Water and Sewer Board Meeting Minutes
October 20,2026

Present: Heather McElroy, Mark Vaillancourt, Katie Mientka, Kean Galunas, and Teresa DeBonville.

Attending Virtually: Mike Strait, and Michael Miller.

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

Updates to the Agenda: Executive sessions will be needed to discuss delinquent accounts, and contracts. Also, multi-parcel accounts.

Multi-Parcel Accounts: Katie mentioned to the board that the multi-parcel owner's billing had messed up in the munibilling system, and that these owners did not receive all of their bills. Katie and Mike will be working on this in the munibilling system to rectify this situation.

Public comment: None.

Cross Street Project: Isaacs Excavating will be contacting Zack to schedule a date for the project. Kean mentioned to the board that Isaacs had contacted Zack on the size piping and supplies that will be needed for the project, so this is progressing.

Meters Update: The letter going out to customers about the meter updates was revised. The board reviewed the letter. Mark Vaillancourt motions to approve the revised version of the letter as printed Heather McElroy seconds the motion, all in favor, so carried.

WWTF Update: The new plant is online, and up and running. Paving will be done next week. Mike Strait informed the board that he had ordered workstations for Kean, Zack, and Andrew, and they will be delivered Friday. A ribbon cutting will be scheduled later.
Mike also informed the board that the USDA Loan has been closed and that the first payment on the loan will be March 2027.

Water Treatment Plant Update: Mike submitted the NBRC Grant for One Million dollars. Mike told the board that Aldrich and Elliott were a tremendous help in the application process, which made this go smoothly. Mike also informed the board that a letter of recommendation from NEK Collaborative was received. The 2 easements are still in the working state and coming along.

Pay Orders: The board reviewed the pay orders for the water expense account, sewer expense account and the water and sewer operations expense account.

Approve minutes of the previous meeting: The board reviewed the minutes of the September 29, 2026, meeting. Mark Vaillancourt motions to approve the minutes as printed. Heather McElroy seconds the motion, all in favor, so carried.

Other business: The operators were issued a pager back in 2022, Kean mentioned to the board that the operators no longer use this pager and wanted to know if the board wanted to cancel the subscription to this. A motion was made by Mark Vaillancourt to have the town treasurer cancel the subscription to the pager. Heather McElroy seconds the motion, all in favor, so carried.

Executive Session I: Heather McElroy motions to go into Executive session under Vermont's Open Meeting Law (1 V.S.A 313), a public body must make a motion during an open meeting that states the board will discuss with staff past due accounts, finding that premature public knowledge would place the body or an individual at a substantial disadvantage. Mark Vaillancourt seconds the motion, all in favor, so carried. The board and staff entered executive session I at 5:55 PM.
A motion to exit executive session was made by Mark Vaillancourt at 6:25 PM. Heather McElroy seconds the motion, all in favor, so carried. Upon exiting executive session, Mark Vaillancourt motions to proceed with contacting the delinquent tax collector to discuss the process of putting a lien on the delinquent properties. Heather McElroy seconds the motion, all in favor, so carried.

Executive Session II: Heather McElory motions to enter into executive session at 6:26 PM under Vermont's Open Meeting Law (1 V.S.A 313), a public body must make a motion during an open meeting that states the Wastewater Treatment Facility contract discussion is required, finding that premature public knowledge would place the body or an individual at a substantial disadvantage. Mark Vaillancourt seconds the motion, all in favor, so carried.

Mark Vaillancourt motions to exit executive session at 6:37 PM. Heather McElroy seconds the motion, all in favor, so carried. Upon Exiting Executive session, Chairperson, Heather McElroy announces that no action was taken.

Mark Vaillancourt motions to adjourn the meeting. Heather McElroy seconds the motion, all in favor, so carried.

Meeting adjourned at 6:40 PM.