

### Trustees

Stephen C. Rendall Jr, President  
Russell A. Peterson, Treasurer  
Richard Leigh, Clerk  
Richard E. Boston, Trustee  
Mary K. Marshall, Trustee



### Administration

Donald D. Neumann Jr., Superintendent  
Noah Emery, Assistant Superintendent  
Patrick M. Desrosiers, Financial Manager  
Zachariah Mein, Resource Protection Mgr.

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

### Posted December 10, 2025

LEGAL NOTICE – The monthly meeting of the York Water District Board of Trustees will be a “hybrid meeting” held remotely and in-person at 2:00 pm on **Wednesday, December 17, 2025**, as per the district’s meeting policy. YWD meetings are open to the public. For members of the public that wish to participate remotely, please send a request to [customerservice@yorkwaterdistrict.org](mailto:customerservice@yorkwaterdistrict.org) by 1:00 pm on the day of the meeting or attend in person. Staff will provide an invite by email ten minutes prior to the meeting.

## AGENDA

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on November 19, 2025.
3. See what action the Board will take after a review of the minutes of the Budget Workshop held on December 8, 2025.
4. Invitation for Public Comment.  
*Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District. For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to [customerservice@yorkwaterdistrict.org](mailto:customerservice@yorkwaterdistrict.org)*
5. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
6. See what action the Board may take on the 2024 Audit Results & Audited Financial Statements.
7. See what action the Board will take on the proposed 2026 Capital and O&M Budgets.
8. Staff will provide an update on District operations.
9. Now that the mandatory EPA Lead Service Line Inventory is complete the Trustees will select one raffle winner to receive an apple watch.
10. General Discussion
11. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.  
Superintendent



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## November Meeting Minutes

The York Water District Board of Trustees monthly meeting held on Wednesday, November 19, 2025, was in-person and through remote conferencing as allowed by the District's remote meeting policy.

President Stephen Rendall called the meeting for an executive session to order at 1:00pm. Others present were Treasurer – Russell Peterson, Clerk - Richard Leigh, Trustee Richard Boston, and Superintendent Donald Neumann.

A motion was made by Trustee Boston and seconded by Trustee Peterson to go into Executive Session to discuss Personnel related matters – Pursuant to MRSA Title 1, Section 405.6(A). Re: Consider establishing COLA for 2026 and MRSA Title 1, Section 405.6 (C) a potential land purchase.

A motion was made by Trustee Boston and seconded by Trustee Peterson to leave Executive Session at 2:00pm. It was voted unanimously.

President, Rendall called the regular meeting to order at 2:05 pm. Also present were Assistant Superintendent – Noah Emery, Financial Manager – Patrick Desrosiers, and Resource Protection Manager - Zachariah Mein, General Foreman – Larry Graham, and Financial Assistant – Shelley Kimball.

### **See what action the Board will take after a review of the minutes of the Board Meeting held on October 15, 2025.**

On a motion made by Trustee Boston and duly seconded by Trustee Leigh, it was voted to accept the Minutes of October 15, 2025, Board Meeting. **4-0 vote with Trustee Marshall abstained due to not being a member at the last meeting: Motion Passes.**

Public Comment.

Timothy Gill partner of Runyon Kersteen Ouellette provided an overview of the District's 2024 Financial Audit. Tim explained that they provide an opinion on whether all financial statements are fairly stated in all material respects. He explained that "fairly stated" in all material respects because they do not test 100% of all transactions; they do sample base testing. The other reports required by government auditing standards (GAS), reported no material weaknesses, no significant deficiencies, and no comments to correct before the next audit. Tim went over the District's financial statements showing a comparison of current to last year, net position, current assets, retained earnings, long term debts, revenue, liabilities, capital assets, future development, expenses, and depreciation.

Tim did recommend that the District should review the current Electronic Use Policy and make updates to include the new AI Technology.

Trustee Rendall recommended that in the future a pre-meeting with all Trustees to go over the audit before having the Auditor do their presentation. It was the consensus of the Trustees that they were all in agreement.

### **The Financial Manager provided the Board with monthly budgetary reports and income statements for review and discussion.**

The revenue for October 2025 is \$60,128 over projected. The O&M budget for October 2025 is \$9,161 over projected. The YTD revenue for 2025 is \$125,293 higher than projected. The YTD O&M Budget for 2025 is \$102,354 higher than projected. Accepted as presented.

The Financial Manager provided a preliminary draft budget that will be fine-tuned in preparation for the Budget Workshop. A Budget Workshop was scheduled for December 8, @ 2:00pm. Don will send out the invite.

### **See what action the Board may take regarding a COLA adjustment to the approved pay scale for the 2026 calendar year.**

On a motion made by Trustee Boston and duly seconded by Trustee Peterson to make a 2.8% COLA adjustment to the approved pay scale for 2026 calendar year. **5-0 vote: Motion Passes**

### **See what action the Board may take regarding a potential land purchase.**

No action taken.

**See what action the Board will take regarding the adoption of a resolution to join MMA's Worker's Compensation Safety Incentive Program.**

Recently the District requested proposals for our Worker's Compensation Insurance through MEMIC and MMA. In reviewing the proposals management felt that MMA offered the District other opportunities that MEMIC did not offer. If the Board adopted the MMA Worker's Comp Safety incentive program resolution, the District would qualify for a 10% discount and the opportunity to apply for up to \$6,000± in safety grants. It was managements recommendation to sign with MMA.

On a motion made by Trustee Leigh and seconded by Trustee Marshall, it was voted for by the Board to adopt the resolution as presented to join the MMA's Workers Compensation Safety Incentive Program. **5-0 vote: motion passes**

**Bangor Resolution**

Don presented the Board with the Bangor Savings Bank Resolution to update signers on the account. Changes were removing Trustee Richard Boston and adding Trustee Rendall and Trustee Peterson as new signers on the account. Resolution was adopted as presented.

**See if the Board will appoint Assistant Superintendent Noah Emery as an alternate on the Board of Directors of the Southern Maine Regional Water Council.**

On a motion made by Trustee Peterson and seconded by Trustee Leigh the Board appointed Assistant Superintendent Noah Emery as an alternate Board of Directors of the Southern Maine Regional Water Council. **5-0 vote: motion passes**

Staff provided an overview of recently passed legislation LD 1829. The goal of LD 1829 was to address Maine's significant housing shortage by making it easier for building more housing. We anticipate there will be many requests to add units to existing parcels.

Larry explained in the last month the crew installed or split existing services to accommodate ADU's being constructed. Per our Terms & Conditions each ADU requires a separate service and water meter. The law has created several challenges for the town and municipalities.

**See what action the Board may take on a proposal to NOT allow future lawn irrigation systems to be installed until an additional source of water supply is developed and operational.**

Superintendent asked that this item be removed from the agenda.  
No action taken.

**Staff will provide an update on District Operations:**

Staff provided the Board with updates for the Month of October. Detailed information can be found in the October Newsletter.

