

Kittery Water District – Board of Trustees Meeting – October 06, 2021 (via Zoom)

Meeting held via Zoom and called to order at 8:05 a.m.

In Attendance: Trustees Julia O'Connell, James Golter, John Perry, Julie Pelkey, Bob Gray; Supt. Mike Rogers; twelve members of the public; four KWD employees.

Mission Statement: Trustee Perry stated that the KWD mission statement will no longer be read at the current and future meetings. Trustee O'Connell made a motion that the KWD mission statement be read. No one seconded. Mission statement was not read.

Agenda: Reviewed and accepted as written.

Secretary's Report: Minutes from the September 15, 2021 regular meeting and minutes from the Trustee's organizational meeting of September 22, 2021 were accepted with minor changes.

Treasurer's Report: For October 6, 2021 -- Cash was \$99,843.98; Accounts Payable was \$38,164.86; Payroll was \$13,360.50. There were nine hours of overtime; eight is the norm, and one was for Keen Avenue paving. Trustee Golter moved to approve the September 29, 2021 bill payments retroactively, as well as payments for October 6, 2021. Seconded by Trustee Perry. Motion carried 5-0. Trustee Golter will sign checks.

President's Report: Trustees will review the handout "Board Member Responsibilities for Managing a Water Utility," as well as the fiduciary responsibilities of Trustees described in "The Water Board Bible" handbook available from Supt. Mike Rogers; these will be discussed at the October 20, 2021 meeting. President Perry requested that respect be shown by and for everyone -- customers, staff and Trustees. During the current and future regular Trustee meetings, the 'Chat' function of Zoom will no longer be available, and public participants will not be allowed to show themselves on video during the business portion. Public comments will be limited to three minutes per person; participants should state their name and street of residence. Any written public comments provided will be read in their entirety at the next available meeting, unless deemed too lengthy and therefore will be paraphrased by the President. Trustee Golter made a motion to increase the spending limit for Supt. Rogers without prior Trustee authorization from \$500 to \$5,000. Trustee O'Connell Trustee expressed concern with this level of increase, given KWD's declining revenue. Perry seconded the motion. Motion carried 4-1, with Trustee O'Connell dissenting.

Superintendent's Report: Keen Avenue, Wild Rose Lane, Hickory Lane and Libbey Lane have been paved and are 100% completed. Hot-top repairs to Malcolm Road are still needed. One of our work truck beds was hit by a deer last week and caused \$1,500 in damage; KWD must meet the \$1,000 insurance deductible. Work to complete the I-95 interconnection will not be scheduled this year by Henniker Directional Drilling.

Reservoir Levels: In comparison with normal levels, Boulter Pond is level, Middle Pond is down 2' 10", Upper Folly is down ½", and Bell Marsh is down 2' 1½". Trustee Perry stated that reservoir levels will no longer be reported at meetings. Trustee O'Connell expressed concern that pond levels should be reported at least once monthly to remain informed about trends, in case drought-related or other measures should be taken. Trustee Perry said reservoir levels will be reported once per month.

Rate Analysis: Cathy Robinson has completed a draft rate analysis. Supt. Rogers will forward the draft to Trustee O'Connell to review, and it will be discussed at the October 20, 2021 Trustee meeting.

Customer Survey: Complete results are available in a pdf format, and paper copies are available from Supt. Rogers and Office Manager Linda Johnson. They will be presented first on the agenda at the November 3, 2021 Trustee meeting by Kittery Town Manager Kendra Amaral and Town Planner Adam Causey. Trustees should review the survey beforehand.

PNS Revenue: September's revenue is down \$6,000 from September 2020, and down \$16,000 from last month.

Open Discussion: Trustee Golter spoke about the I-95 crossing, and questioned the need for providing pond level information at meetings.

Public Comment:

Suzanne Sayer: How is the rate process going?; meeting start times announced should reflect the exact start time; the KWD Mission statement be stated at least once per month; If the public is no longer allowed to use the Zoom chat option, she would like personal contact information for some public participants; Will the results of the Customer Survey be available to the public on our website? (A reply was made that it will be posted); The new Board members must earn her respect.

Cathy Wolfe, Armory Way, Kittery: Public meeting participants should be allowed to have their video on when speaking. (Trustee Perry replied that videos should be off during the business portion of the meetings to avoid distractions, but may be on during the Public Comment portion.)

Karen Young, New Boston Road, York: Is KWD sharing information and resources with York Water District? Trustee Perry stated that there will be a Zoom meeting open to the public between KWD and YWD at a date to be determined. Tours of the watershed are planned for Trustees.

Trustee Gray motioned to adjourn the meeting. Trustee O'Connell seconded the motion. Motion carried 5-0. Meeting was adjourned at 8:51 a.m.

The next regular Trustees meeting will be held on Wednesday, October 20, 2021 at 8:00 a.m. via Zoom.

Respectfully submitted,
Julia O'Connell, Secretary

A handwritten signature in cursive script, reading "Julie O'Connell".

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.