

Kittery Water District – Board of Trustees Meeting – May 5, 2021 (via Zoom)

Meeting held via Zoom and called to order at 7:38 a.m. Members in attendance: Trustees Caroline Rose, Julia O'Connell, James Golter and Supt. Mike Rogers. Members of the public and four KWD employees attended. Mission Statement read.

Agenda approved as written.

Secretary's report –Minutes approved for 4/30/21 as written. Minutes for 4/21/21 postponed until next BOT meeting.

Treasurer's report was reviewed – Cash \$121,858.06, Accounts Payable \$43,825.06 and Payroll \$12,763.46. Eight hours of overtime were reported in the past week. Questions were answered. Trustee Rose motioned to pay the bills and also retroactively for April 28, 2021. Trustee O'Connell seconded. Roll call, three in the affirmative, motion passed. Trustee Golter will sign checks this week.

Superintendent's Report- Water main replacement on Sunset Drive has been started. Pump #2 is at the Williamson shop in CT. but work has been delayed secondary to Covid. A potential new laborer has been hired dependent on test results. Our rate analyst, Cathy Robinson, has received the final financial information from Office Manager, Linda Johnson. Pond levels are as follows; Boulter, Folly and Middle are level and Bell Marsh is down five feet.

Charter Update- The revised charter has been submitted with changes and a public hearing was held April 12, 2021. There will be a work session tomorrow May 6, 2021, at 9:30 a.m. with the State Energy, Technology and Utilities Committee. The public is welcome to listen in and the link information for the Zoom meeting can be found on the KWD website.

2020 CCR report will be reviewed at our next BOT.

State Rd. workshop update- Town manager Kendra Amaral and town planner Adam Causey will be drafting a survey for stakeholders.

Plumbing contract RFQ and bids- Trustee Rose will contact Kittery town manager, Kendra Amaral to ascertain the best way to put out for a public bid.

PNS freeze protection has ended as of May 1, 2021. We have seen a decrease in demand.

Network switch status- Advanced Communications has advised replacement of the 12 year old switch for a cost of \$494.00. Wifi extenders have been installed for \$1500 and connectivity issues appear to have been resolved. Trustee Golter motioned to install new switch for \$494.00. Trustee Rose seconds. Roll call, three in the affirmative, motion passed.

DHHS grant- KWD has received an approval letter for a grant request of \$5000 for the installation of cameras at the Rogers standpipe and the Eliot tank. Thanks to Carl for his work on this.

2021 Election Discussion- The election should be held to offer voting to water users when they are in town before they migrate south but not be held on same date as town election. The new charter, when passed, would allow absentee ballots and that will need to be addressed by our registrar.

Pandemic Protocol- The state CDC has new mandates. We will be following this closely. Trustee Rose moved to lift mask mandate at KWD office building. Seconded by Trustee Golter, Roll call, three in the affirmative, motion passed. Pandemic leave policy will be re evaluated.

Open Discussion- Supt. Rogers reports that wind storms have caused damage to fence at the treatment plant and at the Eliot tank from trees falling. Henniker Drilling has requested an access road for equipment staging on the west side of I-95. Supt. Rogers will contact property owners off Old Beech Ridge Rd to request creation of an access road on their property. Trustee O'Connell mentioned that there is potential funding for water infrastructure needs at the state and federal levels and the KWD could plan accordingly to position itself to apply for funds as needed. Trustee Rose reports that The Urban Land Institute working in conjunction with the Joint Land Use Study will present their findings for meeting local transportation and housing needs, on Tuesday May 18, 2021 from 6:00 – 7:15 p.m. via Zoom. KWD will be interviewed as part of the process of gathering information. Office Manager, Linda Johnson, states that three cycles of disconnect notices have been completed and there have been no shut offs for non payment, despite some customers not paying for four quarters. Nine payment arrangements were made.

Public Comment- Jen Thayer would like to know if the drop in water levels at Bell Marsh is common. It is not and was due to draw down started last summer that continued until December 2020. The resulting low level this year is due to lack of snow pack this past winter. Supt Rogers states that we have started to use water from Middle Pond as of last Thursday and it has the best water quality. She asks if we sell water to YWD. Supt Rogers responds that we give water to YWD from Folly Pond via a gravity feed.

Meeting adjourned at 8:44 a.m.

Our next BOT meeting will be held Wednesday, May 19, 2021 at 7:30 a.m. via Zoom.

A Charter Workshop with the Maine Energy Technology and Utilities Commission will be held at 9:30 a.m. Thursday, May 6, 2021 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.