

Kittery Water District – Board of Trustees Meeting – November 4, 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, EB Leland, Kevin Sutherland, Cathy Wolff, William St Laurent, Guy Hodgdon, 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 27, 2020 read and accepted with addition of adjournment time. Minutes of October 29, 2020 Executive Session read and accepted with the addition of adjournment time. Minutes from the BOT meeting on October 28, 2020 were read and accepted with minor corrections.

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

Superintendent's Report- The overground mains and seasonal meters were drained and pulled. A written quote for repairs to Pump #2 was received, totalling \$6761.54 received. Repairs include; replace packing and bearings, machine new wear sleeves and gasket, sand blast and paint. The board had previously approved \$1204. Trustee O'Connell moved to approve an additional \$5557.54 to repair Pump #2. Trustee Golter seconds. Roll call, three in the affirmative, motion passes. The 2011 KWD vehicle, Ford Van door, was damaged when high winds forced it open too far. The front fender was damaged and it will go to Ben's Auto for a repair estimate. Questions about water usage were sent to PNSY and we are awaiting a response. A digital version of the Kittery Water District's 2020 Master Plan has been submitted to the Maine Drinking Water Program by Wright Pierce and supporting materials mailed by Supt. Rogers. Ted Berry has spent 3 days so far cleaning the sludge pond at the filtration plant.

Reservoir levels - Boulder Pond down 2' 6" (level up 1" since last checked), Middle Pond down 6' 11" (up 1' 5 1/2"), Upper Folly down 7' (down 9"), Bell Marsh Reservoir down 9' 1/2" (up 10"). Extreme drought conditions persist in our area. No change in local drought status for the past three weeks.

Presentation by Kevin Sutherland- He will present his findings and suggestions, as well as answer questions submitted from the public and KWD at our next BOT meeting, on Thursday 11/12/2020. Questions may be sent to kevin.i.sutherland@gmail.com. Trustee Rose moved to schedule BOT meeting for Thursday, November 12, 2020 at 7:30 a.m. via Zoom. Trustee O'Connell seconds. Roll call, three in the affirmative, motion passed.

Reviewed Covid-19 protocol checklist- The Office Manager and Superintendent have reviewed and created a home screening checklist. After extensive discussion, Trustee Rose moved to add a self-screening at home for fever to the Covid-19 Pandemic response protocol. Trustee Golter seconds. Roll call, three in the affirmative, motion passed. Also everyone in the building should wear a mask, socially distance and use hand sanitizer. The downstairs breakroom has newly installed plexiglass separators. They are 4' high and 8' wide with midline installed at head height. Thank you Mike and Carl.

Executive Sessions- Tomorrow's session is cancelled. Trustee Rose moves to go into Executive Session on Tuesday, November 10, 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.

Newsletter update- The Office Manager sent the newsletter to the printer yesterday and the office staff has begun making labels.

Charter Revision Update- We will review the State Standard Charter 35A Public Utilities Chapter 64 and Carl Palm will let us know if he can create GIS coordinates for York boundaries.

New Business

Training Request reviewed- Trustee Rose moves to approve request for plant operator Mark Rouillard to attend two Training classes for \$40 per class offered by JETCC; Chemistry Basics on November 10, 2020 and Ethics of Operating a Drinking Water Facility on December 16, 2020. Both classes are being offered via Zoom. Trustee O'Connell seconds. Roll call, three in the affirmative, motion passes.

PNSY October revenue reviewed. Revenue and demand are down 36% as compared to October 2019.

Declaration of candidacy for Trustee Trustee Golter and Dr Jennifer Brewer have filed their paper work. Election is Tuesday December 8, 2020.

Open Discussion Garvin McCurdy extends kudos to laborers who worked on above ground lines this past week in harsh weather conditions. He suggests that we contact Adam Causey the new town planner at acausey@kitteryyme.org to discuss zoning changes for KWD property.

With no further business appearing before it, this Board of Trustees meeting was adjourned at 9:52 a.m.

Executive Sessions will be held Tuesday Nov. 10, 2020 at 8 a.m. via Zoom.

Our next BOT meeting will be held on Thursday, November 12, 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.