

MINUTES

1. Chairman D'Amour called the meeting to order at 3:00 PM
2. All five Directors were present: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson, and Dale Rhoades. General Manager Norman Dean, Assistant Manager Chris Pipkins and Office Manager Marvel MacDonald were also present.
3. Chairman D'Amour announced that the attending public might address the Board on each agenda item during the actual consideration of the item. At this time, the Chairman also offered the public in attendance the opportunity to discuss any non-agenda items with the Board.
4. **Approval of Minutes from October 15, 2020 Regular Meeting**
Director AhMu made a motion to approve the minutes from the October 15, 2020 Regular Meeting. The motion was seconded by Director Jefferson and approved 5-0.
Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades
Noes:
Absent:
Abstained:
5. **Communications**
No communications were presented for Board review.
6. **Review of October financial Statements**
The financial statements from October were reviewed by the Board.
7. **Approval of Warrant No. 10/20 for the amount of \$98,247.51**
Director Barbier made a motion to approve Warrant No. 10/20 for the amount of \$98,247.51. The motion was seconded by Director AhMu and approved 5-0.
Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades
Noes:
Absent:
Abstained:
8. **Discussion and approval of Tentative 2021 Budget**
Director Rhoades made a motion to approve the Tentative 2021 Budget with revenues and expenses both totaling \$2,193,982. The motion was seconded by Director Barbier and approved 5-0.
Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades
Noes:
Absent:
Abstained:

9. **Approval of purchase of Formax envelope stuffing machine for \$14,961.38**

Director Jefferson made a motion to approve the purchase of a new Formax machine for \$14,961.38. The motion was seconded by Director AhMu and approved 5-0.

Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades

Noes:

Absent:

Abstained:

10. **Board direction to schedule a Public Hearing in January 2021 to discuss/approve per unit rate increase**

Board direction was given to schedule a Public Hearing in January 2021 to consider a per unit rate increase of 10 cents.

11. **Managers' Report**

- 4 leaks have been repaired this month.
- Training on the new Beacon meter reading software has been completed and will be put into use with the November meter reading. The District's current laptop is in need of updates to fully utilize the program. The purchase of a new laptop is being investigated.
- The line on Meadow Lane needs repairs and a 2020 completion date is hoped for.

12. **Closed Session**

Closed session was not necessary at this Board meeting.

13. **Board's general discussion**

A brief discussion or report of general items, not specifically noted on the agenda, was not necessary at this meeting.

14. **Adjournment**

Director AhMu made a motion to adjourn the meeting at 3:31 pm. The motion was seconded by Director Jefferson and approved 5-0.

Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades

Noes:

Absent:

Abstained: