

Kittery Water District – Board of Trustees Meeting – November 12, 2020 (via Zoom)

Meeting held via Zoom and called to order at 7:34 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 Cheatham, Kristi Mathieson, Kevin Sutherland, Doug Greene, Adam Causey, Emily Flinkstrom, Bill Wagner, Brian Rodonets, William St Laurent, Guy Hodgdon, Linda Johnson, Bonnie Rogers, and Julie Perrault. Mission statement read.

Agenda reviewed- and accepted as written.

Secretary’s report – Minutes of Executive Session, November 3, 2020 read and accepted. Minutes from the BOT meeting on November 4, 2020 were read and accepted with one minor correction.

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

Superintendent’s Report- Ted Berry will return on Monday November 16, 2020 for a fourth day of sludge removal at the filtration plant. The dam is being prepped for inspection. Brush will be cleared and valves exercised. Ben’s Auto repair estimate for the 2011 KWD Ford van is \$1900 with a \$1000 deductible. Trustee O’Connell motioned to allocate \$1000 for the van repair. Trustee Rose seconded, roll call, three in the affirmative motion passes. Questions about water usage were sent to PNSY and we are awaiting a response. Supt. Rogers will send a reminder email requesting Zoom meeting at their earliest convenience. Marston Industrial has begun repair of Upper Folly Dam and Bell Marsh wingwalls. It is estimated it will take 2 – 3 weeks.

Reservoir levels - Boulter Pond down 3’ 1/2” (1” since last checked), Middle Pond down 6’ 7 ½ ” (up 3 ½ ”), Upper Folly down 7’ 6”(down 6”), Bell Marsh Reservoir down 9’ 9½ ”(down 9”)

Presentation by Kevin Sutherland- He presented his findings and suggestions, from “KWD Report on Life Cycle Cost of Current facility and Options for the Board of Trustees”. The current facility has about 6-7 years of useful life left. Four options were presented for consideration.

- 1) Replace the main building for \$1.9 Million. Drainage issues are present.
- 2) Refurbish the main building and make it ADA compliant for \$950,000. It needs a new boiler, roof and gutter system; in addition to handicap access.
- 3) Use an RFP to invite multiple developers to propose different options; including MVH’s land swap deal. The scope and costs associated with this option would each be different and MVI appears to underestimate costs and does not appear to be a financially viable plan.
- 4) Partner with the town of Kittery to find the highest valued and best use of the property. The Joint Land Use Study and the town’s Comprehensive Plan both indicate that affordable housing is a priority in this location. However zoning changes will need to be done to make the parcel an attractive opportunity for developers. Is KWD willing to work with town staff and elected officials on this option? Questions from the public were addressed. The BOT will discuss further at a future BOT meeting.

Executive Sessions- Trustee Rose moves to go into Executive Session on Tuesday, November 17, 2020 at 8 a.m. via Zoom pursuant to Chapter 1 MRSA 405 Section(6)(E) to meet with the Superintendent, the Board of Trustees and legal counsel, Tom Trenholm. Trustee O’Connell seconds. Roll call, three in the affirmative, motion passes.

Charter Revision Update- The process and options for the Charter revision will be presented at the next BOT meeting by an expert in the field. We need to decide on four things: water district boundaries, the number of trustees, the voter district, and how to get public input.

Reviewed the PNSY payment history for October. They used 16 million gallons less water than October 2019. (about 36% less)

Reviewed October 2020 Filtration Report.

Reviewed October 2020 Financial Report.

Cybersecurity issues. Discussed phishing emails that have been received by KWD management over the past 6 months. No actions have been taken that would have put KWD at risk. It was agreed that the BOT and the Supt will update each other on any future scam activity. KWD has robust firewalls on multiple systems. A federal mandate requires that all water utilities submit an emergency response plan certification to the EPA . Ours is due June 30, 2021. A self-assessment check list is available from the DEC division of Maine CDC. It includes quantifying and mitigating risks and assessing for cyber resiliency. The Superintendent is aware of this. Protection for data at rest needs to be further researched and protected.

No items for Open Discussion

Public Comment none

With no further business appearing before it, this Board of Trustees meeting was adjourned at 9:33 a.m.

Executive Session will be held on Tuesday, November 17, 2020 at 8 a.m. via Zoom.

Our next regular BOT meeting will be held on Wednesday, November 18, 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.