

# KITTERY WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES

**Date:** November 19, 2025

**Time:** 5:00 p.m.

**Place:** Kittery Town Council Chambers

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

**Members Absent:** None

## **Approval of Previous Minutes**

**Motion:** Motion to approve the minutes from meetings on October 15, October 28, and November 4, 2025

**Moved by:** Robinson **Seconded by:** Andrews

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

## **Unfinished Business**

**Motion:** The Kittery Water District Board of Trustees moves to strike the words “including domestic partners” from Sections 9.2 and 9.3 of the Employee Handbook.

**Moved by:** Gray **Seconded by:** Golter

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

## **New Business**

**Motion:** The Kittery Water District Board of Trustees moves to authorize the Superintendent to spend \$20,125 for upgrades to financial software.

**Moved by:** Gray **Seconded by:** Andrews

**Affirmative Votes:** 4 **Negative Votes:** 1

**Motion:** The Kittery Water District Board of Trustees moves to approve the wage package for District Employees

**Moved by:** Gray **Seconded by:** Golter

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

**Motion:** The Kittery Water District Board of Trustees moves to approve the job descriptions for District Employees

**Moved by:** Gray **Seconded by:** Andrews

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

**Motion:** The Kittery Water District Board of Trustees moves to approve the 2026 Operating Budget in the amount of \$4,634,186

**Moved by:** Gray **Seconded by:** Golter

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

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Discussion of Capital Improvement Budget. No motion. A workshop will be scheduled.

**Motion:** The Kittery Water District Board of Trustees moves to authorize the Superintendent to spend not to exceed \$52,600 Fuss & O'Neill for dam breach analysis

**Moved by:** Golter      **Seconded by:** Andrews

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

**Motion:** To adjourn

**Moved by:** Robinson   **Seconded by:** Golter

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

Respectfully submitted

Robert A. Gray  
Clerk