

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
February 19, 2020

President, Richard Boston called the meeting to order at 2:01 PM. Others present were Treasurer – Richard Leigh, Clerk – Karen Arsenault, Trustee – Russ Peterson, and Trustee - Stephen Rendall (*participated by tele-conference*). 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 Richard Leigh and duly seconded by Steve Rendall, it was voted unanimously to accept the Minutes of the January 15, 2020 Board Meeting.

No Public Comment.

The Financial Manager presented the Board with the monthly budget reports and income statement for review and discussion. The monthly revenue for January was on budget. Operating expenses were less than expected. The net income was higher. Patrick reminded the Board that the Tower Account bank balance was lower due to the purchase of the Dickens property and the balance would be replenished after the closing with the Bond Bank is complete.

The Board received a copy of the order from MPUC stating the Lease between YWD and TOY does not require Commission authorization under 35-A M.R.S. § 1101(1)(A). Further, the Commission finds that the amendment to the Lease Agreement does not constitute a sale of water resource land within the meaning of 35-A M.R.S. § 6109 and Chapter 691 of the Commission's Rules. Both the YWD and TOY attorneys have completed their reviews. Robin Cogger of York Parks and Rec Department will be asking the Board of Selectman to approve the lease amendment language next week. If all goes well, the voters will approve a \$1.2 million funding request in May. Trustee Arsenault asked what is being done to promote the project to help the voters support the project. Trustee Rendall said the Mt. Agamenticus Conservation Program and the Town of York is promoting the project on their websites. Don mentioned the District has a link promoting the project and the York Weekly posted a nice article in today's paper. The Town is planning to install some informational signs at the base and the Summit. Don has offered to install the posts. Trustee Peterson said it was nice seeing the Town promoting the project as the lead with YWD's support. On a motion made by Trustee Peterson and duly seconded by Trustee Leigh, it was voted unanimously to accept the final lease amendment language between the York Water District & Town of York as presented.

In the event the Trustees approved the lease amendment, Don had prepared a draft letter to the Board of Selectmen which President Boston reviewed and signed. Don will forward this letter to Robin Cogger to include in her information packet to the BOS.

Representatives from SmartLink, Adrienne Banks, Dave Walsh and Robert Picard along with 2 representatives (Keith & Cory) from C Squared (wireless & RF consultants) presented reports regarding emission & RF exposure, increased wireless coverage in the area, generator noise and concealment examples for the proposed

cellular installation on the York Heights Water Tank. Dave Libby our Communications Tower Manager (*participated by tele-conference*).

The analysis prepared by C Squared concludes that RF exposure levels from the site with AT&T's proposed antennas and the existing York Water District antennas will be well below the maximum permissible levels as allowed by the FCC. Using conservative calculation and parameters the maximum cumulative percent is 15.87% of the FCC limit, calculated to occur 102 feet away from the site. Trustee Rendall surmised that the higher exposure doesn't take into consideration obstructions which would lower the exposure. C Squared agreed. Trustee Peterson asked that they produce an example with calculations showing effects to someone exposed daily & continued exposure. Trustee Rendall thanked the Representatives from SmartLink and C Squared as all his questions from the previous meeting were addressed but felt for the public hearing the reports needed real world examples. Trustee Peterson agreed. A suggestion was made to provide a comparison to something most people had in their homes, like wi-fi and compare results. Ryan Lynch asked if our staff should have any concerns about climbing the tank when necessary. He would like to see a draft SOP. David Walsh said this would need to be addressed further and he will work to get the answers. Don stated that this can be addressed in the lease. The C Squared analysis showed the proposed installation would yield an 11% increase in cell service for the area. The radius includes about 1400 residents. The travelling public would see an increase as well. Other items addressed were the 3-M reflective film used to obscure the antennas. This product will mask the installation to reduce visibility. SmartLink is now proposing a Generac Quiet Source propane generator which would be enclosed with an 8' sound barrier acoustic vinyl fence. This would be required to meet the Town of York's noise ordinance. Trustee Boston said if we decide to advance this proposal to a public meeting, SmartLink should address why this would be good for the Town and explain First Net (*FirstNet mission is to deploy, operate, maintain, and improve the first high-speed, nationwide wireless broadband network dedicated to public safety*).

Robert Picard went over a list that he felt the Board needed clarification or additional information on:

1. Safe emission compared to household wi-fi
2. Scheduling and/or emergencies maintenance on the water tank, contacts
3. AT&T reliable data coverage
4. Remove antenna slides from the present presentation but have access if requested.
5. Show information regarding a propane generator installation.

Trustee Peterson suggested the Board would like time to review and address any other concerns from the new information packet that would be forwarded to Don before moving to the next step.

