

KITTERY WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Date: September 17, 2025

Time: 5:00 P.M.

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

Members Absent: Chris Andrews

Swearing in of newly elected Trustees. Melissa administered the oath of office to the newly elected incumbents Mike Melhorn and Carla Robinson.

A motion was made to adopt the minutes:

August 13, 2025 – Executive Session

August 18, 2025 – Joint Session with York Water District

August 20, 2025 – Monthly Meeting

August 26, 2025 - Workshop

Moved by: Jim Golter

Seconded by: Bob Gray

Affirmative Votes: 4

Negative Votes: 0

Presidents Report

Status Report

A motion was made to accept the revised Employees Handbook

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

Affirmative Votes: 4

Negative Votes: 0

Bob mentioned He and Trevor, Carla, Matt, Melissa, and Jim attended the MWUA class on Thriving to Surviving in Kennebunk. It was highly informative for all who attended.

Wage Study – Matt is working on Job Descriptions

Emergency Action Plans – Carl is working on these.

Office Software – Bob and Carla are working on software specifications.

Unfinished Business - None

New Business – Motion to authorize the Superintendent to spend \$12,056 on Rogers Road Tank for sanitary and safety compliance upgrades.

Moved by: Jim Golter

Seconded by: Mike Melhorn

Affirmative Votes: 4

Negative Votes: 0

Election of Officer: Motion made to elect Mike Melhorn, President, Carla Robinson, Vice President, Bob Gray, Secretary and Jim Golter, Treasurer

Moved by: Jim Golter

Seconded by: Carla Robinson

Affirmative Votes: 4

Negative Votes: 0

Motion to Adjourn- 5:40

Moved by: Bob Gray

Seconded by: Carla Robinson

Affirmative Votes: 4

Negative Votes: 0

Our next meeting will be on Wednesday, October 15, 2025 @ 5:00 PM at the Kittery Water District Office.

Respectfully submitted.

Carla Robinson
Secretary