

**CANAAN FIRE DISTRICT #2
BI-MONTHLY MEETING MINUTES
MAY 20, 2026**

1. OPEN MEETING - The bi-monthly meeting of the Canaan Fire District #2 was held at the Canaan Town Office and was opened by Levis Boutin at 5:01 p.m. on May 20, 2026. Chairman Tony Wheeler assumed leadership of the meeting upon his arrival at 5:05 p.m. Those present: Tony Wheeler, Jody Riley, Levis Boutin (Prudential Committee) Diana Rancourt (former Clerk/Treasurer), April Busfield (Water Operator) Zachary Brown, (Town Clerk/Treasurer) and Patrick Smart (MSK Engineer) via Zoom.
2. APPROVE MINUTES: Motion was made by Tony Wheeler and seconded by Jody Riley to approve the minutes for the March 18, 2026 bi-monthly meeting. Motion carried in the affirmative.
3. Additions/Deletions – None
4. Patrick Smart – Engineer – Report on Applications, Loans etc. – Before Patrick began his update, a motion was made by Tony Wheeler and seconded by Levis Boutin to accept the Asset Management Plan and to proceed with the funding application. Motion carried unanimously. Patrick reported that the Assessment Management work is going well. Waiting for email to submit to State, then it will be reviewed. Patrick provided an update on the River Road Distribution Main Replacement Project: 90% design has been completed, a plan B is being developed for an easement, and there is no need to replace the pipe over the river; instead, the plan is to add insulation, new foam and valves. Construction is anticipated to begin in April 2027. A motion was made by Tony Wheeler and seconded by Jody Riley to move forward with the development of Plan B for the easement, based on the engineer's recommendations. Motion carried in the affirmative. All available applications were signed and executed at this time.
5. General Public Comment – No Public comment
6. Report from Operator – Flushing Hydrants - April Busfield reported that the flushing of all hydrants has been completed.
7. Grant Updates – Diana distributed copies of the grant breakdown and asked committee members to review the report when they have a chance and email any questions to canfiredist2@gmail.com. Use of Additional Funding: If the project receives more funding than required for the current scope, the committee will explore whether the remaining funds can be used to replace the rest of the water line, pending approval from the Prudential Committee members. Potential Question Regarding Ethan Allen Factory Outreach: The Neil and Louise Tillotson NH Charitable Foundation noted that a likely question will be whether anyone has approached the Ethan Allen Factory to discuss the situation and explore potential funding support. After discussion, the committee determined that it would not be advisable to request funding from the factory, as their water rates have increased for the past three years—including twice in the current year—placing additional financial strain on the business. Meeting Update: Diana will be

meeting with April and Zach to discuss additional grant opportunities and will send notes from that discussion to John for reference.

- 8.** Budget Status Report - Zach distributed the report and provided an update on loan payments, noting that payments are made through October.
- 9.** Delinquencies - There was brief discussion regarding delinquent accounts. Zach reported that delinquency notices will be issued, advising customers of potential water shut-off if accounts remain unpaid.
- 10.** Other Business – The Prudential Committee reviewed the letter from the Canaan Selectboard regarding ongoing financial and infrastructure issues for Fire District #2. After discussion, the Committee agreed that a response letter will be sent acknowledging receipt of the Selectboard’s correspondence and stating that the Committee will meet with the Selectboard after the water line replacement project is completed. John read a thank-you card from Diana Rancourt, expressing her appreciation for the meal, flowers, poster, and clock, and noting how much the gesture meant to her.
- 11.** Sign Warrants - the warrants were reviewed and signed by the Prudential Committee.
- 12.** Executive Session – Non-Public Session – VSA § 313 (1)(D) – Water meter issue; property owner responsibility – Tony Wheeler made a motion to enter into Executive Session at 5:45 pm. Jody Riley seconded the motion. Chairman Tony Wheeler asked if there was further discussion, hearing none, he called for a vote. The motion passed unanimously. John Kennedy, Diana Rancourt, April Busfield and Zachary Brown were asked to join the session. The board entered Executive Session at 5:50 pm. A motion was made by Tony Wheeler to exit Executive Session at 5:55 pm. Levis Boutin seconded the motion. Chairman Tony Wheeler again asked for discussion; hearing none, he called for a vote. The motion passed unanimously. The board exited Executive Session at 6:00 pm and resumed the regular meeting. Following the session, it was agreed that Clerk John Kennedy will draft a letter to the property owner, reminding him of the water meter work and the property owner’s responsibilities, and will send the draft to the Committee for approval before mailing.
- 13.** Adjourn Meeting – Chairman Tony Wheeler adjourned the May 20, 2026 bi-monthly meeting of Canaan Fire District #2 at 6:05 p.m.

