**CANAAN FIRE DISTRICT #1**

**MEETING MINUTES**

**SEPTEMBER 20, 2023**

1. OPEN MEETING – The September 20, 2023 Canaan Fire District #1 Bi-monthly meeting was opened by Chairman Jeff Richards at 5:28PM. Those present: Jeff Richards, Jeremy Labrecque, Al Buckley, April Busfield and Noreen Labrecque

2. APPROVE MEETING MINUTES – July 19 , 2023 – Motion was made by Jeff and seconded by Jeremy to approve the July 19, 2023 meeting minutes as written. Motion carried in the affirmative.

3. ADDITIONS/DELETIONS – No action

4. GENEREAL PUBLIC – No action

5. OPERATOR REPORT –

 A. Site Assessment Form – April completed the Site Assessment form required by the State due to the Coliform violation in August. April explained that she believes the hit was the result of the fire hydrant that was damaged. She explained the process the District had to take after being notified of the violation. Since coliform is not a health risk it is not required to inform the users. The results of the violation will be included in the next Consumer Confidence Report in 2024.

 B. Weston & Sampson Pump inspection Report – Board reviewed and were pleased that the pump tested so well.

 C. Construction Permit C-3970-210 completion certification – Wilson and Barton – Noreen explained receiving word from the State that the permit expires on November 30, 2023 and a Completion Certificate will need to be sent to the State prior to the November date. She has reached out to Erin Lambert who was the lead Engineer from Wilson and Barton on the EA Park waterline project but has not received a response to date. Jeff will follow up on this.

 D. Fire Hydrant repair – April has received parts and will have Kevin McKinnon help with the repair.

 E. Preliminary report on Leak Detection – April stated that only one small leak was detected at 54 Reservoir Road and she believes there are some in Stewartstown.

 F. Coliform testing – see above

6. OTHER BUSINESS –

 A. Review Budget Status Report – Board reviewed and were satisfied with where the budget is to date.

The next bi-monthly meeting will be on December 6th, 2023 at 5:30 PM. The board will work on the 2024 Budget at that meeting.

7. ADJOURN MEETING – Motion was made by Jeff and seconded by Al to adjourn the September 20, 2023 Bi-monthly meeting. Chairman Jeff Richards adjourned the meeting at 5:54PM.