

KITTERY WATER DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES

Date: December 17, 2025

Time: 5:00 p.m.

Place: Kittery Town Council Chambers

Members Present: Andrews, Golter, Gray

Members Absent: Melhorn, Robinson

In the absence of the President and Vice President, Trustee Gray presided.

Adoption of Agenda: At the request of the last two items dealing with the amending of the Employee Handbook were removed.

Motion: To approve meeting minutes for the regular monthly meeting on November 19, 2025 and the special meeting on December 4, 2025

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

Affirmative Votes: 3 **Negative Votes:** 0

Motion: The Kittery Water District Board of Trustees moves to approve the Capital Improvement Budget in the amount of \$4,383,901

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

Affirmative Votes: 3 **Negative Votes:** 0

Motion: The Kittery Water District Board of Trustees moves to authorize the Superintendent to enter into an agreement with Wright Pierce for a 2026 Master Plan and Hydraulic Model Update for an estimated \$65,000.

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

Affirmative Votes: 3 **Negative Votes:** 0

Motion: The Kittery Water District Board of Trustees moves to authorize the Superintendent to execute Amendment No. 1 to Agreement Between Kittery Water District and Wright-Pierce for Conceptual Office Building Improvements, including the free increase from \$17,500 to \$33,500.

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

Affirmative Votes: 3 **Negative Votes:** 0

Motion: The Kittery Water District Board of Trustees moves to authorize the Superintendent to enter into an agreement with Northern Data Systems for printing, inserting, and mailing customer bills.

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

Affirmative Votes: 3 **Negative Votes:** 0

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Motion: The Kittery Water District Board of Trustees moves to authorize the Superintendent to sign the Mount A Steering Committee MOU

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

Affirmative Votes: 3 **Negative Votes:** 0

Motion: To adjourn

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

Affirmative Votes: 3 **Negative Votes:** 0

Respectfully submitted

Robert A. Gray
Clerk