

Kittery Water District – Board of Trustees Meeting – October 21, 2020 (via Zoom)

Meeting held via Zoom and called to order at 7:30 a.m. Members in attendance: Trustees Caroline Rose, Julia O’Connell, James Golter by phone and Supt. Mike Rogers. Members of the public in attendance: Garvin McCurdy, Chris Rubin, Bob Sheppard, Suzanne Sayer, Shara Geiger, Emily Flinkstrom, Brian Rodonets, E B Leland, Bill Wagner, Guy Hodgdon, Kevin Sutherland, Cathy Wolff, Linda Johnson, Bonnie Rogers, and Julie Perrault. Mission statement read.

Agenda reviewed- and approved unanimously.

Secretary’s report - Minutes from October 14, 2020 were read and accepted with minor corrections.

Treasurer’s report – Submitted bills were read by Supt. Rogers and checked by Trustee Rose. Trustee Rose moved to pay bills. Seconded by Trustee Golter. Roll call, three in the affirmative, motion passed. Trustee Rose will sign checks.

Superintendent’s Report- Mendum Ave has been completed and is ready for the town of Kittery to hot top. Seeding of the loam needs to be completed.
Reservoir levels - Boulter Pond down 2’ 7” (up 5” since last checked), Middle Pond down 9’ 9”(up 2’), Upper Folly down 5’5”(down 7”), Bell Marsh Reservoir down 8’ 7”(up 1’10”) We have received 3” of rain in the past week.

Letter of appreciation from Dana Lee regarding water main repair in Eliot on Spring Lane was read into the record.

Kevin Sutherland presents initial draft of “KWD Report on Life Cycle Cost of Current Office/Garage Building” at 15 State Rd., Kittery. He found that our facility is at the end of its functional life with approximately 6-7 years left. Replacement cost would be \$1.9 million dollars. Four options were presented. Option 1: Renovate existing building.

Option 2: Replace Building.

Option 3: Build off-site for an estimated cost of \$6.5 Million. Current zoning limits development of State Rd. property. A 400- car parking garage would cost \$14- 20 million. The property can only accommodate forty units of affordable housing and this is not financially feasible.

Option 4: Partner with the town of Kittery to establish new zoning regulations that would allow greater density, increase height limit to 50’, change set back requirements and parking space requirements for affordable housing. KWD BOT could suggest these zoning changes. In conclusion the value of the property needs to increase to entice developers. Kevin recommends that KWD create an RFP to solicit developers and that we not stay in our current location. Stop gap measures can be considered to preserve the building but Kevin has not made recommendations yet. He will have a full report to present to the board. The town planner, Adam Causey, is aware of our issues and will wait for our input. The town will be making zoning changes by December 2020.

Covid-19 Protocol reviewed- YWD SOP will be used as guidance for KWD updating their pandemic protocol. All trustees support prescreening and mask mandate signage. Trustees will review information and discuss further at the next BOT meeting. Supt. Rogers reports that one employee is awaiting Covid test results after reporting a temperature of 100 and a sore throat on Monday. He will let us know when test results come in. Trustee Rose states that the employee needs to quarantine.

Newsletter discussed- Trustee Rose will add language that includes information about voting procedure at Drive Up window and outdoor ballot access at office. Trustee O'Connell will create an illustration to place on outside of flyer informing public of contents, ie trustee newsletter, important vote at KWD, time sensitive.

Executive Sessions- Trustee Rose moves to go into Executive Session on Tuesday, October 27, 2020 at 8 a.m. pursuant to Chapter 1 MRSA 405 Section(6)(E) to meet with Superintendent, the Board of Trustees and legal counsel Tom Trenholm. Trustee O'Connell seconds. Roll call three in the affirmative, motion passes.

Training Request reviewed- Trustee Golter moves to approve request for Supt. Mike Rogers, Trustee O'Connell and Office Manager Linda Johnson to attend MRWA training class, "Preparing for your audit and understanding your financial statements", November 18, 2020 via Zoom for the sum of \$45 pp. Trustee Rose seconds. Roll call, three in the affirmative, motion passes.

Financial report for the month of September 2020, 3rd quarter budget comparison and PNS usage/revenue graph reviewed. Linda Johnson answers questions. Supt. Rogers reports that recently there is inconsistent demand from the PNSY. Lisa Melvin is our contact at the Shipyard and will answer our questions. She needs to have them sent to her in advance.

Proposal for sludge removal from holding basin discussed. Supt. Rogers contacted three contractors and only one has the right equipment. Ted Berry can schedule us for early November and their quote is \$18,900 - \$23,000, not to exceed 6 days. Trustee Golter moved to approve the quote. Trustee Rose seconded. Roll call, three in the affirmative, motion passed. Supt. Rogers stated that prickler bushes need to be removed from the edge of the holding basin per request of Ted Berry and that KWD does not have proper equipment to do so. He would like to rent equipment from Sunbelt Mower Rental for \$500/day.

Open Discussion- No watershed violations noted in August reports. Supt. Rogers I-95 update. Maine Turnpike Authority engineers have more questions that will need to be answered by our engineers Brierley and Associates. From our live chat box Suzanne Sayer has property development concerns, and suggests we use the following wording on the outside of the newsletter "time sensitive", and/or "Future vote". Both she and Cathy Wolff would prefer to have it inserted in water user bills. Cathy suggests that water user have the option of receiving it as an email. Garvin McCurdy comments on Kevin Sutherland's presentation not discussing JLUS and he will check on traffic issues listed there. He believes that the situation is more fluid than the MVH project considered.

With no further business appearing before it, this Board of Trustees meeting is adjourned at 9:20 a.m.

An Executive Sessions will be held Thursday Oct 22, 2020 and Tuesday Oct. 27, 2020 at 8 a.m. via Zoom.

Our next BOT meeting will be held on Wednesday, October 28, 2020 at 7:30 a.m. via Zoom.

Respectfully submitted,

Julia O'Connell, clerk



Disclaimer: The preceding 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 at the meeting, but as a summary of the discussion and actions that took place.