Don gave an overview on the status of the bond regarding the purchase of the Dickens property. The Maine Municipal Bond Bank is scheduled to meet today February 19, 2020. Greg Connors from the Bond Bank reviewed our application and didn't think the Bond Bank Board would require any additional documents. He said he would forward the commitment letter along with loan documents to our Attorney at Verrill Law to prepare the closing documents. Once they receive the signed documents from the closing they would then process and transfer the loan amount to YWD's account.

The Treatment Plant Manager presented the Board with a spreadsheet showing historical production data, production efficiencies and daily demand trending dating back to 1990. Ryan highlighted a few important facts. Over the years you can see the unaccountable water has decreased due to a very tight distribution system. Current unaccountable water is at 9%. This is based on main breaks, system breaks, flushing and bulk water sales. Don suggested adding number of increased customers since 1990 to his reports. Daily demand has also changed due to conservation and energy efficient appliances.

The Superintendent gave an overview of current projects:

- Tidewater Engineering has completed the plans and specifications for Nubble Road Phase II. Invitation to bid on the project have gone out to 11 select contractors and a bid opening is scheduled for March 5th. After the bid opening the District will then send out abutter notices and start the planning process. Don had a recent meeting with Dean Lessard of YDPW and asked about the Town's plans to rebuild the road and add sidewalks around the Nubble. Lessard couldn't say for sure but thought ending at Kendall Road would work. Don had our GIS department prepare a map that addressed the future of main replacements in this area. It would take roughly 6 years and \$2.4 million to end at Kendall Road. He noted our 2018 masterplan recommends YWD replace its water mains all of the way to Ocean Ave.

At a recent Technical Review Committee Meeting (*this is a monthly meeting York's Planning Dept hosts to discuss current planning board applications*) Don has shared this map with the committee and the Town Manager for review. Steve Burns plans to share this with the BOS. Trustee Peterson and Trustee Rendall agreed that follow up with the Town Manager should be scheduled to review Nubble Rd Phase I and to focus on what worked and what didn't.

- We have contracted with Laurie Bouchard to do our 2020 Compensation & Benefits Survey. The survey was sent out to 14 utilities with a deadline of February 28th. Don is hoping to have the completed survey results by mid-March. Don suggested that the Board might want to consider a special meeting to meet with Laurie and go over the results.
- Bog Road – we're in the process of negotiating with a local contractor to replace 160' of water main before the MTA constructs access roads over our existing watermain with a start date of April 6.
- In late March the crew will start the annual flushing program. We will post notices in the paper, website and on channel 3.
- Weston Ave Loop watermain project – this is a project that Don and Todd have been discussing with residents since 2006. Today we have received deposits from 4 homeowners to extend 260'. Abutter notices have been mailed and contracts signed. Project start date is February 24th.
- Lobster Barn property – A developer is planning to build a 10,000 sf commercial building which will require 900± feet of 16" pipe on Route 1 to be installed at their expense. Their plans require a 12" main. The YWD will pay the incremental cost to increase the watermain to a 16" pipe.
- Maine Municipal Association has completed the annual license check on all employees. No concerns.
- Don and Dave Libby are working with a new client that would like to get on our tower site. They are in the process of completing a structural analysis.

General Discussion:

Trustee Leigh brought up that he was approached by a resident of York, she complained because YWD began charging a \$5.00 fee per signature to notarize documents. She felt this practice was morally wrong. Don explained that all of a sudden the office staff was being inundated with time consuming Notary requests. It was the consensus of the Board that no change was needed on this subject.

Trustee Boston asked what if another client wanted to get on the water tank, would that impact RF emissions? Don will look into this.

Trustee Arsenault asked with everything going on with Kittery's new Board were there any concerns? Don didn't think so as it really doesn't affect YWD. Don mentioned that the Southern Maine Regional Water Council is proposing to ask Verrill Law to complete a training regarding Trustee "Rights and Responsibilities" at the annual meeting. This would be a good time to meet the new KWD Trustees.

Gary did bring up that with the 2 new Trustees, he has some concerns about public use of the Kittery Water Watershed. As one of the new Trustees asked a lot of questions about why we allowed ATVs, hunting and did timber harvests in the watershed. If things change and they stop these things from happening on the KWD side what does this mean for YWD. A lot more use of our watershed is likely. Trustee Rendall asked if Gary didn't patrol the KWD watershed anymore would that create a negative impact for YWD? Gary explained that all patrols are paid for by the PD Dept. and so KWD is only paying for report time. So, no there would be no financial impact to YWD.

Trustee Leigh asked if going forward we could adjust the agenda to set a time limit for public comment. Don said he would revise the agenda to reflect the process the York Selectmen follow.

Trustee Boston adjourned the meeting at 4:50 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District