

Water and Sewer Board Meeting Minutes
January 20, 2026

Present: Heather McElroy, Mark Vaillancourt, Kean Galunas, Zach Letourneau, and Teresa DeBonville.

Attending virtually: Mike Strait, and Bruce Webster.

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

Updates to agenda: Ethics training.

Public comment: None.

Cross St. Project: Mike will help Heather write up the RFP for this project.

Trailer stocking: Heather gave the board quotes from three vendors to look over. Heather will investigate getting a clearer quote from the vendors before a decision is made on this.

Meters: The operators are working on putting in the new meters.

Reservoir Liner: Tabled.

WWTF Update: The building construction has started. So far no issues have arisen, and things are progressing well.

Water Treatment update: The DWSRF Subsidy Loan application has been submitted. The progress of the USDA loan has slowed down, but this should be fixed by next week.

Truck cap: Mark Vaillancourt mentioned to the board that he has found a truck cap on Marketplace located in North Stratford New Hampshire for the new truck for the price of \$2,300.00. Brand new these usually cost around \$4,000.00. Mark and Zach went and looked at this, and the gentleman selling the cap is willing to come to the town garage to help Zach install this as well for the price of \$2,300.00. A motion was made by Mark Vaillancourt to

purchase the cap for the price of \$2,300.00 with the former owner coming to help install the cap onto the new truck. Bruce Webster seconds the motion, all in favor, so carried.

Budget discussion: The board will hold a special meeting to discuss this, as the final numbers are not ready yet.

Approve minutes of the previous meeting: The board reviewed the minutes of the December 16, 2025, meeting. Mark Vaillancourt motions to approve the minutes as printed. Bruce Webster seconds the motion, all in favor, so carried.

Other business: The problem down by the Dollar General over the weekend was not a burst water line, but a plugged catch basin. This issue has been resolved.

Ethics training: Mike discussed with the board members about the ethics training, and there was a slight issue with this training not being followed, as a board member voted to make a purchase without disclosing that a family member worked for the company. Mike reminded the board that this is not allowed, a board member first needs to make it aware that this transaction does include members of the persons family, and the board member will always have to recuse themselves from voting on any decision made.

Executive session: none.

Meeting adjourned at 6:00 PM