

**Kittery Water District – Board of Trustees Meeting – October 28, 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 and Supt. Mike Rogers. Members of the public in attendance: Garvin McCurdy, Chris Rubin, Bob Sheppard, Suzanne Sayer, Shara Geiger, Linda Johnson, Bonnie Rogers, and Julie Perrault. Mission statement read.

**Agenda reviewed-** and approved unanimously with additional items.

**Secretary’s report** – Minutes of Executive Session, October 20, 2020 read and accepted with addition of adjournment time. Minutes of October 22, 2020 Executive Session read and accepted with addition of adjournment time. Minutes from October 21, 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 Golter will sign checks.

**Superintendent’s Report-** Water main break on Saturday morning at Page St., Kittery, was a beam break and took 4 hours to repair. Pump #2 was disassembled last week and is in the repair shop. Brierley Associates are responding to Maine Turnpike Authority’s questions. Annual Dam inspection is in November and KWD has hired Matt Muzzy from Sevee and Maher Engineers to do annual inspection. Ted Berry started cleaning the sludge pond yesterday at the filtration plant. Reservoir levels - Boulter Pond down 2’ 7” (no change in level since last checked), Middle Pond down 8’ 4 ½ ”(up 1’ 5”), Upper Folly down 6’3”(down 10”), Bell Marsh Reservoir down 9’ 10 ½ ”(down 1’ 2 ½”). Extreme drought conditions persist.

**Reviewed Covid-19** protocol- Trustees have reviewed a Pandemic Protocol that was created from synthesis of YWD and MRWA protocols. The Office Manager and Superintendent will review it for discussion at next week’s BOT meeting.

**Executive Sessions-** Trustee Rose moves to go into Executive Session on Thursday, October 29, 2020 at 8 a.m. via Zoom 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. Trustee Rose moves to go into Executive Session on Tuesday, November 3, 2020 at 8 a.m. via Zoom 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 Rose moves to approve request for Supt. Mike Rogers and Trustee Julia O’Connell to attend the MRWA annual conference and trade show, December 9 and 10, 2020 via Zoom for the sum of \$115 pp. Trustee Golter seconds. Roll call, three in the affirmative, motion passes.

**Newsletter discussed-** Trustee Rose has added information to the newsletter about voting procedure at KWD’s Drive Up window and outdoor ballot box access at the office. Trustee O’Connell has created an illustration to place on the outside of the newsletter to inform the public of its contents, ie Trustees’ newsletter, December 8, 2020 vote at KWD. Office staff will post the newsletter for arrival in homes before November 9, 2020.

**Kevin Sutherland** will be asked to present recommendations at next BOT.

**PNSY water usage and future plans-** Supt. Rogers will send questions to PNSY contact, Lisa Melvin, and arrange for a Zoom meeting with the Trustees and PNSY.

**2020 Master Plan** needs to be sent to the State of Maine by November 1, 2020 to qualify for the \$15,000 reimbursement. Supt. Rogers has contacted our engineer Dan Flaig to procure the updated 2020 Master Plan.

**Open Comment**

**Watershed Patrol Reports-** No violations noted for the month of September 2020.

**Public Comment-** Garvin McCurdy verifies that his email was received by the Trustees. He states that the town of Kittery's Joint Land Use Study will take time to figure out. Suzanne Sayer requests updates on KWD Charter Revision.

With no further business appearing before it, this Board of Trustees meeting was adjourned at 8:43 a.m.

Executive Sessions will be held Thursday Oct. 29, 2020 and Tuesday Nov. 3, 2020 at 8 a.m. via Zoom.

Our next BOT meeting will be held on Wednesday, November 4, 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.