

**CANAAN FIRE DISTRICT #2 BI-MONTHLY MEETING
MINUTES
March 18,2026**

- 1. The Canaan Fire District #2 meeting on March 18,2026 were called to order at 4:32 by Tony Wheeler. Present were Tony Wheeler, Jody Riley, Levis Boutin, Diana Rancourt (former Clerk/Treasurer), April Busfield (Water Operator), and Zachary Brown (Town Clerk/Treasurer)**
- 2. Appoint Chairman- Jody nominated Tony Wheeler as chairman. Levis seconded the motion. Tony accepted the nomination.**
- 3. Approve the minutes- A motion was made by Tony and seconded by Jody to approve meeting minutes from November 19,2025. The motion carried in the affirmative.**
- 4. Additions/deletions to agenda- Zach explained that this was called “Other Business” to clear up confusion of why this appears.**
- 5. Email address- Clerk John explained his new email address to use for personal use. Please continue to use Canaan Fire District email for professional communication.**
- 6. General Public Comment-None**
- 7. Report from Operator=**
 - a. Consumer Confidence Report- Notices will be included in the next billing cycle to inform customers that a report will be available by July.**
 - b. Incident Report-Hydrant Repair- Scheduled to be repaired- Letter sent both certified and not certified. Individual signed, aware of the situation.**
 - c. RCAP Solutions-Another email sent,no response. Zach wishes to propose another rate structure and an increase**
 - d. Hydrant Flushing- Will be done once weather cooperates**
 - e. Brook Field-April reported that it would be better to have them assess the system once a year as to be done twice a year. Tony made a motion to approve this action, Jody seconded the motion. The motion was carried in the affirmative.**
- 8. Grant Updates- Diana reported that the pre-application to Northern Borders Regional Commission has been submitted and is waiting to see if the Fire District will be invited to submit a full application. Preparing applications for the Emergency Community Water Assistance grant and requesting funds from Congressional Directed Spending. Zach added the District #2 should apply to the Canaan Revolving Fund to**

the sum of \$50,000 to establish a line of credit and have funds to be able to pay in various situations. Better than a bank loan, which would involve interest.

Everyone approved applying to the Canaan Revolving Loan.

9. Budget Status Report- Zach reported expenses looking good, however the revenue is not looking good. Only \$12,000 left in funds. Zach has been working on the rates and proposed that we raise the rate by raising the base rate and raise between \$10 to \$20 each quarter. He also proposed that we should do that for the 3rd and 4th quarter and also next year.

Tony made a motion to implement Zach's proposal to raise the base rate and look at Ethan Allen as well. Jody seconded the motion. The motion carried in the affirmative.

10. Delinquencies- Listing was recorded for viewing.

11. Patrick Smart-Engineer

- a. Asset Management Letter proposal and budget-No Cost \$42,000 Bill but will be forgiven-Need to fill out application and two board members need to attend two day training. Patrick will research when training will be offered.
- b. DEC certification- Part of the Asset Management
- c. DWSRF-We have applied, waiting for construction. Hoping for April 1st.
- d. Design/Drawings- River Road project-Submitted Application, Working with Right of Way, Setting up a temporary water hydrant. Once Patrick gets applications, he will move forward.

12. Warrants- All warrants signed. AP-06-26 \$2684.75 05-26 \$2092.56

13. Other Business- A retirement party for Diana was set up for dinner reservations at Rainbow Grille for the Friday night of April 10th at 5:00 p.m.

13. Executive Session- No session needed.

14. Adjourn Meeting- Chairman Tony Wheeler adjourned the Canaan Fire District #2 bi-monthly meeting at 5:25 p.m.. The motion to adjourn was approved unanimously.