KITTERY WATER DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES

Date: October 21, 2026

Time: 5:00 p.m.

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

Members Absent: Chris Andrews

Approval of Minutes

A motion was made to adopt the minutes of the following meetings:

- September 2, 2026 – Special Meeting
- September 16, 2026 – Monthly Meeting
- September 18, 2026 – Special Meeting (KWD, PNSY, NSA)
- September 21, 2026 – Workshop with Town Council
- October 6, 2026 – Follow-up with Town Manager, etc.

Moved by: Carla Robinson **Seconded by: Jim Golter**

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

President's Report

Staff Reports

- Financial Report
- Monthly Operating Report
- PNS Revenue
- Superintendent

Unfinished Business

None.

New Business

A motion was made pursuant to 35-A M.R.S. § 6413 "The Board of Trustees of the Kittery Water District propose an initial debt limit of $75,000,000 and submit that proposal to the legal voters of the District at a districtwide referendum to be held on December 30, 2026, with alternate dates of December 28 or 29, 2026, with the following question: "Do you favor establishing the debt limit of the Kittery Water District at $75,000,000?" The motion further authorized and directed the appropriate District officers to take the necessary steps to call, advertise, and conduct the referendum in accordance with applicable law."

Moved by: Bob Gray **Seconded by: Carla Robinson**

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

Public Comment

Kittery resident Kathy Cowlick addressed the Board with questions regarding:

1. Cybersecurity protocols
2. Whether the treatment plant can be operated manually
3. Navy water usage and reserve capacity
4. Mutual aid agreements
5. Customer notification methods

The Superintendent provided the following responses:

- The District has security measures in place to protect its network.
- The treatment plant can be operated manually, and staff are trained to do so.
- The Navy used 53% of the water during winter 2025, while District usage is higher in the summer.
- The District is part of the Southern Maine Regional Water Council and has mutual aid agreements with York Water District.
- The District is currently updating its billing system to allow notifications on customer accounts and is exploring email notifications.

It was noted that this information is available on the District's website: www.kitterywater.org.

Adjournment

A motion was made to adjourn the meeting at 6:00 p.m.

Moved by: Bob Gray **Seconded by: Jim Golter**

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

Next Meeting

The next meeting will be held Wednesday, December 16, 2026, at the Kittery Town Office, Town Council Chambers. A public hearing is scheduled for 4:30 p.m., followed by the Kittery Water District monthly meeting at 5:00 p.m.

Respectfully submitted,

Carla Robinson

Secretary