**See if the Board will consider closing the District offices on December 24<sup>th</sup>, 2025, at noon.**

On a motion made by Trustee Peterson and duly seconded by Trustee Leigh it was the consensus of the Board to close the District at noon on December 24<sup>th</sup>, 2025. **5-0 vote: motion passes**

General Discussion:

Trustee Peterson expressed that he was pleased with the District participating in several community events such as the Festival of Lights and Fostering of Trees. He said the effort did not go unnoticed.

The meeting adjourned at 4:11 PM.

Respectfully Submitted,

Richard Leigh  
Clerk  
York Water District



### **Trustees**

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Richard Leigh, Clerk  
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## **December Budget Workshop Minutes**

The York Water District Board of Trustees Budget Workshop was held on Monday, December 8, 2025, and was in-person and through remote conferencing as allowed by the District's remote meeting policy.

Attendance: President – Stephen Rendall, Treasurer – Russell Peterson, Clerk – Richard Leigh, Trustee Richard Boston, and Trustee – Mary Marshall. Staff present Superintendent – Donald Neumann, Asst. Superintendent – Noah Emery, Financial Manager – Patrick Desrosiers, Resource Protection Manger – Zachariah Mein, Foreman – Larry Graham, and Financial Assistant – Shelley Kimball.

New Business – Appointment of Temporary President: Due to a schedule conflict of President Stephen Rendall and he needed to attend remotely, a motion was made by Trustee Leigh, seconded by Trustee Peterson, to formally appoint Trustee Richard Boston to serve as President pro-tem for the duration of today's meeting. The motion was unanimously approved. Richard Boston assumed the chair.

Acting President Richard Boston called the meeting to order at 2:02 PM.

The Financial Manager presented the Board of Trustees with the proposed 2026 Capital and O&M budgets. Staff provided an explanation on all Capital items requested.

Staff discussed future Capital Projects and the impact on rates regarding bonding funds for the projects. The draft Cost of Service Study was discussed, this will help us decide if rates are allocated equitably, and then how to implement the changes needed. Patrick is working on an update to our System Development Charges (SDC), which has not been done since it was implemented. This discussion was to help Staff and Trustees strategize for the future and direction to best serve the town. There will need to be several workshops as each item develops.

No action taken.

### **General Discussion:**

A Trustee/Employee holiday luncheon is scheduled for Wednesday, December 17<sup>th</sup> at 1:00 PM. The Lead Service Line Inventory is complete, and the District agreed to raffle off the 2<sup>nd</sup> apple watch. As before the Grinch will do the drawing at the December 17<sup>th</sup> Trustees Meeting.

The workshop adjourned at 4:05 PM.

Respectfully Submitted,

Richard Leigh  
Clerk  
York Water District

DATE: 12/9/2025  
TIME: 3:52:23PM

**York Water District**  
**INVOICE LIST**  
**FOR CHECKS FROM 11/8/2025 TO 12/8/2025**

PAGE: 1

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
<b>SEACOAST POWER EQUIPMEN</b>						
882	SEACOAST POWER EQUIPMI	255918	234.58	11/19/2025	21081	PLANT MAINT MATERIALS
			<b>234.58</b>			
<b>ABBOTT BROTHERS</b>						
1	ABBOTT BROTHERS	36175	1,311.75	11/12/2025	21064	FILL MATERIALS
1	ABBOTT BROTHERS	36256	1,260.00	12/03/2025	21123	AGGREGATES
			<b>2,571.75</b>			
<b>Advanced Communications Ser</b>						
348	Advanced Communications S	60114797	5,180.00	11/19/2025	21082	ANNUAL FIREWALL SUBSCRIPTION
348	Advanced Communications S	60114803	520.00	11/19/2025	21082	MONTHLY CYBER REPORTING
			<b>5,700.00</b>			
<b>AGAMENTICUS PLUMBING &amp; H</b>						
1,190	AGAMENTICUS PLUMBING &	12945	430.00	12/03/2025	21124	PLUMBING WORK - PLANT
			<b>430.00</b>			
<b>ANDREW KOLBJORSEN</b>						
1,883	ANDREW KOLBJORSEN	11/19/2025	100.00	11/19/2025	21083	PERScription SAFETY GLASSES - A. KOLE
			<b>100.00</b>			
<b>AQUILLA &amp; NEPTUN, LLC</b>						
1,200	AQUILLA & NEPTUN, LLC	4094	948.00	11/26/2025	21103	PROCESS VALVE REPLACEMENTS
			<b>948.00</b>			
<b>AT&amp;T</b>						
168	AT&T	0207374976001	42.45	11/12/2025	21065	PLANT MODEM MONTHLY CHARGES
			<b>42.45</b>			
<b>Ballou &amp; Bedell</b>						
224	Ballou & Bedell	26797	637.50	11/26/2025	21104	LEGAL COUNCIL - TOWER LEASE
			<b>637.50</b>			
<b>BATTERIES PLUS</b>						
1,687	BATTERIES PLUS	P86896686	237.55	11/12/2025	21066	UPS BATTERIES
			<b>237.55</b>			
<b>Central Maine Power</b>						
24	Central Maine Power	30015194605 11	287.75	11/19/2025	21085	1034 KWH - TOWER SITE 2
24	Central Maine Power	30015194639 11	470.97	11/19/2025	21085	1856 KWH - TOWER SITE 1
24	Central Maine Power	30016410778 11	314.37	12/03/2025	21125	1183 KWH - GOLF HILL PS
24	Central Maine Power	35011336332 11	381.15	11/26/2025	21105	1550 KWH - RTE 1 NORTH PS
24	Central Maine Power	35012087900 11	284.86	11/19/2025	21085	1131 KWH - SIMPSON HILL TANK
24	Central Maine Power	35012909699 11	48.88	11/19/2025	21085	0 KWH - RPO GARAGE
24	Central Maine Power	35012922080 11	247.23	11/26/2025	21105	915 KWH - WHITE PINE PS
24	Central Maine Power	35012966749 11	92.00	11/19/2025	21085	179 KWH - SCREENHOUSE
24	Central Maine Power	35012969180 11	2,116.21	11/19/2025	21085	17798 KWH - TREATMENT PLANT
24	Central Maine Power	35013404708 11	193.44	11/26/2025	21105	660 KWH - RTE 1 SOUTH PS
24	Central Maine Power	35015157361 11	373.80	11/26/2025	21105	2360 KWH - WHIPPOORWILL PS



