

**Kittery Water District – Board of Trustees Meeting – December 15, 2021 (via Zoom)**

Meeting held via Zoom and called to order at 8:00 a.m.

**In Attendance:** Trustees Julia O’Connell, James Golter, John Perry, Julie Pelkey, Bob Gray, Supt. Mike Rogers, twenty members of the public and four KWD employees.

**Agenda:** Reviewed and replacing Mission statement withdrawn.

**Secretary’s Report:** Minutes from November 3, November 17, and December 1, 2021 BOT meetings were deferred until January 5, 2022.

**Treasurer’s Report:** For December 15, 2021 -- Cash \$100,157.55; Accounts Payable \$34,133.79 Payroll \$12,626.53. Twenty six hours of overtime; eight is the norm. Eleven and a half hours for a water main break at 34 George St., six hours for a power outage at the plant, half an hour to salt the office parking lot. Trustee Golter motioned to approve the December 8, 2021 bill payments retroactively. Trustee Gray seconded. Motion carried 5-0. Trustee Pelkey motioned to approve the December 15, 2021 bill payments. Trustee Gray seconded. Motion carried 5-0.

**President’s Report:** Trustee Gray is revising the website. Trustee O’Connell requests that we add email addresses under “contact” category. The easement agreement was signed by the Price family.

**Superintendent’s Report:** George St. water main break was repaired and pavement will be placed this week. Penta Corp. installed a new gear box for #1 backwash machine at the plant and it is still not operational. It may need a new drive for the Variable Frequency Drive on the carriage. There is a plugged up drain pipe to the sedimentation basin that needs to be addressed. Vortex will be on site next week to examine. Pond levels Boulder - up ¼”, Middle - down 8 ½”, Upper Folly - up ½”, Bell Marsh - up ½”. Correspondence between Supt. Rogers and our legal counsel Drummond Woodsum was shared with the Trustees. The District is not obligated to use their services. Trustee O’Connell states that this is not the whole story.

**November 2021 Financial report** – Increase in revenue from fire hydrant rental payments and from PNS.

**PNS revenue for November 2021-** PNS demand increased when they filled their storage tank at the base.

**Filtration Plant Operations Report Reviewed for November 2021-** It was noted that there are now only two plant operators instead of three for at least the past month. Supt. state it is a personnel matter. Trustee O’Connell motions to go into executive session per 1MRSA Section 6(c) to discuss a personnel matter and review why five laborers have quit in the past 18 months. Trustee Perry asks that it be submitted as a motion for our next meeting and that personnel matters can be addressed privately with the Supt..

**Supt. memo to replace shop door** reviewed- Trustee Golter motioned to approve awarding Penta Corp. the amount of \$3050.00 to replace the shop door. Trustee Gray seconded, motion carried 4-0-1. Trustee O’Connell absent secondary to technical difficulties from 8:21 – 8:27 a.m..

**Supt memo to replace two printers** in the office reviewed- Trustee Golter motioned to authorize spending \$8000.00 for two Epsom brand dot matrix printers to be supplied by Northern Data Systems. Trustee Pelkey seconded, motion carried 4-0-1.

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President Perry motioned to authorize expenditure of \$995 for **Trustee training** offered by the Maine Water Utilities Association in early 2022. Trustee Golter seconded. Motion carries 5-0.

**Open Discussion** Trustee Gray requests that the letter of engagement from Drummond Woodsum be sent to the Trustees and that the professional who created the office site considerations document be noted on our website with the date. He also stated that any new business can be submitted before the next meeting as a motion and will be added to the agenda.

Trustee O'Connell inquired about the nature of our relationship with Southern Maine Regional Water Council who now uses our address and phone number as their contact info. KWD employee, Guy Hodgdon, serves as their Secretary and Treasurer. Trustee Perry stated that this would be addressed at a special meeting that is requested by a petition of water users. Trustee O'Connell asks the Supt. what Maine CDC recommendations for Covid precautions has he implemented to protect our staff? He responds that he does not know what they are and that anyone who enters the office who is not vaccinated is required to wear a mask. We have a new Trustee who is not vaccinated who has spent time with office staff. Are staff aware of this, so they can make an informed decision? Supt. stated he did not want to answer this question.

**Public Comment-** Trustee Perry preamble- states public can listen but District is not required to let them speak nor will the District answer all of their questions. **Suzanne Sayer**, Prince Ave., Kittery, requests the President use consistency addressing Trustees during the meeting, ie always use surname. She states that she thinks that the government pay scale fare equivalent to Boston not northern Maine. **Jen Thayer**, Martin Rd., Kittery, requests that the Supt. clarify which of two email addresses he will be using, inquires why are we using Robert's Rules, why are we not reading Mission Statement "to preserve, protect and conserve our watershed" and to pursue protecting our 2500 acre watershed from development and to keep our water local and asks what quorum regulations are. **Celina Adams**, Mendum Ave., Kittery, favors more structure through the use of Roberts Rules for greater transparency and questions how we will use them. States it is not appropriate that all motions be submitted in advance of the meeting and that we should always second them as a courtesy, (it is a concern that when Trustee O'Connell makes a motion that she has not been seconded) This will enable a discussion and greater transparency. Inquires where the petition gone? **Evalyn Sorrentino**, Manson Ave., Kittery, Thanks us for tabling the proposed new Mission statement and requests that we uphold our Bylaws which allows water users to petition for a special meeting. This petition includes a request to consider putting 2500 acres into conservancy and discuss withdrawal from membership from Southern Maine Regional Water Council. A member of SMRWC, Maine Water is a private company owned by SJW (San Jose Water) and it stated goal is to purchase small water companies in Maine and to develop land. **Rick Thayer**, Martin Rd., Kittery, asks what the exact intent of the I-95 pipe tie-in to our lines. He also would like to know if Trustees have each other's cell phone numbers. **Supt. Rogers** states that the larger pipe under I-95 will allow up to 3 million gallons of water a day to be transferred from our neighbors in the event of an emergency. Right now we can get a maximum of 2 million gallons of water a day from the 12" interconnecting pipe. **President Perry** is working diligently pursuing a special meeting and will honor our ByLaws. Meeting date and time will be set at January 5, 2022 BOT meeting. Petition signatures will be validated. **Evalyn Sorrentino** wishes everyone a Merry Christmas and to not think about the twenty plus petition signatures and appreciates that the Mission statement was left intact. **Suzanne Sayer** wants to know more about the emergency process. **Prudence Hand**, Kittery, asks if we are required to add chloramine to water sent to our neighbors. **Supt. Rogers** responds that under emergency situations

we would receive water with chloramine from our neighbors. If an emergency lasts a week then our entire system would have chloramine. Trustee Pelkey asks if the water with chloramine will only be used in the event of an emergency. Supt. Rogers responds in the affirmative.

Trustee Pelkey motions to adjourn the meeting at 9:16 a.m. Trustee Gray seconds. Motion carries 4-0-1  
Trustee Golter absent.

Respectfully submitted, Julia O'Connell, Secretary

A handwritten signature in cursive script, appearing to read "Julia O'Connell", written in dark ink.

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.