

**Kittery Water District – Board of Trustees Meeting – May 19, 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 five KWD employees attended. Mission Statement read.

**Agenda** approved as written.

**Secretary’s report** –Minutes approved for 4/21/21 and 5/5/21 with minor corrections.

**Treasurer’s report** was reviewed – Cash \$100,222.06, Accounts Payable \$61,063.96 and Payroll \$13,490.73. Eleven and a half hours of overtime were reported in the past week of which three and a half were spent working on the water main replacement at Sunset Drive. Trustee Rose motioned to approve May 12, 2021 bill payments. Seconded by Trustee Golter. Motion carried 3-0. Trustee Rose motioned to approve May 19, 2021 bill payments. Seconded by Trustee O’Connell. Motion carried 3-0. Trustee Golter will sign checks this morning.

**Superintendent’s Report**- Pump #2 at Hatch filtration plant is being replaced with a new pump this week. Sunset Drive water main replacement will be completed on Monday May 24, 2021. Ford Lane water main replacement will begin next. Pond levels: Boulter ½ “ above normal, Middle ¼ “ above normal, Upper Folly ¼ “ above normal, Bell Marsh 4’ 8” below normal. I-95 Turnpike crossing- awaiting response from Maine Turnpike Authority. Construction easements have been obtained from property owners. Mendum Ave. customer complaint – homeowner requests that KWD remove maple tree that died after KWD excavated within 6 feet of the tree last year. Trustee Rose motioned to approve KWD pay for the expense of the tree removal to be handled by Supt. Rogers. Seconded by Trustee Golter. Motion carried 3-0.

**2020 Consumer Confidence Report (CCR)** reviewed. Trustee Rose motioned to approve the report. Seconded by Trustee Golter. Motion carried 3-0.

**Plumbing “Request for Bids”** will be reviewed at our next Board of Trustees Meeting.

**Charter Update**- the revised charter has been approved unanimously by the State of Maine legislative committee. It will go to the House and Senate later today. All customers will need to be notified when it passes.

**April 2021 Financial Report**- reviewed.

**April 2021 Monthly Operations Report** from the Filtration Plant was reviewed. The sodium hypochloride plastic tank needs repair. The pre-lime feeder auger needs a new gear box. Trustee Golter motioned to allocate \$1200 for a new one. Trustee Rose seconds. Motion carried 3-0. The sedimentation basin bypass valve was repaired by KKWWD personnel.

**Open Discussion** Trustee O’Connell reports that Covid advisory from the Maine CDC now states that anyone who has been vaccinated is no longer advised to wear a mask indoors or outdoors; however unvaccinated workers are advised to continue wearing masks indoors and when social distancing is not possible outdoors. Trustee O’Connell motioned to follow new Maine CDC recommendations. Seconded by Trustee Golter. Motion carried 3-0. Trustee O’Connell suggests that we be ready to prepare “Drought Contingency Plans” based on US Drought Monitor weekly updates. York County is now designated as “abnormally dry”. Water conservation tips can be sent out with bills. Trustee Rose motioned to go into executive session per 1 MRSA 405 Section 6(a) to review contract language for Assistant Supt. position

and we will reconvene the public BOT meeting to vote . Seconded by Trustee Golter. Motion carried 3-0. Hearing no public comment, this portion of the meeting adjourned at 8:26 a.m. BOT meeting reconvened at 9:08 a.m. Trustee Golter motioned to approve a three- year contract for Carl Palm to serve as assistant Supt. Seconded by Trustee Rose. Motion carried 3-0.

**Public comment** – Suzanne Sayer reports that a rebate is being offered to homeowners in Portsmouth, N.H. for the installation of new low flow toilets.

Meeting adjourned at 9:11 a.m.

Our next BOT meeting will be held Wednesday, June 2, 2021 at 7:30 a.m. via Zoom.

Respectfully submitted,  
Julia O'Connell, clerk

A handwritten signature in cursive script, appearing to read "Julia 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 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.