted was that various account receivable accounts are carrying immaterial balances that should be analyzed and removed from the listings if they are no longer valid. Management commented that the District will consider a policy of writing off receivables older than five years.

The Superintendent requested a temporary change in a Personnel Policy. Currently employees can carry over a maximum of 120 hours of vacation time into the new year. Any time over 120 hours is forfeited. This year due to Covid 19, several employees could not take a vacation as planned. The Board was asked if they would approve a maximum of 160 hours be carried over at the end of 2020 only. A motion was made by Trustee Rendall and seconded by Trustee Arsenault for District employees to carry over 160 hours for the year 2020. The motion passed with 3 votes in favor and 2 against.

The Superintendent provided an overview of current projects:

- A developer has a big project proposed at Gulf Hill, north of Dixon's. This will require the installation of a mile of water main, 10 fire hydrants, 45 house services and a pump station at their expense.
- Maine Water Utilities is having an upcoming tele-conference regarding public meetings. Don asked if any of the Trustees wanted to attend to let him know.
- The main office air conditioner filters were upgraded as suggested at last month's Trustee meeting.
- The Town engineer will be sending the Connector Road to Short Sands Project out to bid soon. They have included a bid item to install 500' of future pipe across the intersection. When the bids come in the YWD can decide if we want to proceed.

- All District locations have been using an electrostatic sprayer twice a week for disinfecting buildings and all vehicles.
- The crew has completed 50% of dead-end main flushing.
- Don called Mike Goslin, resident on Mountain Rd. and left a message to follow up concerning the property encroachment at YWD property line. Don will follow up again soon.

Don asked the Board for input concerning the notification of residents regarding AT&T and SmartLink putting their equipment on the tower with regard to how far an area should the public be notified by mail - the whole town or specific surrounding area radius? He shared a proposed draft public notice for the Board to review. The public would be notified on the local York TV station and the notification would be on the District's website as well. The District will host the meeting for the public, but AT&T and SmartLink would be answering any questions that arise. Trustee Boston suggested we should compare a 2-mile radius versus a 5-mile radius of the tower to help decide on the mailing. Don will investigate and share his findings with the Board.

The Asst. Superintendent gave an overview of current projects:

- Gary explained Joe Dignam is sharing his time between the RPO and the treatment plant. Joe did the 2019 CCR and is issuing ATV permits as the applications come in.
- Brian Reader, our Forester is marking trees for a harvest next week.
- The watershed fall line is being updated within the next couple of months.
- Two beavers were trapped and removed. Two weeks later another two were trapped and removed as well. Geese were also trapped and removed.

Trustee Leigh asked about the monthly newsletter. We have not had one the past couple of months due to Covid 19. Gary referred to Don for the answer. Don said we may change to a once or twice a year newsletter that can be made available to the public.

The Treatment Plant Manager gave an overview of current projects:

- The daily health screening is working well.
- Southern Maine Regional Water Council is working to plan their annual meeting. It will be after the end of summer.
- The pond supply is in good shape.
- Chemicals were ordered early due to Covid 19.

General Discussion:

Don mentioned we may open to the public early in July, but an actual date has not been determined.

Trustee Leigh asked Trustee Boston if he was going to make signs to place around town? Trustee Boston replied that he is not where he is running unopposed.

Trustee Boston adjourned the meeting at 4:03 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District