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PAGE: 3

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113	Everett J. Prescott, Inc	6555581	84.23	11/12/2025	21070	STOCK ITEM
113	Everett J. Prescott, Inc	6566558	129.76	11/19/2025	21088	SHOP SUPPLIES
113	Everett J. Prescott, Inc	6568449	2,353.57	11/19/2025	21088	STOCK ITEMS
113	Everett J. Prescott, Inc	6568504	238.40	11/19/2025	21088	STOCK ITEMS
113	Everett J. Prescott, Inc	6575878	500.00	11/26/2025	21109	STOCK ITEM
113	Everett J. Prescott, Inc	6579372	583.60	11/26/2025	21109	SHOP SUPPLIES
			3,889.56			
EVERETT'S AUTO						
1,049	EVERETT'S AUTO	14228	2,023.77	11/19/2025	21089	VEHICLE MAINTENANCE
			2,023.77			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	5311900	562.67	11/12/2025	21071	208.3 GAL DIESEL
988	FIELDING'S OIL & PROPANE	5329720	276.88	12/03/2025	21130	102.5 GAL DIESEL
			839.55			
FLORES & ASSOCIATES						
1,894	FLORES & ASSOCIATES	803541	234.75	12/03/2025	21131	MONTHLY FSA & HRA ADMIN FEE
			234.75			
GENERATOR CONNECTIONS						
1,794	GENERATOR CONNECTIONS	97874	390.00	12/03/2025	21132	TOWER SITE GENERATOR MONITORING
			390.00			
Hach Chemical						
66	Hach Chemical	14740767	158.90	11/12/2025	21072	LAB CONSUMABLES
66	Hach Chemical	14744116	57.55	11/12/2025	21072	LAB CONSUMABLES
66	Hach Chemical	14749095	38.75	11/19/2025	21090	LAB CONSUMABLES
			255.20			
HARCROS CHEMICALS,INC						
579	HARCROS CHEMICALS,INC	301018547	3,229.57	11/12/2025	21073	1816 GAL SODIUM HYPOCHLORITE
			3,229.57			
HUSSEY SEPTIC INC.						
1,259	HUSSEY SEPTIC INC.	P18307	130.00	11/19/2025	21091	PORTA POTTY RENTAL
			130.00			
JN ELECTRIC INC						
1,087	JN ELECTRIC INC	8764	136.00	11/19/2025	21092	SERVICE CALL - PLANT
1,087	JN ELECTRIC INC	8784	14,550.00	11/26/2025	21111	GENERATOR SWITCH INSTALLATION
			14,686.00			
KEMIRA WATER SOLUTIONS, II						
1,010	KEMIRA WATER SOLUTIONS,	9017912962	4,477.67	12/03/2025	21133	2300 LBS POLYMER
			4,477.67			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	9958	306.71	11/26/2025	21112	EMPLOYEE CLOTHING

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PAGE: 4

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			<b>306.71</b>			
<b>KONECRANES INC.</b>						
740	KONECRANES INC.	155114428	2,736.50	11/26/2025	21113	CHAIN HOIST/SLING INSPECTION
			<b>2,736.50</b>			
<b>KYOCERA</b>						
1,202	KYOCERA	55L2687402	130.77	11/26/2025	21116	MONTHLY OFFICE/SHOP PRINTER CHARGE
			<b>130.77</b>			
<b>MAILFINANCE</b>						
1,000	MAILFINANCE	Q2074369	720.39	11/12/2025	21076	QUARTERLY OFFICE COPIER LEASE
			<b>720.39</b>			
<b>MAINE LINE DRILLING &amp; BLAS</b>						
1,856	MAINE LINE DRILLING & BLA	339	7,000.00	11/19/2025	21093	TEST BORING - NUBBLE ROAD
			<b>7,000.00</b>			
<b>Maine Municipal Emp Health Tr</b>						
85	Maine Municipal Emp Health	37496 12/25	45,046.54	11/19/2025	21094	DECEMBER HEALTH INSURANCE
			<b>45,046.54</b>			
<b>MALTZ SALES COMPANY</b>						
1,840	MALTZ SALES COMPANY	30733471	587.44	11/19/2025	21095	PLANT MAINT MATERIALS
			<b>587.44</b>			
<b>MASTERS TELECOM, LLC</b>						
1,729	MASTERS TELECOM, LLC	70104	33.68	11/19/2025	21096	MONTHLY VOICEMAIL CHARGES
			<b>33.68</b>			
<b>NELSON ANALYTICAL LLC</b>						
587	NELSON ANALYTICAL LLC	225100708	20.00	11/19/2025	21097	COMPLIANCE SAMPLE
587	NELSON ANALYTICAL LLC	225110455	1,000.00	11/26/2025	21114	ANNUAL SAMPLING
587	NELSON ANALYTICAL LLC	225110534	180.00	11/26/2025	21114	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	225110593	80.00	11/26/2025	21114	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	225110594	40.00	11/26/2025	21114	BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	25110533	40.00	11/26/2025	21114	BACTERIA SAMPLES
			<b>1,360.00</b>			
<b>NEW ENGLAND TRAFFIC CONTI</b>						
606	NEW ENGLAND TRAFFIC COI	223110	616.00	11/12/2025	21074	FLAGGERS - NUBBLE TEST BORING
			<b>616.00</b>			
<b>NOBLE FAMILY CLEANING SERI</b>						
1,911	NOBLE FAMILY CLEANING SE	302052	500.00	11/26/2025	21115	MONTHLY CLEANING SERVICE
			<b>500.00</b>			
<b>OPENTEXT, INC</b>						
1,751	OPENTEXT, INC	9005820736	1.32	11/19/2025	21098	WEBROOT CHARGES
1,751	OPENTEXT, INC	9005828838	51.50	11/19/2025	21098	CARBONITE CHARGES

DATE: 12/9/2025  
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PAGE: 5

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O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	6214-224003	98.46	11/12/2025	21075	VEHICLE MAINT MATERIALS
			98.46			
PEPIN PRECAST, INC						
1,890	PEPIN PRECAST, INC	14867	1,386.00	12/03/2025	21134	STOCK ITEMS
			1,386.00			
Portland Plastic Pipe						
101	Portland Plastic Pipe	15977	1,723.02	11/26/2025	21117	PLANT PIPING MATERIALS
101	Portland Plastic Pipe	16137	40.16	11/26/2025	21117	PLANT PIPING MATERIALS
			1,763.18			
RUNYON KERSTEEN OUELLETTI						
509	RUNYON KERSTEEN OUELLE	50919	4,500.00	11/26/2025	21118	FINAL BILL - 2024 AUDIT
			4,500.00			
SAM RECTOR						
1,916	SAM RECTOR	11/18/2025	300.00	11/19/2025	21099	FLUSHING FIRE SERVICE
			300.00			
SANEL NAPA						
451	SANEL NAPA	14201 10/24/202	98.78	11/12/2025	21077	MATERIALS
			98.78			
SMARTSIGHTS TECHNOLOGIES						
1,782	SMARTSIGHTS TECHNOLOGI	INV68369	2,350.00	12/03/2025	21135	WIN-911 ANNUAL SUBSCRIPTION
			2,350.00			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	317458	3,474.85	11/26/2025	21119	STOCK ITEMS
			3,474.85			
THE JOURNEYMAN PRESS						
1,792	THE JOURNEYMAN PRESS	129404011	1,649.00	11/19/2025	21100	RATE CASE MAILER
			1,649.00			
THE WEEKLY SENTINEL						
1,429	THE WEEKLY SENTINEL	77064	117.00	11/12/2025	21078	RATE INCREASE ADVERTISEMENT
1,429	THE WEEKLY SENTINEL	77106	175.50	11/19/2025	21101	PAYMENT ADVERTISEMENT
			292.50			
Ti Sales						
115	Ti Sales	INV0191185	1,187.05	11/12/2025	21079	STOCK ITEMS
115	Ti Sales	INV0191187	1,953.82	11/12/2025	21079	STOCK ITEMS
			3,140.87			
US BANK EQUIPMENT FINANCE						
1,797	US BANK EQUIPMENT FINAN	569219280	443.10	12/03/2025	21136	QUARTERLY OFFICE COPIER LEASE

