

**Kittery Water District – Board of Trustees Meeting – April 21, 2021** (via Zoom)

Meeting held via Zoom and called to order at 7:31 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 3/30, 4/7, 4/7 E.S., 4/12, and 4/16/2021.

**Treasurer’s report was reviewed** – Cash \$101,868.47 Accounts Payable \$15,685.06 and Payroll \$15,685.06. Eight and a half hours of overtime were reported in the past week to deal with a power outage at the plant. Questions were answered. Trustee Rose motioned to approve April 14, 2021 and April 21, 2021 bill payments. Trustee Golter seconds, roll call, three in the affirmative, motion passed. Trustee Golter will sign checks today.

**Superintendent’s Report-** none

**Charter Update-** The revised charter was accepted into committee as LD 1542. Public testimony can be made to the State Legislature using a link that Rep Mathieson will provide. Supt. Rogers will send the charter language to the three towns and will request their support.

**2021 Suggested Capital Improvement list reviewed** Motion made by Trustee Golter to approve \$50,000 for completing the pump station at Old Beech Ridge Rd. Seconded by Trustee Rose. Roll call, two in the affirmative, one in the negative, motion passed.

**2020 Consumer Confidence Report** will be reviewed by Trustee Rose for edits and be reviewed at May 5, 2021 BOT meeting.

**Office Manager job posting-** Advertising for a new Office Manager will be posted on “Indeed” and in trade magazines. There is no one in house that is interested in the position.

**State Road Property Decision Process-** Trustee O’Connell motioned to adopt the seven step process suggested by Kendra Amaral regarding our State Rd. property. Trustee Rose seconded. Roll call, three in the affirmative, motion passed. Our first workshop will be held Friday April 30, 2021 at 8:30 a.m.

**Rate analysis update-** The rate analysis has started and final figures from our auditor need to be submitted for consideration.

**Annual Audit update-** All financial information has been submitted and we are awaiting its completion.

**Laborer position update-**The position is still open and Supt. Rogers will expand advertising options.

**Office Zoom** connection issues discussed. Trustee Rose made motion to approve \$1500 for purchase of wifi extender. Trustee Golter seconds. Roll call, three in the affirmative, motion passed. Instructed Supt. Rogers to contact Comcast and Zoom to trouble shoot first.

**Financial report for March 2021** reviewed.

**1<sup>st</sup> Quarter Budget** Comparison reviewed.

**Plumbing service** contract bids discussed. Trustee Rose will create a “request for bids” based on qualifications and we will use a closed bid process. Submitted bids will be opened at our May 5 BOT meeting and the lowest qualified bidder will be awarded a one year contract.

**Office Manager** request to attend BOT meetings. Trustee Rose made a motion that the office manager attend BOT meetings in her “official” capacity. Trustee Golter seconds. Roll call, three in the affirmative, motion passed.

**Open Discussion-** Trustee Rose reports that Rep Mathieson has advised us that a public hearing may be scheduled next week.

**Public Comment** – Garvin McCurdy suggests that Supt. Rogers contact Comcast to check on input line. He has researched PFAS and would like to know the status of testing KWD water. The state will increase testing for PFAS. Suzanne Sayer remarks that there are no state limits for PFAS. Linda Johnson states that the income transfer to net worth increased in the years that the water rates increased.

Hearing no further comments the meeting is adjourned at 9:08 a.m.

Our next BOT meeting will be held Wednesday May 5, 2021 at 7:30 a.m. A workshop for the State Road property will be held Friday April 30, 2021 at 8:30 a.m.

Respectfully submitted,  
Julia O’Connell, clerk

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