Canaan/Stewartstown

Joint Sewer Commissioners

Meeting Minutes

January 13, 2026

Canaan Town Office

1. Open Meeting— Canaan Selectboard Chairman Michael Daley opened the meeting at 5:30 P.M. Those present included Alfred Buckley, Dillon Begin, and Michael Daley (Via Zoom) (Canaan Selectboard), Jimmy Gilbert, (Stewartstown Selectboard), April Busfield and Zachary Brown. With the absence of Dwayne Covill, Mike Daley ran the meeting.

2. Approve Minutes for October 14, 2025- Minutes were distributed to all commission members prior to and at the meeting. All reviewed the minutes. Al made a motion to approve the October 14, 2025, meeting minutes as presented; Jimmy seconded this motion. Chairman Pro Tem Daley opened the motion for discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.

3. Additions or Deletions to the Agenda— No additions or deletions were made.

4. Operator Report – April reported that everything was going well at the plant. She reported that she had to have Laramie Water Solutions pull pumps twice, while she was on vacation. She has scheduled all of the preventative maintenance for the year.

5. Report on Inspection– No inspection occurred. The commission suggested that they could just schedule it later on.

6. 2026 Budget – Zach presented the 2026 treatment plant budget to the commission, before and at the meeting. He stated that the budget has not changed since the selectboard approved it at their last meeting. He reminded the commission that this was solely the plant expenses which are divided between Canaan and Stewartstown. The commission reviewed the budget. The commission asked Jimmy, as the one member who hasn't reviewed the budget at a meeting, if he'd like it read line by line. Jimmy responded that it did not need to be, so Zach highlighted a few of the changes. He reported that operator salaries increased by 4% as the Canaan Selectboard issued out a 4% raise. He noted that since Jay had not worked a full year yet, he was not entitled to this raise. He stated that this also increased FICA and MEDI. He noted that the mowing expense has been eliminated, as the town has taken this in-house. He also noted that health insurance has increased by 5%. He noted that both health insurance and retirement have increased, as the premium costs have increased and this expense now includes two employees. Workers' Comp, Property, and Liability insurance were increased by $1,000 each as high estimates. Zach does not have these exact figures yet as VLCT is running behind. Zach noted that other than these increases, everything else was a level budget. Al made a motion to approve the 2026 Treatment Plant Budget. Jimmy seconded the motion. Chairman Pro-Tem Daley asked for any discussion, seeing none; he called for a vote. The motion passed unanimously in the affirmative.

7. Pittsburg Agreement 2026 – Zach distributed the 2026 Pittsburg Septage agreement for the commission's review. He noted that nothing, other than dates, have been changed. A lengthy discussion was held on the purpose to the agreement. Jimmy made a motion to approve the 2026 Pittsburg Septage Agreement. Al seconded the motion. Chairman Pro-Tem Daley asked for any discussion, seeing none; he called for a vote. The motion passed unanimously in the affirmative. Members present signed the agreement. Zach will obtain the other signatures later.

8. Septic Haulers Permit 2026 – Zach distributed the 2026 septic haulers permit for the commission's review. Zach stated that the permit language has not changed, less than the dates. Zach stated that

this is the basic permit for any hauler wishing to use the plant. He stated that the board would need to approve the permit and then approve a permit for the only hauler wishing to use the plant, Bolen's Septic. A brief discussion was had on the revenue that Bolen's brings in to the Towns. Jimmy made a motion to approve the 2026 septic hauler's permit and to approve Bolen's Septic's permit. Al seconded the motion. Chairman Pro-Tem Daley asked for any discussion, seeing none; he called for a vote. The motion passed unanimously in the affirmative. Members present signed the agreement. Zach will obtain the other signatures later.

9. Meeting Times - A brief discussion was held on changing the meeting night to the Monday following or preceding the second Tuesday of the quarter, which would coincide with the regular Canaan Selectboard meeting. The time would remain the same at 5:30 P.M. Zach said this should also work with Stewartstown as they meet every Monday. No members present say any issue with this, however, Jimmy would like to run it past his other two fellow board members. No action was taken.

10. Adjourn Meeting – Jimmy motioned to adjourn the January 13, 2026, meeting; Al seconded this motion. No discussion was had. Chairman Pro Tem Daley called for any further discussion, seeing none, he called for a motion. The motion passed unanimously in the affirmative. Chairman Pro Tem Daley adjourned the meeting at 5:39 P.M.