

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JUNE 10, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Ellie Davis, Road Agent (Bob Scott), Helen Rocke, Marvin Rocke and Phil Salvail. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the May 27, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of May 27, 2008 as written.

**Acceptance of Minutes of the May 28, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of May 28, 2008 as written.

**Old Home Days Discussion w/Committee Members**

Helen Rocke presented the Board with letter requesting permission from the Selectmen to use Williams Field, the land adjacent to Cozy Corner and the Common for shows and attractions during Old Home Days. She also asked for permission to use the land in front of the Art Gallery if necessary. The Board granted permission for the use of those areas.

Helen also asked that the Committee be notified of any changes that might take place in the Common to avoid conflicts with Old Home Days activities.

Helen requested that the Board provide a written waiver with regard to the open container ordinance for Saturday night. The new time for the dance is 7-10 PM and the committee asked the Board and/or the Police Chief to check with the committee prior to putting a halt to any planned activities. The Board was fine with all of Helen's requests. Michael will speak with Chief Frank to make certain that everyone is in agreement with regard to all of what was discussed the meeting this evening.

## **Vendors at Canaan Street Lake**

Michael wanted to review this topic and discuss the next steps to be taken by the Board. It was suggested that a memo of understanding be prepared outlining what would be required of any vendor operating at Canaan Street Lake. Among the items to be considered would be, handling trash, use of electricity, licensing requirements and location in the parking area. Michael will draft up a sample document for the Board to review.

## **Parking for Meeting House Events**

The Board wanted to discuss a procedure for dealing with parking at the Meeting House. There are a number of events held there during the year and it will be necessary for there to be a plan developed and signs put out to direct attendees for those events to park in a safe location. Road Agent, Bob Scott, mentioned that he could put up temporary parking signs in locations determined by Police Chief Frank that would allow for better access during events. The Board suggested that the issue be discussed at the June 25 Department meeting.

## **Discussion of Budget Adjustments**

Recently, there were changes made to how personnel were utilized for summer maintenance of the Town grounds, the parks and recreation facilities and the cemeteries. As a result, Michael recommended to the Board that adjustments be made to the appropriate budget lines so that expenditures would more accurately reflect where the budget dollars were spent. The changes to the Budget need to be discussed and voted at a public meeting before the changes could be made.

The Cemetery Sexton would be in the Cemetery for 27 weeks. Therefore, the money needed in the Cemetery Full Time Salary line for this period is \$17,130. The FICA and retirement lines would need \$1,315 and \$1,500 respectively.

The reassignment of manpower would have Grounds and Buildings providing the labor for the Town grounds and the Parks and Recreation facilities. To do this the GB Salary line would need to be \$26,230 with corresponding FICA \$2,050 and Retirement \$2,300 in the Government Building Section of the Budget.

To achieve this, the transfers from the Cemetery full time salary line would need to be \$7,595.00, from the FICA line \$1,240.00 and from the retirement line \$630.00. Also, a transfer of \$8,895.00 would need to come from the Parks and Recreation line, \$8,135.00 of which would go to the Salary line and \$760.00 would go to the Retirement line in GB section of the budget.

Selectmen Lewis made a motion to make the adjustments as presented. The motion was seconded by Selectman Borthwick and voted 3-0 by the Board in favor of the motion. Michael noted that the changes would be made to the appropriate sections of the budget and be reflected in subsequent budget updates.

### **Budget vs. Actual Review**

Michael mentioned that the Budget was now posted weekly on the Town website and also posted in the lobby of the Town Office. Forty percent (40%) of the total budget had been spent as of June 9, 2008, twenty four weeks into the budget year. While the overall numbers look pretty good, there are still some items to be watched closely. Not surprisingly, chief among those are the Gasoline/Diesel line and the Heating Oil/Gas line which are close to 70% spent. Some adjustments to the budget later in the year will most likely be necessary to compensate for potential over expenditure of these budget lines.

Michael reviewed some other items in the budget report and took questions from those in attendance. There was also a brief discussion of the two new sections added to the budget report, Water/Sewer expenditures and Library expenditures.

### **HDC Appointment**

The Board was asked to approve the reappointment of Lorraine Kelly to another three year term as a member of the Historic District Commission. Selectman Borthwick made a motion to reappoint Lorraine. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion.

### **Other Business**

Chairman Reagan mentioned that he had a quote from a vendor who could supply the Transfer Station with equivalent portable rest room services for \$40 less per month than what we are presently paying. The Board asked Michael to check with our present provider to see if we had any contractual agreement with them. If not, the Board would be in favor of changing providers when practical.

Michael mentioned that the Recycling Committee and the Transfer Station Manager had completed their review of the revised Transfer Station Ordinance. Copies would be provided to the Board for their review and comment prior to scheduling a discussion of the revised ordinance at a subsequent meeting.

Al Posnanski asked about the repair status of the backhoe used at the Transfer Station. Selectman Lewis mentioned that the Town Mechanic, Larry Brabant had finished the repairs and would be returning the backhoe to the Transfer Station.

Road Agent, Bob Scott was present to discuss a requisition he had submitted to the Board for the \$189,739 in paving projects he wanted to schedule for this Budget cycle. The Board, while supportive of the request, expressed concern with how to balance the impact of such a large expenditure with expected budget shortfalls in the areas of fuel and heating costs. There was a discussion of what projects could be put off to help offset the impact of such a large expenditure. Bob noted that he had some tree clearing work that he could delay until next year. After some additional discussion, Selectman Borthwick made a motion to approve the requisition on the condition that the Road Agent delay the tree projects until the next budget cycle. Chairman Reagan, seconded the motion and the Board voted 2-0 in favor of the request with Selectman Lewis abstaining.

**Non-Public Session (RSA 91 – A.3-c)**

With no further business before the Board, at 8:37PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:58 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:58 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 9:59PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen