

KITTERY WATER DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES

Date: January 21, 2026

Time: 5:00 p.m.

Place: Kittery Town Council Chambers

Members Present: Andrews, Gray, Melhorn, Robinson **Members Absent:** a

Motion: Motion to adopt agenda with changes (1) Discussion with consultant Nick Henry regarding rate increase, and (2) Discussion of Basic Navy Contract under New Business.

Moved by: Gray **Seconded by:** Robinson

Affirmative Votes: 4 **Negative Votes:** 0

Discussion with Nick Henry was cut short due to technical issues. A future in-person meeting with him will be scheduled.

Motion: To accept meeting minutes for January 6, August 5, September 11 and December 17, 2026

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

Affirmative Votes: 4 **Negative Votes:** 0

Motion: The Kittery Water District Board of Trustees moves to approve the attached addendum to the Employee Handbook

Moved by: Gray **Seconded by:** Robinson

Affirmative Votes: 4 **Negative Votes:** 0

Discussion of Basic Navy Contract. Superintendent Berube will email copies of the 57 page contract to the trustees and to our legal counsel Verill for review.

Motion: To adjourn

Moved by: Gray **Seconded by:** Robinson

Affirmative Votes: 4 **Negative Votes:** 0

Respectfully submitted

Robert A. Gray
Clerk

Addendum to the Employee Handbook – Trustee Meeting 1/21/2026

4.8 Standby Duties and Pay

Any non-office staff member assigned by KWD to perform stand-by duty for the purpose of taking trouble calls outside of their normal scheduled working hours, shall be paid for such stand-by duty as follows: each employee that is on call will receive \$55.00 / day to stand-by for seven (7) consecutive days. The stand-by workday is understood to be from the end of the employee's regular workday shift to the start of their regular workday shift the following day for 7 consecutive days. The pay period is defined as Monday at the start of the shift (7:30 am) through to the following Monday at the start of the shift (7:30 am). This is when the stand-by duties will shift to other designated stand-by personnel.

The employee on stand-by duty will also be required to perform weekend duty and holiday duty coverages. The employee will receive three (3) hours pay at overtime rates per day of coverage for Saturday and Sunday (6 hours of OT), and three (3) hours pay at overtime rates per day for coverage on each KWD observed Holiday. In lieu of overtime pay, an employee may request comp time for the hours worked, 6 hours of OT equals 9 hours of regular time, and follow the rules set forth in Section 4.6 Overtime / Compensatory Time.