

Kittery Water District – Board of Trustees Meeting – March 3, 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 and five KWD employees attended. Mission Statement read.

Agenda approved as written with addition of Supt. report.

Secretary’s report –Minutes from the Board of Trustees meeting on Wednesday, February 17, 2021 were approved with a minor correction. Minutes from the Board of Trustees meeting on Wednesday, February 24, 2021 were approved with a minor correction.

Treasurer’s report was reviewed – Cash \$102,885.05 Accounts Payable \$44,032.09 Payroll \$13,550.60 Eight hours of overtime were reported in the past week. Questions were answered. Trustee Golter motioned to pay the bills in the amount of \$44,032.09. Trustee Rose seconded. Roll call, three in the affirmative, motion passed. Trustee Golter will sign checks today.

Superintendent’s Report- The Hatch Filtration Plant power outage continues today, now in its 31st hour and the generator has been deployed.

Charter Update- KWD will need to respond to any requests from The Revisors Office within three days. Public meetings addressing this will be posted at the following places; KWD website, both Post Offices, the 7-11 Store, and Facebook Kittery Community pages. Supt. Mike Rogers will notify our regular meeting attendees by email. Trustee O’Connell moved to approve the preceding . Seconded by Trustee Golter. Roll call, three in the affirmative, motion passed.

2021 Suggested Capital Improvement list reviewed – Trustee Rose moved to approve \$299,080 for the following projects; Keen Ave. hot top, Water main replacements on Malcolm Rd., Wild Rose Lane, Sunset Drive, Ford Lane, and Libby Lane, new water main on Dennett Rd., and resurface feeder room floor at the plant. Trustee Golter seconds. Roll call, three in the affirmative, motion passed.

PNS revenue reviewed for the month of February- Revenue is 30% less than February 2020 and is closer to 2016 revenue.

2020 Master Plan Recommendations for the Treatment plant upgrades were reviewed. We will need to shut down our plant to do upgrades and the source of water presently available from YWD has chloramines. PNS had expressed a desire to remove chloramine through a filtration process at the Old Beech Ridge Rd Pump Station. Supt. Rogers will distribute the PNS suggestions about this matter. The owner of property that could be used for this has previously expressed interest in selling it. Supt. Rogers will contact her.

Minimum Criteria for moving operations were reviewed.

Request to purchase a new Magnetic Locator was reviewed. Trustee Rose moved to purchase a new Magnetic Locator for the price of \$870. Trustee O’Connell seconds. Roll call, three in the affirmative, motion passed.

York Water District “Gift of Land” discussed. A quit claim deed to three to four acres east of Middle Pond has been offered for a legal fee of \$500. Trustee Golter moved to acquire the land for \$500. Trustee Rose seconds. Roll call, three in the affirmative, motion passed.

2010 Leak Detection Survey reviewed. It was decided that a leak detection survey will not be addressed until after the new flow meters are installed.

Open Discussion- Addendums to the IBEW Union contract for full and part time hours will be signed by Trustee Rose. Our next BOT meeting will be in two weeks on Wednesday, March 17, 2021 at 7:30 a.m. via Zoom. Kristin Grant of Maine Coop. Ext. will present at 8:00 a.m. **Executive Session-** Trustee Rose moved to go into Executive session per 1 MRSA 405 Section 6 (A) on Wednesday, March 10, 2021 at 7:30 a.m. via Zoom. Trustee O'Connell seconds. Roll call, three in the affirmative, motion passed. Trustee Rose has received several FAQ s and will create answers to be posted on our website. A request was made for a monthly budget snapshot that included with the Treasurer's Report to facilitate multi- year financial planning.

Public Comment- Linda Johnson, KWD Office Manager, questions the purpose of FAQ's. They will be posted on our website. Garvin McCurdy would like to know the status of plant operators receiving Covid vaccines. Supt. Rogers stated that most employees have had two doses. Suzanne Sayer inquires about the status of hiring a note taker. That has been put on hold.

Meeting adjourned at 8:44 a.m.

Our next BOT meeting will be held Wednesday, March 17, 2021 at 7:30 a.m. via Zoom.

An Executive Session will be held Wednesday, March 10, 2021 at 8:00 a.m. via Zoom.

Respectfully submitted,
Julia O'Connell, clerk

A handwritten signature in black ink, appearing to read "Julia O'Connell", written in a cursive style.

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.