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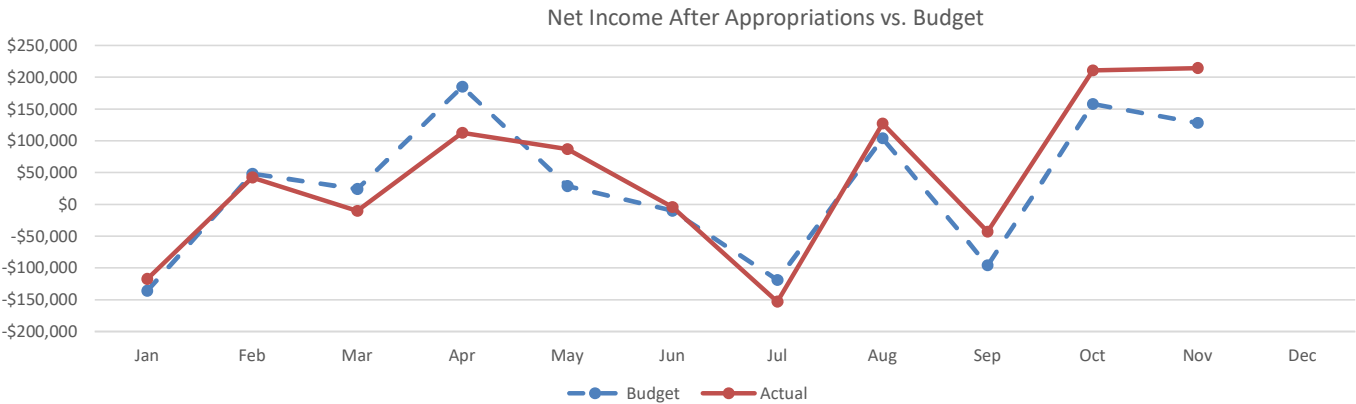
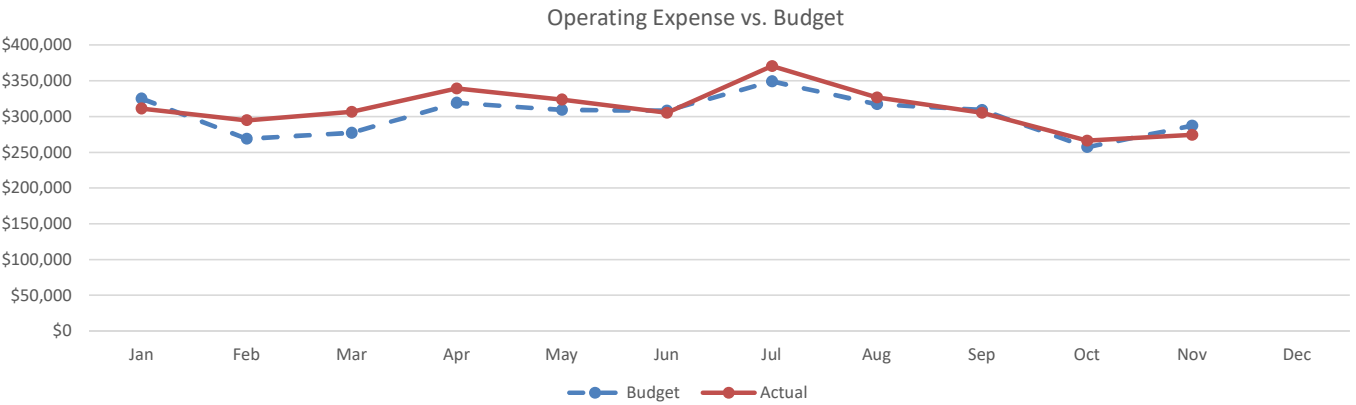
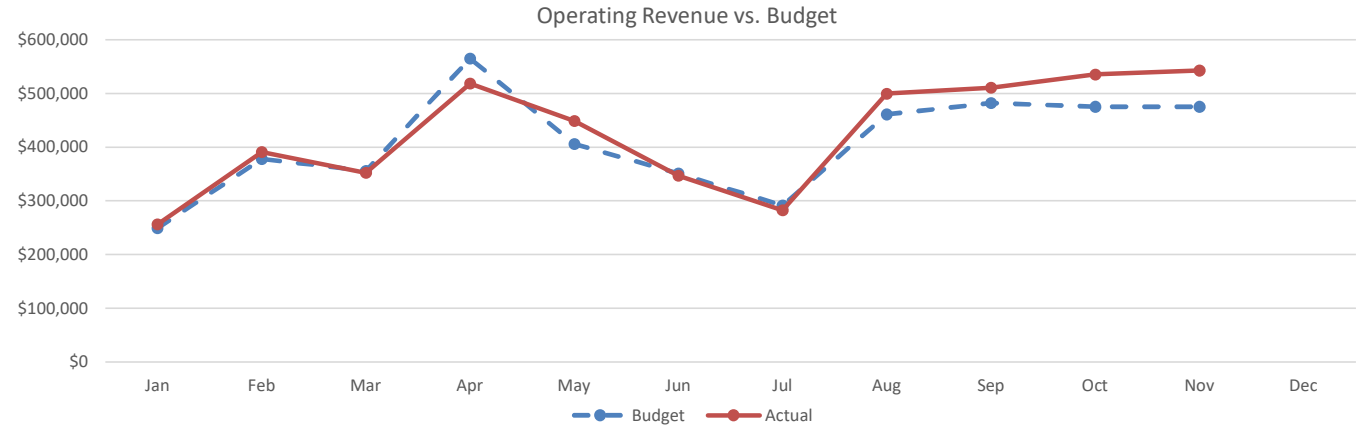
PAGE: 6

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			<b>443.10</b>			
<b>VERIZON WIRELESS</b>						
836	VERIZON WIRELESS	6128973768	1,384.05	12/03/2025	21137	MONTHLY PHONE & TABLET CHARGES
			<b>1,384.05</b>			
<b>VERRILL</b>						
128	VERRILL	681444	517.00	11/26/2025	21120	MISC LEGAL COUNCIL
			<b>517.00</b>			
<b>W.B.MASON, INC.</b>						
532	W.B.MASON, INC.	258339016	50.25	12/03/2025	21138	OFFICE SUPPLIES
			<b>50.25</b>			
<b>W.W. Grainger CO. Inc.</b>						
65	W.W. Grainger CO. Inc.	96999409810	133.01	11/12/2025	21080	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9716206371	101.34	11/26/2025	21121	SAFETY SUPPLIES
			<b>234.35</b>			
<b>WEX BANK</b>						
1,415	WEX BANK	109060331	807.19	12/03/2025	21139	MONTHLY FLEET GAS CHARGES
			<b>807.19</b>			
<b>WIN WASTE INNOVATIONS OF</b>						
1,666	WIN WASTE INNOVATIONS (	23-0000339276	538.30	11/19/2025	21102	MONTHLY DUMPSTER SERVICE
			<b>538.30</b>			
<b>York Police Department</b>						
114	York Police Department	4168	1,666.66	11/26/2025	21122	MONTHLY WATERSHED PATROLLING
			<b>1,666.66</b>			
<b>ZACHARY RUGER</b>						
1,847	ZACHARY RUGER	11/26/2025	225.00	12/03/2025	21140	11/26/2025 BOOT ALLOWANCE - Z. RUGER
			<b>225.00</b>			

WARRANT TOTAL:

**140,224**

York Water District  
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of December 4, 2025

Monthly			Monthly		
Account	Balance	Change	Account	Balance	Change
Operating	\$1,331,168	\$278,396	Watershed	\$468,741	\$1,266
System Development	\$471,045	\$1,188	Customer Advance	\$116,996	\$14,794
Investment Account	\$1,553,695	\$19,775			
Land Sale Funds	(\$188,000)	\$0			
Reserved for Tank Painting	(\$1,344,717)	(\$11,583)			
Operating Cash Reserve	\$1,823,191		Recommended Cash Reserve		\$1,460,000
			Cash in Excess of Recommended Reserve		\$363,191

**York Water District**  
**Income Statement**  
For the Month Ending November 30, 2025

**Operating Revenue**

▲ **\$67,472**

**Operating Expense**

▼ **(\$12,664)**

**Net Income/(Loss)**

▲ **\$86,561**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 280,861	\$ 229,000	\$ 51,861	\$ 2,732,000	2%
Commercial Metered Sales	98,869	87,000	11,869	538,000	2%
Governmental Metered Sales	20,923	22,000	(1,077)	99,000	-1%
Public & Private Fire Protection	139,438	136,000	3,438	1,460,000	0%
Other Operating Revenue	2,381	1,000	1,381	16,000	9%
<b>Total Operating Revenue</b>	<b>542,472</b>	<b>475,000</b>	<b>67,472</b>	<b>4,845,000</b>	<b>1%</b>
Salaries & Wages	147,332	151,000	(3,668)	1,916,000	0%
Employee Benefits	70,995	69,000	1,995	824,000	0%
Purchased Power & Water	5,644	7,000	(1,356)	97,000	-1%
Chemicals	7,708	10,000	(2,292)	122,000	-2%
Materials & Supplies	12,367	16,000	(3,633)	231,000	-2%
Contracted Services	26,483	27,000	(517)	408,000	0%
Transportation Expense	1,907	4,000	(2,093)	47,000	-4%
Insurance	(1,963)	-	(1,963)	62,000	-3%
Other Miscellaneous Expenses	3,863	3,000	863	84,000	1%
<b>Total Operating Expense</b>	<b>274,336</b>	<b>287,000</b>	<b>(12,664)</b>	<b>3,791,000</b>	<b>0%</b>
Depreciation & Amortization Expense	73,615	74,000	(385)	883,000	0%
Net Non-Operating Income	39,243	34,000	5,243	534,000	1%
Debt Service	7,620	8,000	(380)	327,000	0%
Tank Painting Contribution	11,583	12,000	(417)	139,000	0%
<b>Net Income After Appropriations</b>	<b>\$ 214,561</b>	<b>\$ 128,000</b>	<b>\$ 86,561</b>	<b>\$ 239,000</b>	

Billing for the Village (August, September, October) and seasonal overage bills was good due to dry weather.

**York Water District**  
**Income Statement**  
**For the Eleven Months Ending November 30, 2025**

<b>Operating Revenue</b>	<b>Operating Expense</b>	<b>Net Income/(Loss)</b>
<b>\$192,765</b>	<b>\$88,690</b>	<b>\$152,989</b>

					<u>Variance vs.</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Tot. Budget</u>	
Residential Metered Sales	\$ 2,695,931	\$ 2,535,000	\$ 160,931	\$ 2,732,000	6%	
Commercial Metered Sales	512,415	503,000	9,415	538,000	2%	
Governmental Metered Sales	95,563	97,000	(1,437)	99,000	-1%	
Public & Private Fire Protection	1,363,517	1,341,000	22,517	1,460,000	2%	
Other Operating Revenue	14,339	13,000	1,339	16,000	8%	
<b>Total Operating Revenue</b>	<b>4,681,765</b>	<b>4,489,000</b>	<b>192,765</b>	<b>4,845,000</b>	<b>4%</b>	
Salaries & Wages	1,727,937	1,654,000	73,937	1,916,000	4%	
Employee Benefits	841,549	780,000	61,549	824,000	7%	
Purchased Power & Water	84,884	90,000	(5,116)	97,000	-5%	
Chemicals	99,043	112,000	(12,957)	122,000	-11%	
Materials & Supplies	194,856	196,000	(1,144)	231,000	0%	
Contracted Services	291,244	317,000	(25,756)	408,000	-6%	
Transportation Expense	43,701	43,000	701	47,000	1%	
Insurance	66,374	62,000	4,374	62,000	7%	
Other Miscellaneous Expenses	73,102	80,000	(6,898)	84,000	-8%	
<b>Total Operating Expense</b>	<b>3,422,690</b>	<b>3,334,000</b>	<b>88,690</b>	<b>3,791,000</b>	<b>2%</b>	
Depreciation & Amortization Expense	809,765	810,000	(235)	883,000	0%	
Net Non-Operating Income	464,537	416,000	48,537	534,000	9%	
Debt Service	319,445	320,000	(555)	327,000	0%	
Tank Painting Contribution	127,413	127,000	413	139,000	0%	
<b>Net Income After Appropriations</b>	<b>\$ 466,989</b>	<b>\$ 314,000</b>	<b>\$ 152,989</b>	<b>\$ 239,000</b>		

Pay spread of partial year employee, higher than expected wages for new staff, additional headcount.

More employees on health insurance plans than at time of budget.

Miscellaneous consulting (\$5,000), legal costs (\$3,000) and wildlife management (\$3,000) under budget. Timing on mowing bill (\$13,000).

Workers comp insurance adjustment was about \$4,000 due to higher payroll than MEMIC had estimated.

\$12,500 payment from AT&T not in budget. More than expected FEMA funds for 2024 storm (\$8,000). Additional revenue for scrap sales (\$5,000) and small savings on patrolling program (\$3,000).

