

## **Kittery Water District – Board of Trustees Meeting – August 18, 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, twelve members of the public and five KWD employees attended. Mission Statement read.

**Agenda** adopted as written with election protocol discussion added.

**Secretary’s report** –Minutes of August 4, 2021 approved with minor changes.

**Treasurer’s report was reviewed** – Cash \$99,828.31, Accounts Payable \$73,850.03 and Payroll \$13,244.57. Six hours of overtime were reported in the past week with two hours missing from Sunday, August 15,2021 which will be added in next time. Trustee Rose motioned to retroactively approve August 11, 2021 bill payments. Seconded by Trustee Golter. Motion carried 3-0. Trustee O’Connell motioned to approve August 18, 2021 bill payments. Seconded by Trustee Rose. Motion carried 3-0. Trustee Golter will sign checks today.

**Superintendent’s Report**- Folly dam work has been completed. Numbering and painting hydrants will begin with color coded flow classifications, ie. blue for higher flow hydrants. Road prep work has been completed on three roads. A 12” diameter water main extension will be added to the 275 unit apartment building on Dennett Rd. A Maine DOT permit has been applied for and an escrow account for road damage is being established for \$36,000. Ten percent will be kept as permit fees by Maine DOT upon completion. The developer is responsible for the fees. Trustees are asked to sign the document.

Pond levels: Bolter up 1/8”, Middle down 1’1”, Folly down 5”, Bell Marsh down 3’7 ½” from the norm.

Henniker Directional Drilling does not have the I-95 crossing scheduled yet. The MTA has requested a preconstruction meeting.

**Website redesign** discussed- We will review a template for an RFP at our next BOT meeting.

**Customer Survey** reviewed- Final draft approved unanimously by Trustees. Trustee Rose moves to hire Southport to print and mail to everyone in the newly chartered District. Trustee Golter seconds. Three in the affirmative. Motion carries.

**MRWA Rate Analysis** update- Rate analyst, Cathy Robinson, has requested approval for the expense of consulting with Mr. Joseph Donahue, esq. of Preti Flaherty for legal advice. She needs clarification on hydrant rental fees and PNS rates that she has been unable to obtain from the Maine PUC. Trustee Rose motions to hire Mr. Donahue of Preti Flaherty for a maximum of \$1000. Trustee Golter seconds. Three in the affirmative. Motion carries.

**Election update**- Candidates are as follows; One year term; Julie Pelkey, Timothy Regan, Suzanne Sayer, and Robert Seeley. Two year term; David Batchelder and Robert Gray. Three year term; Jennifer Brewer and John Perry. The Portsmouth Herald intends to run an article with candidates’ statements that we will post on our website. Administrative reminder that no employees of the KWD are allowed to intercede on behalf of a candidate or to use District resources. Employees may find someone to promote a candidate on their behalf but cannot identify themselves as part of the KWD. Trustees may personally endorse candidates but not represent themselves as a Trustee per Trustee Rose.

**Superintendent’s Memo** to amend charter reviewed- Our new charter already includes language that will cover expansion of KWD into Eliot; if that expansion includes a voter base then we can expand the territory using GPS coordinates.

**July 2021 Filtration Plant Operations Report** reviewed- The amount of flow has decreased for July 2021 as compared to June 2021 and as compared to July 2020.

**Open Discussion-** The Office Manager requests that the Board of Trustees create formal policy, with written procedures, for customers who have complaints or concerns about the district or any staff member. Trustee Rose agrees that specific policies and procedures for customer complaints can be created. Written policies and procedures for our elections will be created with the help of our registrar Maryann Place. KWD is advertising for a new laborer and the organizational flow chart will be updated by the Supt. as that position is filled.

**Public comment-** Garvin McCurdy requests a copy of the Customer Survey. He suggests that we have a social media policy for consistency of responses. Suzanne Sayer suggest that KWD create a Facebook page for the candidates. It was agreed that this was not the best use of district resources. The District will post all candidates' statements as they are published in the Portsmouth Herald

Our next BOT meeting will be held at 8 a.m., Thursday, August 19, 2021, via Zoom, to review the 2020 Financial Audit.

The next KWD BOT semi monthly meeting will be held Wednesday, Sept. 1, 2021 at 7:30 a.m. via Zoom.

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.