

KITTERY WATER DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES

Date: September 19, 2024

Time: 5:00 P.M.

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

Members Absent: 0

Motion: A motion to adopt the agenda as presented.

Moved by Jim Golter **Seconded by:** Mike Melhorn

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

Motion: A motion was made to adopt the minutes of the August 21, 2024, Regular meeting, August 22, 2024 Special Meeting.

Moved by: Jim Golter **Seconded by:** Mike Melhorn

Affirmative Votes: 5 **Negative Votes:** No

Old Business –

Employee Handbook – The Board is holding special meetings to review the proposed Employee Handbook.

QuickBooks Update – Melissa Locke has purchased and downloaded the software and is in the process of setting it up.

Scheduling Meeting with District Auditors – Mike Dunn of Ouelette and Associates would like to schedule a zoom meeting with the Trustees to go over the year end financial reports.

New Business –

Swearing in of New Trustee – Melissa Locke swore in Chris Andrews, the newly elected Trustee of Kittery Water District.

Election of Officers – The slate of President Robert Gray, Treasurer James Golter and Secretary Carla Robinson was presented. A motion was made by Trustee Melhorn and seconded by Trustee Golter and unanimously voted to accept the slate as presented.

A motion was made by Trustee Golter and seconded by Trustee Melhorn and unanimously voted to allow Superintendent Palm to engage a consultant to do a wage study.

Public Comment – None

The next meeting of the Kittery Water District will be held Wednesday October 16, 2024, at 4:30 PM at the Kittery Town Office, Town Council Chambers

A motion was made to adjourn the meeting at 5:35 PM

Moved by: James Golter **Seconded by** Michael Melhorn

Affirmative Votes: 5 **Negative Votes:** 0

Respectfully submitted.

Carla J. Robinson -Clerk