

## **Kittery Water District – Board of Trustees Meeting – January 13, 2021 (via Zoom)**

Meeting held via Zoom and called to order at 7:35 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, Pete Henderson, Bob Sheppard, Cathy Wolff, Judy Spiller, Maryann Place, Guy Hodgdon, Suzanne Sayer, John Perry, EB Leland, Julie Perrault, Bonnie Rogers, and Linda Johnson. Mission Statement read.

**Agenda** approved as written.

**Secretary's report** – Minutes from the BOT meeting on January 7, 2021 were approved 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 Golter. Trustee Golter agreed to sign the checks this week. **Superintendent's Report** No Updates. He has not heard from Southern Maine Planning and Development Commission about mapping progress. Trustee O'Connell reported that she has and that they have completed the task.

**Pump #2 Update-** Dan Flaig, of Wright Pierce Engineering has reviewed the suction, cavitation parameters and pump curves and has determined that the new pump is a good match.

**Legal counsel-** Following a brief discussion of schedules Trustee Rose made a motion to go into executive session with our lawyer, Tom Trenholm, on Friday, January 15, 2021 at 10 a.m. via Zoom per 1 MRSA 405 Section (6)(E). Motion was seconded by Trustee O'Connell, roll called, three in the affirmative, motion passed.

**December 2020 Filtration Plant Operations Report** reviewed- December 2020 reported a decrease of 41 million gallons of water pumped as compared to December 2019. Supt. Rogers will verify Daily Water Production Numbers for December 24, 2020.

**Recommended Vehicle (and Equipment)** replacement and repairs for 2021 list reviewed- Vehicles K-2 and K-7 will be priced out and reviewed later. Trustee Rose made a motion to approve the rest of the list for an estimated total of \$21,100. Trustee Golter seconded. Roll called, three in the affirmative, motion passed.

**Training Class Request** reviewed for Matthew Crosby. Trustee Rose moved to approve and Trustee O'Connell seconds. Roll called, three in the affirmative, motion passed.

**Rate Analysis Proposal** to be conducted by MRWA reviewed. Rate analysis was last done in 2018 by Maine Rural Water Association and indicated that a 27% rate increase was warranted for Portsmouth Naval Shipyard. Since that report we have raised rates by 12.9%. Trustee Golter moved to approve the rate analysis proposal for \$1500. Trustee Rose seconded. Roll called, three in the affirmative, motion passed.

**Q & A with Registrar**, Maryann Place. Voters were defined by the charter as "need to be legal voters" Maryann can obtain a list from the town clerk of Kittery of the legal voters and using that alongside the street index working with an assistant on election day to check off voters as they arrive at the drive-up window. A street index of the original District area eligible to vote will be sent to Maryann. She will make sure that the number of ballots issued matches the number of ballots cast and if extra are needed they will be photocopied. She requests to see a sample ballot with the word "Sample" written on it, before election day. She will need a clear view of the ballot box at all times. The ballot box will be

tracked and any opening of it will be documented as to time and who was present. If there are voters still in line at 6 p.m. they will be allowed to vote. Ballots will be counted in the Trustee's room at the big table. A Zoom link will be provided for members of the public who would like to observe the ballot count. The evening count will consist of two sets of counters (a total of 4 people) that will count ballots in stacks of 50. She will make up tally sheets to be used to tabulate results onto a master tally sheet and will announce the results when it is complete. She will hire people with municipal election experience. Maryann will keep time sheets for all of the workers and submit them to KWD at the end of the night. Ballots per municipal law are saved for two months in a securely sealed and labeled cardboard box. Supt. Rogers will be on hand that morning to let Maryann and her assistant into the office building. The drive-up window will be closed to business on election day and notice will be posted there and on our website, as well as on a sandwich board. Trustee Rose has offered to assist with streamlining the message. Bonnie Rogers whose desk sits in front of the drive-up window, will work at another desk that day. Any further questions that Maryann has will be directed to the Trustees.

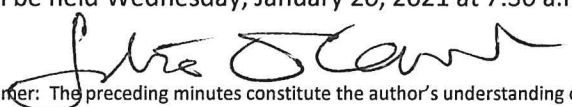
**Open Discussion-** Trustee Golter provided a list of qualified plumbing contractors who are willing to help the district if he is unavailable. Supt. Rogers has surveyed KWD employees about their willingness to get a Covid-19 vaccine. Ten say "yes", four say "no" and two have not responded. It is unknown if any of the no answers are from water treatment plant operators. The MRWA is working at the State level (DHHS, CDC, Governors Office) to obtain vaccines for all essential water workers, ASAP. The timeline of administration is unknown. The Supt. has requested that Trustee Golter replace a solenoid valve at the plant's post lime slurry tank. It is not under warranty. Trustee Golter reported that water users are calling him to inquire about chloramine being added to our water. He restated that the Kittery Water District does not and will not use chloramines for the foreseeable future. He also reported that two of his campaign signs on Pepperrell Rd. are missing and that tampering with campaign signs is a misdemeanor punishable by fines and/or imprisonment. Trustee O'Connell reads her bio into the record and will submit it for the KWD website. She has a background in water quality testing, forest management, governance and healthcare. Trustees Golter and Rose will also submit theirs.

**Public Comment-**Garvin McCurdy stated the need to understand the reasons for declining a vaccine and that they may include: religious reasons, fear of needles or unfamiliarity with the process. He would like to see us pre-emptively deal with these issues to reassure employees and encourage them to get vaccinated so that we are all protected. Suzanne Sayer inquired why the Dec. 9, 2020 minutes and audio recording are not on our website. Trustee O'Connell responded that she sent the audio recording to IT on Jan. 4, 2021 to be put on our website and has not seen it either. Suzanne also reported that her neighbors on Mendum Ave. appreciated the new water main and that she thinks the registrar should be paid more. Linda Johnson requested that the BOT approve the annual Christmas \$100 gift cards for all employees. Trustee Rose motioned to approve \$100 gift cards for employees. Trustee Golter seconded. Roll call, three in the affirmative, motion passed. Cathy Wolff asked why the PNSY rate was not increased to the full 27%? Answ. It needs to be justified by our revenue and expenses.

Meeting adjourned at 9:37 a.m.

The next BOT meeting will be held Wednesday, January 20, 2021 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 verbal transcript of comments at the meeting, but as a summary of the discussion and actions that took place.