

Kittery Water District – Board of Trustees Meeting – August 4, 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, Kittery town manager Kendra Amaral, Kittery town planner Adam Causey, twelve members of the public and five KWD employees attended. Mission Statement read.

Agenda adopted as written with two additional items; rate analysis update, 2020 financial audit update.

Secretary’s report –Minutes approved with minor changes for both the 7/21/21 Board of Trustees meeting and the Executive Session meeting of 7/23/21.

Treasurer’s report was reviewed – Cash \$107,978.91, Accounts Payable \$30,598.86 and Payroll \$13,746.74. Fourteen hours of overtime were reported in the past week which included three hours for a power outage at the plant and three hours for the repair of a service line on Gerrish Island. Trustee Rose motioned to retroactively approve July 28, 2021 bill payments. Seconded by Trustee O’Connell. Motion carried 3-0. Trustee O’Connell motioned to approve August 4, 2021 bill payments. Seconded by Trustee Rose. Motion carried 3-0. Trustee Golter will sign checks this morning.

Superintendent’s Report- Work on the water main replacement on Libby Lane in Eliot has been completed. Work on the Upper Folly spillway has resumed. Water from Folly is being drained to Middle Pond to allow for this work. Pond levels are as follows; Boulter Pond ½” above normal, Middle Pond 1’8” below normal, Upper Folly 11 ½” below normal, Bell Marsh Reservoir 4’6” below normal. He will contact our rate analyst, Cathy Robinson, for an update on her progress. I-95 project- Henniker Directional Drilling is working to obtain a work permit from the Maine Turnpike Authority. The 2020 Annual Financial Audit was completed at the end of May/early June. Supt. Rogers will contact Ouelette and Assoc. to arrange for a meeting with the Trustees. Available dates are August 18, 19 or 20th.

Electronic Ballot counter expense discussed-Maryann Place, Registrar, has been given permission to borrow ballot counting machines from the town of Eliot and the town of Kittery has agreed to lend us their ballot booths and guard rails for our September election. Estimated cost is \$1377.00 to reprogram the machines and for 2000 ballots including shipping. Trustee O’Connell motions to approve the use of electronic ballot machines for our September 16, 2021 election for an estimated cost of \$1400.00. Trustee Golter seconds. Three in the affirmative. Motion carried 3-0.

Candidates Statements- In the past Portsmouth Herald has published candidates statements and we will contact them to request that they do so again. Traip Academy students will be contacted to ask if they are interested in hosting a candidate’s night. Information may be shared on all three town websites. One candidate has filled out forms for all three seats. Our registrar believes that this is OK.

Customer Survey draft reviewed. A final draft based on today’s feedback will be ready sometime next week. Thank you Kendra Amaral and Adam Causey. It can be broadcast on Channel 22 with a link to KWD. Hard copies can be available at KWD, Libraries and Town halls and electronic copies could be available on websites; York, Kittery and Eliot. The town of Kittery will use “Survey Monkey” to tabulate responses. It is estimated that a paper copy will be available mid August and hard copies could be distributed at the polls September 16, 2021. Survey responses need to be received within a month, one week past the election.

Website review- In an effort to improve the website we will create an RFP and a new web designer will be chosen. Trustee Rose will give criteria to Supt Rogers to create an RFP.

PNS revenue reviewed for July 2021 – received between July 1 and July 31, 2021 is \$16,000 below the five year average.

Filtration Plant Computer needs- Supt. Rogers requests two new computer towers for the filtration plant's office and laboratory room for a total of \$1365.00. Trustee Golter moved to approve this expense. Trustee Rose seconds. Three in the affirmative. Motion carried 3-0.

Filing cabinet request- Supt. Rogers requests a four drawer filing cabinet available from Amazon for \$689.99. Trustee Rose moved to approve this expense. Trustee Golter seconds. Three in the affirmative. Motion carried 3-0.

Laser Level request- Supt. Rogers requests a rotary laser level kit from Lowes for \$649.00 to be used for setting grades for road repair. Trustee Golter moved to approve the expense. Trustee Rose seconds. Three in the affirmative, motion carried 3-0.

Open Discussion/notices Supt. Rogers reports that there has been some erosion of watershed's gravel roads that can be easily repaired with ½ a load of gravel. The US Drought Monitor has recorded that our area is no longer suffering from a drought as of two weeks ago.

Public Comment- Suzanne Sayer suggests that a lateral 4 drawer file that the Supt. requested can be purchased at Restore for less money.

Meeting adjourned at 8:57 a.m.

There will be a BOT meeting on Wednesday, August 18, 2021 at 7:30 a.m. via Zoom.

A special meeting to review the 2020 Financial Audit will be scheduled.

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. For complete details please refer to the audio recording of the meeting on the KWD website.