

Kittery Water District – Board of Trustees Meeting – March 17, 2021 (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, Kristen Grant from Maine Cooperative Extension and five KWD employees attended. Mission Statement read.

Agenda approved as written with addition of a purchase request.

Secretary’s report –Minutes approved for 2/26/21 and 3/10/21 and 3/3/21 with minor corrections.

Treasurer’s report was reviewed – Cash \$100,292.56 Accounts Payable \$233,802.68 and Payroll \$13,506.49 Eleven hours of overtime were reported in the past week. Questions were answered. Trustee Golter motioned to pay the bills in the amount of \$233,802.68. Trustee Rose seconded. Roll call, three in the affirmative, motion passed. Trustee O’Connell will sign checks today.

Superintendent’s Report- The VFD for pump #1 will be installed by Stultz Electric. Parts for Pump #2 are expected to be shipped on 3/25/2021. The spring flushing program will begin Thursday, March 18, 2021.

Charter Update- Our revised charter is currently being drafted in The Revisor’s Office and will be sent to Rep. Kristi Mathieson. A Board of Trustees meeting for public input may need to be called in the next few weeks.

2021 Suggested Capital Improvement list reviewed – Trustee Rose moved to approve \$20,000 to replace water main near Church St. with three individual service lines. Seconded by Trustee Golter. Roll call, three in the affirmative, motion passed. Trustee Rose moved to approve \$20,000 for repairs and maintenance of watershed roads. Trustee Golter seconds. Roll call, three in the affirmative, motion passed.

Letter of General Engagement with Attorneys, Drummond Woodsum - Trustee Rose moved to accept the letter of engagement as written. Seconded by Trustee O’Connell. Roll call, three in the affirmative, motion passed.

Meeting with Kristen Grant of Maine Cooperative Extension regarding public input for State Rd. property. Questions need to be addressed and Kristen has offered to continue to work with us. The Board has designated Wednesday, April 14, 2021 as a workshop session. The public is welcome to speak or submit in writing in advance ideas for a new site and our present site. All public comments will be sent to all Trustees.

Financial Report for February 2021 and 2020 4th quarter budget comparisons reviewed. Questions raised about significantly decreased revenue and increased expenses over the past few years and our plan to address this.

February Monthly Operations Report for the Filtration Plant reviewed.

State of Maine Reporting Violation reviewed. A herbicide test done by Nelson Analytics was not submitted on time and will need to be documented in our CCR report.

Commercial Driver’s License training class request approved for employee, Danny Veino. Trustee Rose moved to approve \$810 for the class. Seconded by Trustee O’Connell. Roll call, three in the affirmative, motion passed.

Off week meeting protocols discussed. Trustee Golter has been designated to sign checks for the next few weeks and will notify Trustees if there is something alarming. Trustee O'Connell will sign checks today. Motions to be considered will be noted in the agenda.

Horse Hills Timber Harvest discussed. No violations were noted by the State of Maine. Trustee Rose moved to continue the discussion at the Board of Trustees meeting on April 7, 2021. Trustee O'Connell seconded. Roll call, three in the affirmative, motion passed.

Joint Board Meeting with YWD planned for March 30, 2021 at 9 a.m. via Zoom to discuss contractual agreements. Trustee Rose moved to go into Executive session per 1MRSA 405 Section 6 (E) for this meeting. Seconded by Trustee O'Connell. Roll call, three in the affirmative, motion passed.

Joint purchase of **Watershed signs** with YWD considered. Trustee Rose moved to approve the allocation of \$800 for 8 aluminum signs. Seconded by Trustee Golter. Roll call, three in the affirmative, motion passed.

Executive sessions- Trustee Rose moved to go into Executive Session to discuss personnel contracts per 1MRSA 405 Section 6 (A) on Wednesday, March 24, 2021 at 8 a.m. via Zoom. Trustee Golter seconds. Roll call, three in the affirmative, motion passed. Trustee Rose moved to go into Executive Session to review contract language with legal counsel, Tom Trenholm, pursuant to 1 MRSA 405 section 6 (E) at a future date TBD, before April 7, 2021. Trustee O'Connell seconds. Roll call, three in the affirmative, motion passed.

Open Discussion- Superintendent would like to improve the office internet service with Comcast. Trustee Golter would like to review and approve CIP items. Trustee O'Connell would like to discuss filtering out chloramines coming into Kittery from York. Items will be discussed at BOT meeting on April 7, 2021.

Public Comment Suzanne Sayer shares that comcast service has been inadequate for customers. Garvin McCurdy suggests that KWD request a service call from Comcast. He suggests that the town and the developer that is chosen for the State Rd property work out the details of development. Linda Johnson, Office Manager, reports a net income of \$92,000 in February 2021 and that last year's gross revenue was \$3.5 million. In the past 9 years timber harvest income has averaged \$51 thousand. She would like to see internet connection upgraded. Trustee Rose reports that the recording of our meeting continued despite intermittent connection issues.

Hearing no further comments the meeting was adjourned at 9:50 a.m.

Our next BOT meeting will be held Wednesday, April 7, 2021 at 7:30 a.m. via Zoom.

An Executive Session will be held Tuesday, March 24, 2021 at 8:00 a.m. via Zoom.

An Executive Session will be held Wednesday, March 30, 2021 at 9:00 a.m. via Zoom.

An Executive Session may be held before April 7, 2021 with legal counsel, Tom Trenholm.

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.