

Water and Sewer Meeting Minutes November 18, 2025

Present: Heather McElroy, Mark Vaillancourt, Bruce Webster, Kean Galunas, and Teresa DeBonville.

Attending Virtually: Mike Strait, and Joel Cope.

Chairperson, Heather McElroy called the meeting to order at 5:30 PM.

Updates to the Agenda: Training.

Public comment: None.

Cross Street Project: No new updates to report. Heather will investigate the scope of the work that needs to be done, and will look into contractors that we can contact.

Trailer stocking: An email was sent out to Johnson Rentals with a list of what was needed. No response has been received.

Past due accounts status: The first round of shut-off notices have been taken care of, agreements for payment have been established or the accounts have been paid in full.

The second round of shut-off notices have been sent out, and again agreements have been established, and/or accounts have been paid in full.

Billing status: Munibilling will be doing training with staff before the next billing is sent out. We will start from step 1 and work our way through, so that staff will know the process.

New Water Meters: A few of the new meters have been installed. It was suggested that we come up with a plan to get the new meters in place as soon as possible.

Reservoir Liner: No updates on this item until spring.

WWTF: Joel and Mike will be meeting with Hoyle and Tanner on Wednesday, November 19, 2025, and will have an update for the board after the meeting.

Water Treatment Update: Aldrich and Elliott will meet with the landowners for the easements on their property next week.

Truck Replacement: One of the trucks for the water and sewer department will not pass inspection, so the board will look into replacing this. Mark Vaillancourt gave the board a

quote that he got. A truck with bare minimums, but what the water department will need was quoted for \$39,900.00.

Approve minutes of the Previous Meeting: The board reviewed and read the minutes of the October 21, 2025, meeting. A motion was made by Mark Vaillancourt to approve the minutes as printed. Bruce Webster seconds the motion, all in favor, so carried.

Training: Mike informed the board that Munibilling will be charging a cost of \$875.00 to do training with staff. Mike may be able to do some training in house but feels that we will also need Munibilling to help. A motion was made by Mark Vaillancourt to approve spending the \$875.00 on training. Bruce Webster seconds the motion, all in favor, so carried.

Kean told the board that the Water Department computer is no longer supported. A motion was made by Mark Vaillancourt to allow the town manager to purchase a new laptop for the water department for the cost of \$800.00. Bruce Webster seconds the motion, all in favor, so carried.

A motion was made by Mark Vaillancourt to adjourn the meeting. Bruce Webster seconds the motion, all in favor, so carried.

Meeting adjourned at 6:20 PM.