CANAAN FIRE DISTRICT #1

BI-MONTHLY MEETING

MINUTES

JULY 15, 2026

A JOINT MEETING BETWEEN FD#1 AND FD#2 TOOK PLACE PRIOR TO THE REGULARLY SCHEDULED FD#1 MEETING AT 5:30PM. HERE ARE SOME HIGHLIGHTS OF THIS MEETING.

Jeff Richards opened the meeting at 5:00PM. Those present: Jeff Richards, Jeremy Labrecque, Al Bucklley, Noreen Labrecque (FD#!), Tony Wheeler, Levis Boutin, John Kennedy (FD#2), Zachary Brown, Diana Rancourt, April Busfield (Operator), Patrick Smart (MSK Engineering) and Alison Corn (via Zoom). Also present for the following meeting with the Selectboard: Dillon Begin and Allan Leigh (Selectboard).

Alison Corn (VT Drinking Water) spoke to both boards about the upcoming Asset Management Plan that both districts have agreed to participate in.

Alison asked what the goals of the districts were for this plan.

Jeff answered to be prepared for future expenses, give a history of systems and create trends for the systems.

Alison stated that the plan is a snapshot of the system with the goal of organizing records, helping with budgeting. She stated that the plan should be revisited each year. That it should not be a one a done plan. The plan will need to be collaborative between the district and MSK Engineering.

Jeff inquired about how the funding will be done.

Alison stated that the grant will be reimbursed once the project is complete. (Note: The Districts have applied for a loan from the State as interim financing)

Alison informed both boards that a three-day workshop is required with this grant, which needs to be completed in order to receive the grant. This year's workshops have already taken place so both boards will try to schedule for next year.

Once Alison left the meeting Patrick Smart answered the concerns raised.

Jeff asked who would be gathering the information for Patrick for the plan?

Patrick answered that a lot of information is already available since both districts have had recent upgrades.

Jeff asked about what form the finished product will be given to the districts.

Patrick stated that there will be a narrative report (PDF), maps onsite (PDF or GIF overlay)) and an inventory in Excel and/or hard copy. The paperwork for reimbursement from the State Loan will be provided by MSK Engineering along with invoicing. Patrick will reach out to the boards once he has started the process. (August or September)

The Selectboard met with the districts to discuss the letter that was presented to the districts at their last meeting. They feel that the districts should be combined since they are one town.

Jeff Richards raised the concern of discrepancy with the rate schedules and the individual debt services with USDA.

Jeremy Labrecque asked why would FD#1 want to take on FD#2 financial burden? He did not believe that the FD#1 users would be in favor of that prospect.

FD#2 had concerns about their present project in the works which all grants are being written for FD#2 only.

It was understood that the Legislature would need to be behind consolidating the districts, but the Selectboard only wanted to ask to look into it. They understood that this process would probably be years down the line.

The general consensus was to get the Asset Management Plan going and in place before starting any inquiries about consolidating districts.

Jeremy Labrecque made a motion to adjourn this meeting at 5:45PM. Motion passed.

Canaan Fire District #1

Bi-monthly Meeting Minutes

July 15, 2026

1. OPEN MEETING – The FD#1 Bi-monthly meeting was opened by Jeff Richards at 5:50PM. Those present: Jeff Richards, Jeremy Labrecque, Al Buckley, Noreen Labrecque. (April Busfield and Zach Brown were asked to join for a couple questions the board had)

2. ADDITIONS/DELETIONS – No action

3. GENERAL PUBLIC – No on present

4. PATRICK SMART
   A. Asset Management Plan – See above.

5. SELECTBOARD
   A. Letter - See above.

6. OPERATOR REPORT
   A. Antenna Failure – April stated that the SCADA system at the plant failed and EII had to be called in to fix it. The invoice for that has not been received yet.

7. REVIEW BUDGET STATUS – The board reviewed the budget sheets and were satisfied with the overall expenditures and revenues.

8. OTHER BUSINESS –

   Motion was made by Jeff and seconded by Jeremy to approve May 20, 2026, meeting minutes as written. Motion carried in the affirmative.

9. ADJOURN MEETING – Chairman Jeff Richards adjourned the July 15, 2026, bi-monthly meeting at 6:02PM.