

CANAAN FIRE DISTRICT #2 BI-MONTHLY MEETING

MINUTES

July 16, 2025

6:00 PM

1. Open Meeting – The Canaan Fire District #2 meeting on July 16, 2025, was called to order at 6:00 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 Levis to approve the meeting minutes of May 21, 2025. The motion carried in the affirmative.
3. Report from Operator –
 - a. Update – Ashley Lucht – Quantified Ventures, Support with Water Infrastructure – Diana will follow up with Ashley Lucht to check on the status of support from Quantified Ventures regarding water infrastructure.
 - b. Source Protection Plan – Information only - This plan was updated and is currently awaiting approval from the State.
 - c. Water usage – fire Ethan Allen – April reported that 150 thousand gallons of water were used to fight the fire.
 - d. Water leak update – April distributed the incident report regarding the water leak in Beecher Falls, which was reviewed by the Prudential Committee members. The bill from Cunningham’s has not yet been received; once it arrives, Diana will distribute copies to all members. Diana, Zach, and April will collaborate to determine which fund(s) should be used to cover the project cost and will seek approval from the Prudential Committee. Following the water leak, water samples from Ethan Allen and 29 East Street came back clean. A copy of the incident report and the results are on file at the Town Office.
 - e. Possible grants – Diana will research potential grants to fund upgrades to the water lines in Beecher Falls and will collaborate with Zach and April on the application process.
 - f. Rules and Regulations – Certified mail – As previously approved, an addition was made to the Rules and Regulations to implement a certified mailing fee for each delinquent “Pink Delinquency Notice” sent via certified mail, and the Prudential Committee members present signed the updated Rules and Regulations.
 - g. Update on training – The committee briefly discussed Kaylan’s progress with the training.
4. Budget Status Report – Zach highlighted a few line items and confirmed that the budget appears to look good overall. No questions were asked.
5. Delinquencies – Will be discussed at the next meeting.
6. Other business – Effective September 17, 2025, the Fire District #2 Prudential Committee’s bi-monthly meetings will begin at 5:00 PM instead of 6:00 PM. Meetings will continue to be held at the Town Office.

7. Sign Warrants - #11-25 for \$1021.75, #12-25 for \$2598.01, #13-25 \$738.37, and #14-25 \$1073.73 were signed by the Prudential Committee members present.
8. Adjourn meeting – Chairman Tony Wheeler adjourned the Canaan Fire District #2 bi-monthly meeting at 6:19 PM.