

KITTERY WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Date: August 20, 2025

Time: 5:00 P.M.

Members Present: Bob Gray, Jim Golter, Carla Robinson, Mike Melhorn and Chris Andrews

Members Absent:

A motion was made to adopt the minutes:

July 16, 2025 – Monthly Meeting

Moved by: Jim Golter Seconded by: Mike Melhorn

Affirmative Votes: 5 Negative Votes: 0

Presidents Report - None

- Employee Handbook – President Gray said he and Carl met and they have the final draft done.
- Wage Study and Job Descriptions – Carla has phone call into company.
- Emergency Action Plan – Carl has all the material together to update this document.
- Trustee Election – The 17th of September is the election date. Trustees Robinson and Melhorn are running as incumbents.

• **Unfinished Business - None**

- **New Business** – Trustee Golter explained the current Terms and Conditions are 13 years old. He stressed the need to be updated.
- **Open Discussion/ Notices** –
- Public Comment (3-minute limit) None

The Kittery Water District moves to go into Executive Session per MRS Title 1 & 405.6 (A) to discuss real estate matters.

The Meeting will adjourn at the end of the executive session.

Moved by: Bob Gray Seconded by Mike Melhorn

Affirmative 5 Negative Votes: 0

Time into Session 6:03 P.M.

Time out of Session 6:34 P.M.

Motion to Adjourn- 6:34 P.M.

Moved by: Mike Melhorn Seconded by: Chris Andrews

Affirmative Votes: 5 Negative Votes: 0

Our next meeting will be on Wednesday, September 17, 2025 @ 5:00 P.M. at the Kittery Town Office, Council Chambers.

Respectfully submitted.

Carla Robinson
Secretary