

KITTERY WATER DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES

Date: April 17,2024

Time: 5:00 p.m..

Members Present: Robinson, Gray, Perry, Melhorn, Golter

Members Absent: 0

Motion: A motion to adopt the agenda as presented by President Gray

Moved by Bob Gray Seconded by: Mike Melhorn

Affirmative Votes: 5 **Negative Votes:** None

Motion: A motion was made to adopt the minutes of the February 21, 2024, Regular meeting.

Moved by: Mike Melhorn Seconded by: James Golter

Affirmative Votes: 5 **Negative Votes:** None

For the Emergency

Motion: A motion was made to approve Kittery Water District's 2024 budget in the amount of \$3,464,000 in expenditures.

Moved by: James Golter Seconded by: Mike Melhorn

Affirmative Votes: 5 **Negative Votes:** None

Motion: A motion was made to approve Kittery Water District's 2024 suggested Capital Improvement Projects Budget in the amount of \$2,332,000

Moved by: Mike Melhorn Seconded by: James Golter

Affirmative Votes: 5 **Negative Votes:** None

Motion: A motion to approve Kittery Water District's 2024 suggested Automotive Improvement Project in the amount of \$246,374

Moved by: Mike Melhorn Seconded by: James Golter

Affirmative Votes: 5 **Negative Votes:** None

Discussion of Procedures and Policies – There was discussion of the District's Standard Operating Procedures for Emergency Response Plan. The Trustees and Employees should be trained every 3 years on a rotating basis.

Carl informed the Board that the District had a Sanitary Survey that is required by the Drinking Water Program. Brandon and Matthew helped Carl prepare for the survey by adding more notes to SOP's and Policies.

The next meeting of the Kittery Water District will be held at 5PM at the Kittery Town Office, Town Council Chambers

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A motion was made to adjourn the meeting at 5:45 PM

Moved by: James Golter Seconded by Mike Melhorn

Affirmative Votes: 5 Negative Votes: 0

Respectfully submitted.

Carla J. Robinson
Clerk