



### **Trustees**

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

### **Administration**

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

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The monthly meeting of the York Water District Board of Trustees was held remotely at 2:00 pm on October 27, 2021 as per the District's remote meeting policy.

The President called the meeting for an executive session to order at 1:02pm. Others present were Treasurer – Russell Peterson, Clerk – Stephen Rendall, Trustee – Richard Boston and Trustee – Karen Arsenault.

A motion was made by Russ Peterson and seconded by Karen Arsenault to go into Executive Session to discuss Personnel related matters - (Pursuant to MRSA Title 1, Section 405.6 A). Re; Annual performance review of the Superintendent. It was voted unanimously.

A motion was made by Karen Arsenault and seconded by Richard Boston to leave Executive Session @ 1:53. It was voted unanimously.

The Board took a short recess until the start of the regular meeting.

President, Richard Leigh called the next portion of the meeting to order at 2:04 PM. Others 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 Trustee Boston and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the September 15, 2021, Board Meeting. Motion passes.

On a motion made by Trustee Arsenault and duly seconded by Trustee Boston, it was voted unanimously to accept the Minutes of the October 21, 2021, Special Board Meeting, review of the proposed remote participation meeting policy. Motion passes

Public Comment:

Janet Drew  
Caroline McDonald  
Martha King

The Financial Manager presented the Board with the Monthly Budget Reports and Income Statement for September 2021 for review and discussion. The Monthly Revenue for September 2021 is \$7,878 over projected. The Year-to-Date Revenue for September 2021 is \$82,423 over budgeted. The Monthly O&M Budget for September 2021 is \$55,248 over projected. The Year-to-Date O&M is \$170,863 under budgeted.

Robin Cogger from York Parks & Rec Department updated the board regarding the Parking & Restroom project at Mount Agamenticus. She explained they will have the planning board application in by the end of the month hoping for a date before the Planning Board in December. There was a delay in the completion of the property survey of the summit, this has since been completed and will be included in the Planning Board packet. There was a delay because the summit restrooms had to be relocated due to a required setback of the existing well. Robin had met with a few local contractors to discuss the project in general to see if they had any suggestions for efficiencies. She is still working with Wright Pierce on the building design for the restrooms using the Clivus Multrum specs. Project boards are now up at the summit and base for everyone to view. Any proposed fee collection for parking will be completed by kiosk.

Trustee Peterson asked when the expected completion is. Robin said they are hoping for early to mid-spring, but this all depends on the contractor & supply availability.

See what action the Board will take on a new Maine PERS law that has revised enrollment rules. On a motion made by Trustee Rendall and duly seconded by Trustee Arsenault. It was voted unanimously to adopt the new Maine PERS law, revised enrollment rules. Motion passes.

There was some discussion about how the district could promote conservation measures in the future. It was the consensus of the Board to form a sub-committee as there is so much to consider when talking about changing rate blocks, minimum charges, etc. and how changes will affect the district's financial state. There was consensus to give Don & staff until after the first of the new year to strategize considerations and bring back to the Board.

Don presented the Board with his Superintendent Shadow Plan (formerly known as Superintendent Succession Plan). This was asked of Don in his previous performance review. Don will plan complete an in house posting to see if any employees would like to start to work with Don coming years to share some of his experience as Superintendent. From feedback received this will most likely include a few employees on a rotation so some selected employees will gain some experience which will strengthen the organization. This does not in any way guarantee that the applicant(s) would succeed Don. It is the responsibility of the Board, as written in the by-laws, when the time comes to fill the Superintendents position. The Board also felt the position should remain as originally titled, no action needed.

Ryan gave the Board an update on the recent Nitrification issue. He said that they found low chlorine residual in the Simpson Hill Tank. The tank was taken out of service, drained and cleaned. There were no health issues or complaints during this water quality issue. The State gave the approval to put the tank back into service. Ryan said they are working on a nitrification action plan and will continue to monitor the PH closely. The district also worked with a professor from UNH. His role was to review and provide recommendations to help prevent future events. This was caught early so kudos to the staff for their quick response, and the team effort in getting this under control.

Ryan gave an update on the state requirements for PFAS. The district has tested quarterly for the six main PFAS and there has not been any detection in our raw or treated water. In 2022-2023 the State has a total of thirty different PFAS that will need to be tested for in our water supply.

Don and Gary reached out to the York School System and met with four teachers to collaborate with York Sewer District, Mt. A for a clean water curriculum. This would help to teach the kids about the importance of clean water. The idea that York has Mt A in its backyard, along with our watershed, the Cape Neddick river and then the York Sewer District as an end point makes perfect sense to attempt to bring in the schools. A watershed tour has been scheduled.

Superintendents Update:

- Don and Patrick met with the Town of York Budget Committee. This meeting is to keep the communication open and would give the Town 18-months' notice if we were going to do a rate increase as they run on a different calendar year than the district.
- Don and Trustee Leigh met with KWD new President, John Perry. He stressed re-establishing collaboration between the two districts.
- Met with Rick Mace about 101 Middle Pond. Rick will work to get Selectmen approval to turn ownership over to YWD.
- AT&T's lease agreement is almost done. Needs a little more legal work. Not sure when SmartLink may submit an application to the Town.
- Working on the Capital Budget for 2022, hope to have a draft for the November meeting. Don suggested a workshop to go over the budget before the December meeting.

See what action the Board may take regarding the Superintendent's annual review.

It was the consensus of the Board that Don's contributions and leadership skills running YWD shows in the excellence of the district.

On a motion made by Trustee Boston duly seconded by Trustee Rendall it was voted unanimously to grant Don a 3% salary increase. Motion passes.

General Discussion:

Don suggested that our Attorney review our by-laws to bring to today's standards. Trustee Rendall asked that Don forward current by-laws to Trustees for review and add an agenda item to next month meeting to discuss the by-laws.

President Leigh adjourned the meeting at 4:00 PM.

Respectfully Submitted,

Stephen Rendall  
Clerk  
York Water District