**York Water District**  
**Balance Sheet**  
As of November 30, 2025

	11/30/2025	11/30/2024	Difference
Capital Assets	50,787,352	49,007,136	1,780,216 (1)
Less: Accumulated Depreciation	24,602,457	23,612,143	990,314
<b>Total Net Capital Assets</b>	26,184,895	25,394,993	789,902
Cash	2,280,912	2,222,686	58,226
Investments	1,553,695	1,373,880	179,815
Accounts Receivable	779,049	744,527	34,522
Inventory	380,925	433,294	-52,369 (2)
Prepayments	45,047	39,740	5,307
<b>Total Current and Accrued Assets</b>	5,039,628	4,814,127	225,501
Deferred Debits	1,002,006	980,852	21,154
<b>TOTAL ASSETS AND OTHER DEBITS</b>	32,226,529	31,189,972	1,036,557
Long-Term Debt	2,586,687	2,816,852	-230,165
Accounts Payable	38,495	45,675	-7,180
Accrued Taxes	5,976	5,345	631
Accrued Interest	7,610	8,151	-541
Miscellaneous Current and Accrued Liabilities	1,645,386	1,559,248	86,138
<b>Total Current and Accrued Liabilities</b>	1,697,467	1,618,419	79,048
Advances for Construction	123,635	194,220	-70,585 (2)
Other Deferred Credits	21,425	20,425	1,000
<b>Total Deferred Credits</b>	145,060	214,645	-69,585
Contributed Funds	1,632,277	1,551,228	81,049
Contributions In Aid Of Construction (C.I.A.C.)	11,720,614	11,009,662	710,952 (1)
Less: Accumulated Depreciation of C.I.A.C	3,832,212	3,621,544	210,668
<b>Total Net C.I.A.C</b>	7,888,402	7,388,118	500,284
Appropriated Retained Earnings	15,233,273	14,984,520	248,753
Unappropriated Retained Earnings	3,043,363	2,616,190	427,173
<b>Total Equity Capital</b>	18,276,636	17,600,710	675,926
<b>TOTAL LIABILITIES AND EQUITY</b>	32,226,529	31,189,972	1,036,557

**(1) Capital Assets**

\$1.8 million in capital additions in past twelve months. \$700,000 of that amount came in the form of C.I.A.C from customer paid projects.

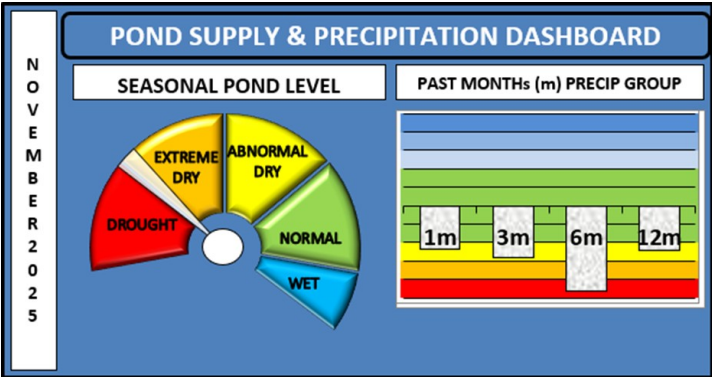
**(2) Inventory & Advances for Construction**

Less outstanding customer jobs that this time last year resulting in less inventory on hand.

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2025	21.0	0	-4.02 (Drought)	1.75" (Drought)
2024	22.5	0	-4.16(Drought)	2.51" (Normal)
2023	27.5	-0.66 KWD	0.19 (Very Wet)	3.15" (Normal)
2022	21.1	-0.43 KKW	-0.75 (Normal)	3.41" (Normal)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				

TREATMENT REPORT

By: Brian McBride



The precipitation for November of 1.75 inches was the second lowest since we began keeping records in 1992, with 2013 being the lowest at 1.54 inches. Consequently, Chase’s Pond remains at drought levels.

This month, operators performed a dam inspection on Chase’s Pond Dam. Dam inspections are performed four times per year and are part of compliance with the Maine Emergency Management Agency. The inspection begins at the Maine Turnpike, inspecting the culverts and box drains for any blockage, and makes its way up the Cape Neddick River, checking along the way for any erosion or obstructions. We then make our way up to Little Dam, checking for settling, cracks, or spillway obstructions, and finally making it up to the earthen dikes, both north and south. The north wall and south wall are checked for seepage, cracks, and any signs of instability. Finally, the spillway is both visually and physically examined for signs of deterioration and for sluice gate operations.

Inside this issue:	
Treatment	1-2
Distribution	2-3
Resource Protection	3
GIS	3-4
Wellness	4
Billing	4



This month, operators performed a dam inspection on Chase’s Pond Dam.

Also this month, the operators cleaned the screens at Chase’s Pond Screenhouse. These screens filter out debris, such as leaves and small items, that could cause flow from the pond to the treatment plant to be inhibited. There is an additional eel screen that needs to be scrubbed clean that catches anything that gets by the travelling screens. Cleaning these screens also gives the operators an opportunity to put into

practice their confined space tools and training and ensures a steady flow of raw water to the treatment plant.

## DISTRIBUTION REPORT

By: Larry Graham

As with October, the first half of November continued to be very busy with the remaining construction related installations for the season. For the last eight years, we have set a deadline for these installations around the middle of November. This allows the crew to wrap up District projects as well as prep for winter.

Between November 1<sup>st</sup> and November 13<sup>th</sup>, the crew split two different one-inch services and installed plastic meter pits on each to serve two new ADU's. They also installed one new one-inch service for a new home on York Street and installed a plastic meter pit on an existing service to serve the existing home with year-round service after the owner completed their seasonal conversion process with the Town. Additionally, we worked with a customer on Sand Piper Run who already had year-round service from Beacon Street but needed to install a meter pit as a result of a major renovation. We suggested that they solicit their neighbors who were all seasonal customers off of a shared line to see if they were interested in being involved with the project. Two other residents bought into the project allowing them to have their own say on when they are turned on and off each year. This also allows them to go annual in the future if the town permits it with their new year-round water lines that were installed to their homes. Four new one-inch taps were installed as well as a four-foot concrete meter pit. The existing annual customer decided to run a future for an ADU at the same time. These group projects with neighbors always result in great savings for each involved.

The crew also worked to prep and pave the two driveways at the Mt. Agamenticus tower site. This project was supposed to be completed last year but days before paving was to be complet-

ed, they closed the paving plants for the season. This is a great improvement as plowing will be much easier and the snow will melt better with the sun, reducing ice buildup.



**The crew worked to prep and pave the two driveways at the Mt. Agamenticus tower site.**

A six-inch service was installed to serve a new multi-unit building at 294 York Street. This service was split at the property line allowing for a four-inch valve and service to supply the domestic water to the building, as well as a six-inch valve and service to supply the fire service. Both service lines enter into a utility room where the fire suppression system will be built, and the four-inch domestic service will be split into individual metered services for each unit. The District inspects the installation of these services on private property at the expense of the owner to ensure the material used and installation meets our specs.



**Fire and domestic services at 294 York Street.**

## RESOURCE PROTECTION REPORT

By: Zachariah Mein



**Attendants for the York Land Trust Hike.**

For me, November was a big month for community outreach. This started with the York Land Trust Hike, I represented both York and Kittery Water Districts and led the hike through the watersheds which made up the bulk of the seven-mile hike. Starting at McIntire Highland and hiking to the summit of Mt. Agamenticus, we had a decent sized group of people considering the weather was cold, windy, and wet. The hikers had a lot of great questions about the trails and the watersheds, and I took the opportunity to explain the practices we use to manage the watersheds prioritizing water quality.

The intern made it to our quarterly safety meeting where we were able to go over our latest safety inspection as well as our process in reviewing and creating new policies. This year the District participated in the Fostering Trees event, contributing a tree with a rain barrel and various other gift cards and water conservation items. Charlie, Andrew, Shelley, Thomas the intern, and I set up the tree while Todd did a lot of the coordinating but could not make it for the tree set up.

Besides outreach, most of November has been spent on preparing for the budget and planning next year's projects. There has been continued preparation for the cabin removal out of the Rich-

ard property. We have looked at a variety of options to remove the cabin and clean the area while trying to keep costs manageable.



**For the second year the District participated in the Fostering Trees event.**

## GIS REPORT

By: Todd Hill

During the month of November, I collected several new water system installations before the November 14<sup>th</sup> deadline, starting with 25 Lobster Cove Road and 16 Zoes Way. Both had new one-inch plastic meter pits installed, while existing one-inch water services were already in place. Construction continued at 294 York Street where a new six-inch fire service line and a four-inch domestic line was installed and the existing one-inch water service was abandoned at the water main. A new accessory dwelling unit (ADU) was built at 1 Abattoir Drive, which required the installation of a separate water service. A new one-inch water service and a three-quarter-inch plastic meter pit was installed to serve the ADU. Additionally, one of the newest buildings at The Grand View Hotel at 800 York Street received a new one-inch water service installation. Sandpi-

per Run, located off Beacon Street, saw the installation of a four-foot concrete meter pit along with four one-inch water services—two for 3 Sandpiper Run and the other two for 8 and 10 Sandpiper Run. To serve the main house and ADU at 122 Long Sands Road, the existing water service was split into two one-inch service lines, and a one-inch plastic meter pit was installed for the main house. All water system features were collected, updated, and added to our mobile mapping system.



The District's second year participating in the Festival of Fostering Trees was another success, with more donations than last year and additional staff support. The tree looked beautiful, and feedback from people I spoke with was very positive. Continuing the holiday tradition, I also contributed to the District's second-year float entry in the Festival of Lights Parade. The Grinch and two elves helped bring Christmas cheer while sharing important water facts with the community.

Using GIS, I worked on a watershed map requested by Zach, creating a simplified version of the existing map for the State. This map displayed major trails for both the York and Kittery Water District watersheds, ATV trails, and all gates for both areas. I also ordered aluminum sign blanks from Vulcan Signs for new set of watershed signage that Zach and I have been working on.

After a month with the town's new digital permitting system, I believe it represents a positive step forward, making it easier to review and sign building and plumbing permits and the ability to upload applications directly to the permit's attachment section. This will definitely be saving significant time.

Finally, I had the opportunity to work with Thomas Capano, a high school senior intern selected to work with us and York Sewer. I provided an overview of GIS and demonstrated how the District uses it. We also spent time in the field reviewing the GPS receiver and how water utility features are captured and brought back into the office for editing and updating.

## WELLNESS REPORT

By: Karen Hale

### Staying Ahead of Stress During the Holiday Season

Holiday stress can cause anxiety, fatigue, and frustration. This can stem from the pressure of gift giving, hosting events, and family dynamics. To cope with holiday stress it is important to set realistic expectations, have a schedule for events and obligations, and stick to a budget.

Try to stick to your routines and healthy habits as much as possible by eating healthy meals, getting proper sleep, and regular physical activity. Learn to say NO, if your holidays are filled with the hustle of guests. You do not need to do everything for everyone during the holiday season. It is important to acknowledge your feelings, not every moment might be joyful and that is okay.

## NOVEMBER BILLING — York Village Route

2025	Usage(cf)	Revenue	Customers
Residential	3,745,402	\$280,861	1,796
Commercial	3,211,400	\$98,869	197
Governmental	621,500	\$20,923	35

2024	Usage(cf)	Revenue	Customers
Residential	3,463,900	\$263,509	1,763
Commercial	3,161,700	\$98,123	196
Governmental	932,400	\$27,442	37

# WATER QUALITY REPORT

REPORT DATE: 12/2/2025

## AVERAGE PLANT FINISH WATER QUALITY RESULTS (Last 30 Days Before Report Date- Above)

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho		Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
698,310	49	0.07	9.12	0.09	2.19	1.55		-3.90	-4.03	-3.73

## PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
11/24/2025	44	0.07	9.10	0.03	2.20	1.60	13	0	0.075	0.01	0.085
11/17/2025	47	0.06	9.16	0.18	2.20	1.63	16	0	0.087	0.00	0.021
11/10/2025	51	0.08	9.22	0.20	2.30	1.55	8	0	0.090	0.02	
11/3/2025	55	0.07	8.65	0.05	2.30	1.52	16	0	0.100	0.02	0.050
<b>AVERAGE RESULTS:</b>	<b>49</b>	<b>0.07</b>	<b>9.03</b>	<b>0.12</b>	<b>2.25</b>	<b>1.58</b>	<b>13</b>	<b>0</b>	<b>0.088</b>	<b>0.01</b>	<b>0.052</b>
<b>TREATMENT TARGET PARAMETERS:</b>		<b>&lt;0.3</b>	<b>9.0</b>	<b>&lt;0.10</b>	<b>2.0-2.5</b>	<b>&gt;=1.5</b>	<b>&gt;10</b>	<b>&lt;5</b>	<b>&lt;0.05</b>	<b>&lt;0.05</b>	<b>&lt;0.05</b>

## ROUTINE DISTRIBUTION WATER QUALITY RESULTS

Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity		Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	11/24/2025	0.08	9.29	0.02	1.30	1.71	16		0.022	0.050	0.036
Route 1 at Pine Ledge Motel S	11/17/2025	0.08	9.15	0.03	1.50	1.71	16		0.019	0.030	0.023
Route 1 at Pine Ledge Motel S	11/10/2025	0.09	9.20	0.02	1.30	1.75	16		0.004	0.030	0.033
Route 1 at Pine Ledge Motel S	11/3/2025	0.08	9.02	0.02	1.40	1.65	15		0.011	0.040	0.013
Route 1 North Pump Station	11/24/2025	0.10	9.29	0.02	1.40	1.56	15		0.019	0.060	0.031
Route 1 North Pump Station	11/17/2025	0.08	9.07	0.04	1.60	1.80	14		0.027	0.040	0.015
Route 1 North Pump Station	11/10/2025	0.12	9.18	0.01	1.40	1.77	16		0.004	0.050	0.024
Route 1 North Pump Station	11/3/2025	0.09	8.85	0.01	1.50	1.67	18		0.008	0.050	0.017
Route 1 South Pump Station	11/24/2025	0.08	9.04	0.02	1.80	1.60	14		0.028	0.040	0.024
Route 1 South Pump Station	11/17/2025	0.07	8.88	0.02	1.90	1.60	13		0.030	0.030	0.000
Route 1 South Pump Station	11/10/2025	0.14	9.09	0.03	1.80	1.60	16		0.036	0.030	0.027
Route 1 South Pump Station	11/3/2025	0.13	9.30	0.02	1.90	1.59	18		0.028	0.030	0.038
Simpson Hill Tank (SHT)	11/24/2025	0.07	8.21	0.05	1.60	1.54	14		0.018	0.030	0.013

Simpson Hill Tank (SHT)	11/17/2025	0.07	8.74	0.01	1.60	1.63	15		0.020	0.020	0.016
Simpson Hill Tank (SHT)	11/10/2025	0.08	8.60	0.03	1.70	1.77	15		0.021	0.020	0.042
Simpson Hill Tank (SHT)	11/3/2025	0.09	8.46	0.01	1.60	1.70	15		0.019	0.020	0.052
York Heights Tank (YHT)	11/24/2025	0.08	8.55	0.08	1.70	1.55	13		0.041	0.020	0.039
York Heights Tank (YHT)	11/10/2025	0.08	8.33	0.01	1.70	1.57	12		0.024	0.010	0.026
York Heights Tank (YHT)	11/3/2025	0.06	8.27	0.05	1.70	1.66	16		0.026	0.020	0.013
York Water District Office	11/24/2025	0.08	8.87	0.09	1.70	1.59	12		0.035	0.020	0.030
York Water District Office	11/17/2025	0.08	8.78	0.04	1.70	1.63	13		0.033	0.020	0.015
York Water District Office	11/10/2025	0.08	8.81	0.02	1.70	1.70	14		0.029	0.020	0.036
York Water District Office	11/3/2025	0.08	8.98	0.04	1.70	1.67	14		0.017	0.020	0.029
AVERAGE RESULTS:		0.09	8.87	0.03	1.62	1.65	15		0.023	0.030	0.026
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10

ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)										
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform	
South Side Road Near Blaisdell Farm	11/18/2025	0.14	9.35	0.03	1.60	1.66	12	12.9	ABSENT	
Route 1 @ River Bend Road	11/18/2025	0.07	8.91	0.04	2.00	1.94	12	12.8	ABSENT	
Ridge Road Across from Coastal Ridge Elemen	11/19/2025	0.08	8.85	0.02	1.70	1.64	14	10.5	ABSENT	
Route 1A @ Roaring Rock Road	11/19/2025	0.08	9.04	0.04	2.00	1.57	13	12.0	ABSENT	
Stageneck Road @ Harbor Beach Road	11/19/2025	0.13	9.01	0.02	1.40	1.84	14	12.3	ABSENT	
Seabury Road Near Route 103	11/19/2025	0.14	9.43	0.01	1.30	1.62	16	12.4	ABSENT	
Yorkshire Commons @ York Street	11/19/2025	0.15	8.76	0.03	1.80	1.75	14	11.9	ABSENT	
Organug Road @ Indian Trail	11/19/2025	0.07	8.87	0.02	1.70	1.66	14	10.1	ABSENT	
Route 1 @ Mr. Mikes Convenience Store	11/19/2025	0.08	8.85	0.05	2.00	1.59	14	10.0	ABSENT	
Route 1 @ Old Post Road (Tranmission Line)	11/19/2025	0.12	8.67	0.05	2.10	1.58	11	7.0	ABSENT	
White Pine Pump Station Near Route 1	11/19/2025	0.07	8.68	0.02	2.10	1.56	13	11.0	ABSENT	
Clark Road Cape Neddick	11/20/2025	0.13	9.04	0.03	1.60	1.64	13	11.1	ABSENT	
Route 1A @ York Senior Center formerly YPD	11/20/2025	0.07	8.83	0.01	2.00	1.67	13	11.1	ABSENT	
Long Beach Ave Across From Long Beach Bath	11/20/2025	0.13	8.79	0.05	1.90	1.59	11	11.5	ABSENT	

Webber Road Near Ridge Road (73 Webber)	11/20/2025	0.08	8.22	0.05	1.80	1.61	12	7.6	ABSENT
	Average:	0.10	8.89	0.03	1.80	1.66	13	10.9	
	Minimum:	0.07	8.22	0.01	1.30	1.56	11	7.0	
	Maximum:	0.15	9.43	0.05	2.10	1.94	16	12.9	

				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		Task	Interval												
BI	Eyewash Station checks		Weekly	√	√	√	√	√	√	√	√	√	√	√	
	Vehicle Checks		Weekly	√	√	√	√	√	√	√	√	√	√	√	
	Fire extinguisher inspections (internal)		Monthly	√	√	√	√	√	√	√	√	√	√	√	
	First Aid Kit Inspections		Monthly	√	√	√	√	√	√	√	√	√	√	√	
	AED inspections		Monthly	√	√	√	√	√	√	√	√	√	√	√	
	GFCI checks		Quarterly	√			√			√			√		
	Air Compressor relief valve check		Quarterly	√			√			√			√		
	Portable Ladder inspections		Quarterly	√			√			√			√		
	Sling/ lifting strap/ lifting chain inspections		Quarterly	√			√			√			√		
	PPE inspections		Quarterly	√			√			√			√		
	Jack inspections		Quarterly	√			√			√			√		
	Jack stand inspections		Quarterly	√			√			√			√		
	Welding equipment inspections		Quarterly	√			√			√			√		
	Grinding wheel/ guard inspection		Quarterly	√			√			√			√		
	Garage Door sensor checks		Quarterly	√			√			√			√		
	Emergency Exit Lighting checks		Quarterly	√			√			√			√		
	Confined Space Rescue Trailer inspections		Quarterly	√			√			√			√		
	Air Quality Monitor Calibrations		Every 6 months		√						√				
	Fixed Ladder Inspections		Annually						√						
	Lifts/Hoists (internal)		Annually - opposite the contracted insp.						√						
	Lifts/Hoists (Contracted)		Annually												
	Testing Panic buttons/security pads		Annually									√			
	Fire extinguisher inspections (contracted)		Annually												
BLS REQUIRED TRAINING	MMA - Fire Extinguisher Training		Annual				√								
	Confined Space Rescue Training*		Initial												
	Simulated Confined Space Rescue Training*		Annual											-	
	Basic First Aid Training*		Every 2 years - last 6/12/2024												
	CPR certification*		Every 2 years - last 6/12/2024												
	Hearing Tests/Training Video*		Annual								√	-			
	Respirator Medical Evaluations*		Annual						-	√					
	Respirator Fit Tests*		Annual	√											
	Workzone/Flagger Training		Initial												
	Trenching & Excavation Training		Initial												
	Global Harmonization Video		Initial												
BLS REQUIRED PROGRAMS	Hazard Assessment of PPE	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Bloodborne Pathogen Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Confined Space Program	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Emergency Action Plan	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Electrical Policy (Arc Flash)	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Fire Extinguisher Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Global Harmonization Policy (HazCom)	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Hearing Protection Program	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Ladder Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Lock Out / Tag Out Program	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Respiratory Protection Program	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Silica Exposure Prevention Program	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
	Video Display Terminal Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-		√								
MISC	Safety Meetings		Quarterly						√			√			
	Update Bureau of Labor posters		Every 6 months	√						√					
	Post OSHA 300 logs		Annual	√											
	Prepare Safety budget		Annual										√		
	SDS inventory		Annual	-	-	-	√							√	
	NWZAW & Safe Digging Banners		Annual			√	√								
	SHAPE inspection		Every 3 years												

\* Applicable employees only