

MINUTES

1. Chairman D'Amour called the meeting to order at 3:00 PM
2. Four Directors were present: Mark Barbier, Derek D'Amour, Shawna Jefferson, and Jim Paone. General Manager Ed Holt and Office Manager Marvel MacDonald were also present. Director AhMu was absent.
3. **Opportunity for public to comment on non-agenda items**
No public comment on non-agenda items.
4. **Approval of Minutes from October 16, 2025 Regular Meeting**
Director Barbier made a motion to approve the minutes of the October 16, 2025 Regular Meeting as written. The motion was seconded by Director Jefferson and approved 4-0.
Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson, and Jim Paone
Noes:
Absent: Anthony AhMu
Abstained:
5. **Communications**
The November/December issue of the PCWA Update was reviewed by the Board.
6. **Review of Financial Statements from October 2025**
The Financial Statements for October were reviewed by the Board.
7. **Approval of Warrant No. 10/25 for \$140,840.46**
Director Jefferson made a motion to approve Warrant No. 10/25 for the amount of \$140,840.46. The motion was seconded by Director Paone and approved 4-0.
Ayes: Mark Barbier, Derek D'Amour, Shawna Jefferson, and Jim Paone
Noes:
Absent: Anthony AhMu
Abstained:
8. **Board Review and Discussion of 2026 Tentative Budget**
The 2026 Tentative Budget was presented to the Board for their review and discussion.
9. **Board Approval of 2026 Tentative Budget**
Director Barbier made a motion to approve the 2026 Tentative Budget. The motion was seconded by Director Jefferson and approved 4-0. The Final Budget will be presented to the Board at the January 2026 meeting.
Ayes: Mark Barbier, Derek D'Amour, Shawna Jefferson, and Jim Paone
Noes:
Absent: Anthony AhMu
Abstained:

10. **Managers' Report**

- The new pump station has been fabricated and ready to be installed. A one day shut down will be necessary.
- Approximately 250' of ABS pipe on Meadow Vista Road has been replaced.
- The 1 1/3" galvanized steel piping in the PRV vault in Winchester must be upsized with 3" ductile iron and the valves replaced. A quotation from CLA-VAL to perform the replacements and upgrade was received for \$51,600.45. Board verbal approval was granted to General Manager Holt to begin the job.
- Lorang Construction has replaced 3 service lines and Baldoni Construction has been contracted to repair the roads.
- General Manager Holt announced that he will be retiring from his current position in June. A well-qualified replacement has been found. On March 1st the new superintendent will begin working with Mr. Holt to become acquainted with the District and its operations. In June Mr. Holt desired to assume the position of Distribution Supervisor, working approximately 20 hours per week, for 2 years until full retirement.

11. **Closed Session**

A closed session was not necessary at this meeting.

12. **Board's general discussion**

There was no general discussion.

13. **Adjournment**

Director Barbier made a motion to adjourn the meeting at 3:36. The motion was seconded by Director Jefferson and approved 4-0

Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Jim Paone

Noes:

Absent: Anthony AhMu

Abstained:

Approved December 18, 2025