

CANAAN FIRE DISTRICT #2 BI-MONTHLY MEETING

MINUTES

September 10, 2025

5:00 PM

1. Open Meeting – The Canaan Fire District #2 meeting on September 10, 2025, was called to order at 5:05 PM by Chairman Tony Wheeler. Those present included Tony Wheeler, Jody Riley, Levis Boutin, and Diana Rancourt (FD#2 clerk/treasurer). Also in attendance were April Busfield, Water Operator, and Zachary Brown, Town Clerk/Treasurer.
2. Approve meeting minutes – A motion was made by Jody and seconded by Tony to approve the meeting minutes of July 16, 2025. The motion carried in the affirmative.
3. Report from Operator
 - a. Update – Ashley Lucht – Quantified Ventures, Support with Water Infrastructure - Ashley requested a "wish list" from April of priorities be sent to her in advance of the upcoming meeting. Zach, Diana, and April will be meeting with Ashley on October 7th at 11:00 AM at the Town Office to develop a proposed water infrastructure budget. This budget will be presented to the board at the November 19th meeting.
 - b. Possible grants/trench box/new water line/pavement – Diana and April are collaborating to identify potential grants for the purchase of a trench box and possibly a new water line. April reported that the pavement project near the Recycling Center is on track to be completed this week.
 - c. Questions about water level - April reported that a piezometer, which would measure water levels in the well casing, would cost approximately \$800. However, it would not provide information on the total volume of water available. The board agreed that this equipment is not necessary at this time.
 - d. CCR links - Zach informed the board that the State had notified him, April, and Diana that the Consumer Confidence Report (CCR) link on the Town website was not functioning as intended. The issue has since been corrected, and the updated link has been submitted to the State and is currently awaiting approval. A notice will be included with the upcoming water invoices to inform residents on how to access the CCR online.
 - e. Cunningham's invoice - Information only – The board was informed of an invoice from Cunningham for \$4,371.00.
 - f. 43 East Street – The property owner at 43 East Street contacted April to inquire about the timeline for her lawn repair. April has reached out to the contractor, who confirmed that the work will be scheduled and completed.
 - g. Well maintenance – After reviewing the agreement form with the quote for the 2025 Well and Pump Maintenance and Inspection, the board discussed in detail and agreed to include it in next year's budget to be carried out in the spring. April informed the board that the cleaning of the reservoir needs to be scheduled in 2026.
4. Budget status reports – Zach reported that expenses are currently at 55%, which is considered great. While revenues are lower than desired, this trend is typical for this time of year. He also informed the board that delinquent payments are being received.

5. Other business – April reported an issue with the water at the property located at 1176 US Route 3 in West Stewartstown. She will do her best to resolve the problem; however, if unsuccessful, excavation may be required.
6. Sign Warrants – All necessary warrants were reviewed and signed by the members present.
7. Executive session – Tony made a motion to enter Executive Session at 5:45 PM, which was seconded by Jody and approved unanimously. April Busfield and Diana Rancourt were invited to attend. The Executive Session concluded at 5:55 PM with no action taken.
8. Adjourn meeting – Chairman Tony Wheeler adjourned the Canaan Fire District #2 bi-monthly meeting at 6:00 PM. The motion to adjourn was approved unanimously.