

Kittery Water District Board of Trustees Meeting March 26, 2020

Meeting held via ZOOM and called to order at 7:42 a.m. Members in attendance; Trustees Julia O'Connell, Caroline Rose, Jim Golter and Supt. Mike Rogers. Mission statement read.

Agenda Reviewed and adopted.

**Secretary's report** read and accepted minutes for the following dates: March 3, 5, 12 and 24.

**Treasurer's report** read- Submitted bills were read. Motion made to pay bills by Trustee Rose. Seconded and passes with three voting in the affirmative. Payroll and accounts payable checks were signed by Trustee Golter and Supt. Rogers at a later time.

**Monthly Financial Report** was reviewed for February 2020.

**Suggested Capital Improvement List** reviewed and discussed. Approximate 1.5 Million dollar expense. Trustee Rose moves to delay decision until next week's meeting. Seconded by Trustee O'Connell. Three vote in the affirmative. Motion passes. Trustee Golter retracts original motion to accept the Capital Improvements List as is.

**Letter from Fair Tide** requesting forgiveness for April rent reviewed and discussed. They have been forced to keep the store closed due to the current state-declared civil emergency. Supt. Rogers expresses concern about revenue from water users in response to pandemic. Trustee Rose moves to delay decision until after hearing response from Fair Tide. Trustee O'Connell seconds. Three vote in the affirmative. Motion passes. Supt. Rogers will contact them to find out if they can afford to pay ½ of their contracted \$1675 rent for each of the next 2 months and if it is desirable for us to use their security deposit to cover the other half. We could also offer them a staggered payment arrangement. It was acknowledged that they have been good renters and we would like to support their important role in our community to provide housing for the homeless.

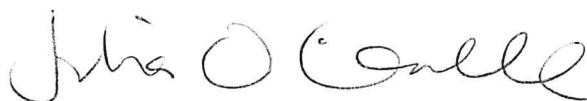
**Incident Report Forms** reviewed and accepted. Supt. Rogers states that there are 4-6 water main breaks per year. He will create another form solely for that type of incident which will include; estimated water loss, age, material and size of pipe, length of time for corrective action and future plans to mitigate.

Reviewed Gary's **Watershed Patrol Reports**. No violations noted.

#### **Open Discussion**

- **Ay! Corona Policy** - Any employee with signs and symptoms of possible Corona virus is advised to stay home and contact Supt. Rogers. Ideally they would check with their healthcare provider.
- Training Classes and state wide meetings have all been cancelled until further notice.
- Public notice on website with ZOOM invite needs to be made more accessible. (ie place at top of page)

Respectfully submitted, Julia O'Connell, Clerk



Disclaimer The above minutes constitute the author's understanding of the meeting. While every effort has been made to ensure the accuracy of the information, the minutes are not intended to be a verbatim transcript of comments of the meeting, but is a summary of the discussion and actions that took place.