**CANAAN FIRE DISTRICT #1**

**MEETING MINUTES**

**DECEMBER 6, 2023**

1. OPEN MEETING – Chairman Jeff Richards opened the meeting at 5:31PM. Those present: Jeff Richards, Jeremy Labrecque, Al Buckley, Noreen Labrecque, April Busfield.

2. APPROVE MEETING MINUTES – September 20, 2023 – On a motion by Jeff and seconded by Al the September 20, 2023 Meeting Minutes were approved unanimously.

3. ADDITIONS/DELETIONS – No action

4. GENEREAL PUBLIC –

 A. Rob Kimball – ECUs – No action.

5. OPERATOR REPORT –

 A. Reservoir Road curb stop fix – April reported that the owner had a contactor do the digging and Brian fixed the curb stop.

 B. Fire Hydrant parts to have on hand – April has the riser needed and will complete the fix once the weather cooperates. Hydrant is functioning just not at ground level yet. April does have the parts for a fire hydrant on hand should a repair be needed in the future.

 C. Chlorine pump incident—Oct 15th, 2023 – April said that EII was up doing some work for the Sewer Treatment plant so she had them program the chlorine pump so it will not run when the well pump is pumping less than 15 gal/min.

 D. Update on licenses – Since April has worked for the town as long as she has, she will be grandfathered in for the licensing for distribution. Brian on the other hand will need to get his certification for grade 3 and distribution and then take the test which will mean studying for the course and taking the test. It is not crucial at this point but will be in the coming years.

6. WORK ON 2024 BUDGET –

 A. STATE PAVING PROJECT – ADDITIONAL FUNDS ALLOCATING

The board worked on the budget and found with the current rates; the expenditures would not be covered so have agreed to increase rates as follows:

 $40.00 for the base charge, increased from the current $30.00.

 $0.01200 per cubic foot, increased from the current $0.01000.

 Stewartstown - $0.001620 per gallon, increased from current $0.00135.

A letter to all users will be sent prior to the 1st quarter billing in January 2024.

7. SIGN 2024 FD#1 WARNING – Motion was made by Jeff and seconded by Jeremy to approve and execute the 2024 Fire District #1 Warning. Motion approved and was executed by the entire board.

8. OTHER BUSINESS –

 A. Service Line inventory approval from State – info only – no action taken.

 B. Wilcox and Barton – Final Construction report to State – info only – no action taken.

9. ADJOURN MEETING – On a motion by Jeff and seconded by Jeremy the December 6, 2023 Canaan Fire District #1 meeting was adjourned by Chairman Jeff Richards at 6:32PM.