

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
January 2, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, David Heath, Eleanor Davis, William Bellion, Christi Berube, and other members of the public.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Warrant Article for a Command Vehicle

There was general discussion and consensus to include a warrant article requesting the transfer of the Ford Expedition from the Police Department to the Fire Chief as a command vehicle. William Bellion explained that he would prefer to have a used vehicle at this time so that he can evaluate his usage and mileage of a command vehicle before requesting the purchase of a new vehicle. William Bellion suggested that a crew cab pickup with a cap may prove to be a better match after he builds a history with the Ford Expedition. It was suggested that the Town of Canaan could start reserving funds for the future outright purchase of a command vehicle. William Bellion explained that he carries a tremendous quantity of emergency supplies and equipment in his personal vehicle and that access to a command vehicle would be helpful. William Bellion added that no federal or state reimbursement funds were available during the past windstorms and floods since the truck that he was using was his own personal truck and not a town vehicle. Robert Reagan suggested that more taxpayers may approve the warrant article if the trade-in value of the Ford Expedition is known. William Bellion estimated that he uses 4,000 miles per year to fulfill his responsibilities as Emergency Management Director and Fire Chief.

Dana Hadley clarified that January 29th is the last day to submit warrant articles. Robert Reagan offered to help Dana Hadley create the final draft for the warrant.

Approval of the Minutes

The Board of Selectmen reviewed the minutes dated December 19, 2006.

MOTION by Kristina Burnett and seconded by Robert Reagan to approve the minutes dated December 19, 2006, as corrected.

The misspelling of "cooperate".

It was suggested that "U.S. Route 4" be added to the section regarding sidewalk maintenance.

VOTE: 2 YES 1 ABSTAIN (Jay Waldner)

2007 Warrant Articles

Dana Hadley noted that a few additional warrant articles have been added since the last review.

Warrant Article Regarding the Proposal for Anticipated Zoning Costs

Dana Hadley explained that the Budget Committee voted to remove from the 2007 budget all funds associated that had been included in the Planning Board budget in anticipation of costs associated with zoning and they further suggested that these funds be placed in a warrant article. The funds that the Budget Committee eliminated from the budget totaled \$5,999. As a result, Dana Hadley cautioned that the Planning Board budget could be overspent next year. Dana Hadley also commented that he is not confident whether the \$5,999 is an accurate figure for these anticipated costs.

Eleanor Davis explained that the Budget Committee took this action since the budget would be "padded" with additional funds if the proposal for zoning is defeated.

Selectman Jay Waldner was asked as the Selectmen's representative to the Planning Board to review and discuss with them the budgetary request.

Article 6

Dana Hadley suggested that this warrant article regarding property tax exemption may be needed due to the revaluation. Jay Waldner suggested that some calculations are needed to figure out what actions would reestablish the status quo.

Dana Hadley noted that many figures currently present in this draft of the warrant need to be updated.

Article 5

Jay Waldner suggested that the explanation should include an anticipated date of when a fire truck will be purchased.

Article 9

Dana Hadley noted that the Noise Ordinance Committee will be meeting on Monday to review the article before the Public Hearing on Tuesday.

Article 10

There was general discussion if a Public Works position was to be approved it might change the structure of the organization and require a foreman position would be needed in the Highway Department. It is possible that a foreman position could be filled by a current member of the staff. If that were to be the case it may be necessary to hire a laborer.

The differences between an appointed position and an elected position were discussed. There was clarification that the actions and responsibilities of the Road Agent are overseen by the Board of Selectmen but that the actions and responsibilities of the Police Chief are directed by statutes.

Robert Reagan commented that the Board of Selectmen would have the next year to advertise and review resumes and references for a new Public Works Director position if this warrant article is approved. There was general discussion that the person hired for this position should have the qualifications to provide input on building issues and sewer and water system issues. There was general consensus that some research is needed in order to appropriately title this position. Some titles suggested were Superintendent and Public Works Director.

Article 11

There was general consensus to discuss this article next week when Chief Sam Frank is present. It was suggested that the explanations of Articles 10 and 11 should include a date when the change is anticipated.

Article 12

Dana Hadley explained that a statute exists that permits an additional fee, of up to five dollars, on vehicle registrations if the funds are specified for a use (i.e. transfer station or side walk maintenance). Dana Hadley noted that there are approximately 5000 vehicle registrations done at the town office each year. It was suggested that calculations should be done as to how much side walk maintenance could be completed with the funds collected. Jay Waldner requested a copy of the statute. There was general consensus that the fee should not exceed two dollars.

There was general consensus to discuss Articles 13 and 14 at the next meeting when Chief Sam Frank is present.

Article 15

Jay Waldner said the correction for the Bear Pond Road layout is not necessary to be placed on the Town Warrant and the Board had general consensus to remove Article 15 from the warrant.

There was general discussion whether the Town of Canaan should purchase the Cozy Corner property. There was general consensus that a specific plan for usage is needed before taxpayers would approve the purchase. There was general agreement that the Cozy Corner property has parking that is a vital asset for the downtown area.

Jay Waldner suggested that a warrant article should be drafted regarding the establishment of a town meeting form of government. Dana Hadley suggested that moving the meeting date has advantages. Eleanor Davis commented that the current January deadline is difficult for the Budget Committee to meet and that a town meeting form of government would reestablish a February deadline.

Eleanor Davis suggested that starting the fiscal year on July 1st would eliminate the current practice of utilizing funds three months before the actual budget is approved. A July 1st to June 30th fiscal year would also coincide with the fiscal years of the State of NH and the school district. Dana Hadley clarified that an eighteen month budget would be needed in order to implement a change.

After some discussion regarding the advantages and disadvantages of Senate Bill 2, there was general discussion to draft a warrant article to propose a change to a town meeting form of government but that a proposal to change the fiscal year is too much to consider at this time.

Safety Committee

Dana Hadley summarized that the committee is currently drafting a manual and policy regarding building safety. David Heath requested direction from the Board of Selectmen regarding scope, purpose, and funding for this project.

Dana Hadley suggested that the committee should consider which training courses would benefit employees and the Town of Canaan. There was general discussion and consensus to invite a representative from Primex or Local Government Center for guidance on the project.

Kristina Burnett suggested that committees in other towns review accident reports as a way of addressing safety issues and preventing reoccurrences.

A review of the manual was tentatively scheduled for next March.

NH Public Works Training Council

The Board of Selectmen reviewed a letter dated December 18, 2006, from the NH Public Works Training Council regarding opportunities for hands-on training. Dana Hadley noted that the organization has a \$150 membership fee. There was general consensus to ask Earl Charbono whether he or the town employees have any interest in the courses that the council is offering.

Cyclical Revaluation Contract

The Board of Selectmen reviewed a five year contract with Cross Country Appraisal Co. for a cyclical revaluation. Dana Hadley noted that he is anticipating a technical release and approval from the Department of Revenue Administration. Dana Hadley added that this five year contract does provide a net savings compared to the last contract.

Jay Waldner asked if there were advantages for a five year contract. Dana Hadley responded that the contract locks the rate that the Town will pay and will be a valuable tool for budgeting.

Dana Hadley clarified that the contract language does not include the “pick-ups” (i.e. new construction, building permits, and subdivisions). There was general discussion and consensus to negotiate the inclusion of a letter of understanding that the contract includes the “pick-up” work.

Buildings Maintenance Report

The Board of Selectmen reviewed Tom Guillette’s report regarding building maintenance. There was general discussion regarding the poor condition of the museum pillars and the difficulty of securing a quote for repair work. It was suggested that Dana Hadley should consult with John Bergeron and Jim Garvin regarding repair options.

Board of Tax and Land Appeals

The Board of Selectmen reviewed the confirmation from the Board of Tax and Land appeals regarding the date that the 2006 Canaan Taxes were sent out. This is an important date should a tax payer apply for an abatement.

Local Government Center

The Board of Selectmen reviewed an invoice for 2007 services from the Local Government Center.

Evans Lane Property Issue

The Board of Selectmen reviewed a letter sent to Roger Grace from the NHDES in response to a concern raised by Mr. Grace regarding a failed septic system at the property next to his on Evans Lane. This property is currently vacant after a

foreclosure and is being marketed with a realtor from Warner, N.H. Dana Hadley added that he has spoken with the realtor regarding this issue and it is understood that septic system at this property will need to be repaired or replaced.

Other

Dana Hadley noted that the committee continues to work on the updates for the personnel handbook and that a meeting is scheduled on January 18, 2007, with Barry Cox of Local Government Center.

Dana Hadley informed the Board of Selectmen that he has been unsuccessful at finding a student intern from a law school to help him update and codify the Town Office's Code and Ordinance Book. Several community members were suggested for this project.

Other items noted on the agenda included: survey work is underway regarding the Transfer Station; mailings regarding the junk yard ordinance are scheduled for the week of January 8th; and a committee needs to be chosen to draft park use rules.

Dana Hadley noted that he is meeting with the department heads tomorrow to discuss their articles for the newsletter. There was general discussion that Tom and Myra Oppel have offered printing and mailing services for the newsletter but that no formal proposal has been submitted. It was suggested that the newsletter should include articles regarding the warrant articles.

There was general discussion regarding Earl Charbono's agreement with Richard Remacle to crush and reserve gravel for 2007 and the claim that some of this gravel was actually utilized in 2006. It was suggested that a consult may be needed with Bob Anderson at the Department of Revenue Administration. There was general discussion that the 2005 floods depleted the town's supply of gravel and that gravel has increased to nine dollars per yard.

Eleanor Davis informed the Board of Selectmen that the Budget Committee approved the following motion at their last meeting: "Motion by Martha Pusey and seconded by Dave Barney to request the Board of Selectmen to consult with Richard Remacle and the Road Agent regarding the delivery to the town and the use of highway materials in 2006 but not paid for or encumbered in 2006."

Jay Waldner commented that there is general consensus of the Board of Selectmen that materials should be paid for when acquired and that materials should be used in the budgeted year.

Eleanor Davis requested the approved figures from the Board of Selectmen for the following 2007 budget: the bottom line figure for the 2007 budget, the total for the ambulance budget, the total for the advertising and regional agencies budget, the total for the Budget Committee budget, and the total for the capital outlay budget. Eleanor Davis noted that the Public Hearing is scheduled January 11th. There was general discussion and concerns expressed regarding the amount of debt service that the capital outlay budget could create. The Board of Selectmen agreed to meet at 7:30 A.M. on Thursday morning to review the budgets listed above that have not been approved.

The following items were circulated for signatures from the Board of Selectmen: two purchase orders from the Road Agent; authorization for a timber cut; authorization for property abatements; and two manifests.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 9:50 P.M.

VOTE: Unanimous

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on February 6, 2007

Town of Canaan
Selectmen's Minutes
January 9, 2007

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

NON PUBLIC SESSION

6:30 P.M.

The session was originally posted as a non public session to be held under RSA 91A:3 Section 2a. The Board opened this session as a Public session

Chief Samuel Frank

The Board met with Police Chief Sam Frank. He was in to ask for the Board to sponsor a warrant article to add a full time position at the Police Department. He estimates that the cost of this position will be \$50,000. This is an effort for the Police Department to add additional coverage hours for the department.

At 7:05 p.m. Selectmen Reagan continued this meeting with the recitation of the Pledge of Allegiance.

APPOINTMENT

7:00 p.m. Noise Ordinance Committee-Second informal Public Hearing

The Board reviewed the updated Noise Ordinance as presented by the Noise Ordinance Committee. This update is a result of the committee considering the input received at the First Public Hearing for this ordinance. 1 The ordinance will be presented to the voters on the Town Warrant for consideration.

7:15 p.m. John Bergeron-Robert Reagan-Jay Waldner-Tom Guillette
Discussion regarding Museum Building

The Board met with John Bergeron to discuss the situation at the Town's Historical Museum. There have been concerns raised as to the structural integrity of the pillars and portico on the front of the building. Mr. Bergeron, Selectmen Reagan and Selectmen Waldner and Tom Guillette of the Town Maintenance Department inspected the building the previous Saturday. They concur that there is adequate support so that there is no immediate danger of the portico collapsing. They suggested that the Town utilize the services of a structural engineer to plan for this repair. The Town Administrator will seek the advice of the state architectural historian.

OLD BUSINESS

1. Warrant Articles for 2007-Continued Discussion for Selectmen Warrant Articles.

The Board discussed updated warrant articles in a working session for the Warrant Articles.

2. Contract for Five Year Cyclical Revaluation-Cross Country Appraisal

The Board reviewed and signed the contract for the Five Year Cyclical Revaluation for Cross Country Appraisal.

NEW BUSINESS

1. Memo to Town Treasurer-Payment of Note at Mascoma Savings Bank

The Board signed a request for the Treasurer to pay off the line of credit note at Mascoma Savings Bank.

2. Proposal in regard to Town Newsletter

The Board reviewed the proposal for preparation of a Town newsletter by the 379 Group of Canaan. The Board also has been offered the services of a volunteer to edit the newsletter. They will see how the volunteer method works out and will take the proposal under advisement.

3. Request and raffle permit for Cardigan Mountain School

Motion: Waldner/Burnett to approve the raffle request for Cardigan Mountain School.

Vote in the affirmative.

CONSENT AGENDA

1. News letter-Grafton County Economic development Council
2. NHMA Legislative Bulletin
3. Regional Coordinating Committee-December 18, 2006 meeting.

OTHER BUSINESS

Selectmen Burnett presented the recent perambulation that was completed for the Enfield Town border. Canaan's representative was Alice Schori.

Motion: Burnett/Waldner to accept the perambulation completed for the Enfield boundary.

Vote in the affirmative.

ADJOURNMENT

Motion: Burnett/Reagan to adjourn.

Vote in the affirmative.

Meeting adjourned at 8:48 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on January 16, 2007

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
January 16, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Shirley Packard, Eleanor Davis, Denis Salvail, Phillip Salvail, Chief Sam Frank, Christi Berube, and other members of the public.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Old Business:

1. Approval of Minutes

The Board of Selectmen reviewed a draft copy of the minutes dated January 9, 2007.

MOTION by Kristina Burnett and seconded by Jay Waldner to approve the minutes dated January 9, 2007, as corrected.

Jay Waldner suggested that the action taken regarding the newsletter, which was discussed under the heading of new business, should be better detailed.

VOTE: Unanimous

Dana Hadley requested board member signatures for the minutes dated January 9, 2007, and December 12, 2006.

2. Review and Discussion Regarding Warrant Articles

Dana Hadley summarized that he has prepared a draft copy of the warrant, which has been sent to the offices of Mitchell and Bates for review. Dana Hadley explained that he included an article regarding the noise ordinance.

There was general clarification that Jay Waldner's selectmen position is up for election. The dates for filing are January 24th through February 2nd.

The Board of Selectmen reviewed each of the proposed articles:

Article 1, Article 2, and Article 3:

There were no comments or questions at this time.

Article 4:

There was general consensus for the Board of Selectmen to endorse Article 4 on the warrant. Jay Waldner expressed concern that articles are often amended at the Deliberative Session and that attention is needed that tonight's endorsements by the Board of Selectmen are noted accurately on the ballot. Eleanor Davis responded that the Moderator can poll the Board of Selectmen at the Deliberative Session after articles are amended. Dana Hadley suggested that the Board of Selectmen can meet after the Deliberative Session and before the printing of the ballots to make any necessary changes on endorsements. There was general clarification that the Budget Committee can not amend the articles but that individuals on the Budget Committee can propose an amendment at the Deliberative Session. General corrections were suggested on wording, grammar, and punctuation.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 4 on the 2007 warrant.

VOTE: Unanimous

Article 5:

There was no discussion or questions regarding Article 5.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 5 on the 2007 warrant.

VOTE: Unanimous

Article 6:

Dana Hadley summarized that the tax impact for this proposed article is \$2.56 on the tax rate if the exemptions remain the same as last year. Dana Hadley explained that the intent of the article is to keep the tax credit comparable to the credit received before the revaluation. Dana Hadley noted that net income limits in the 2004 warrant were \$15,000 for a single person and \$25,000 for a couple. Jay Waldner suggested adding dollar signs in front of the amounts.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 6 on the 2007 warrant.

VOTE: Unanimous

Article 7:

Jay Waldner summarized that the Planning Board provided a good faith estimate for the operating budget but that nobody knows for sure what the true costs will be for this ordinance. Since the Budget Committee voted to remove the estimated funds from the operating budget, then the Planning Committee is recommending that the article be deleted from the warrant.

MOTION by Jay Waldner and seconded by Kristina Burnett to delete Article 7 from the 2007 warrant.

VOTE: Unanimous

There was general note that the elimination of this article will renumber the sequence of the following articles.

Article 7 (formerly Article 8):

Robert Reagan noted that the Town of Canaan owns one decibel meter but that a total of four are needed.

Article 8 and Article 9 (formerly Article 9 and Article 10):

There was general discussion that a job description needs to be drafted for the public works director position but that the position would not be filled until March 2008. Dana Hadley summarized that similar articles proposed in 2001, 2002, and 2003 were defeated. There was general discussion that the road agent position could be dissolved once the current road agent retires and that a new highway foreman position would take some of the responsibilities from the road agent position once the public works director is hired. There was general discussion that the ideal candidate for a public works director position would have the qualifications to advise on buildings and grounds issues, on water and sewer systems, as well as, have a license to operate heavy equipment. It was confirmed that no net increase in town positions would result; rather the current positions would shift in qualifications and responsibilities.

There was general discussion whether a proposal to discontinue the elected road agent position and a proposal to create a public works director position should appear in separate warrant articles.

Jay Waldner explained that his intent for these proposals is that the Town of Canaan would benefit from appointed positions and from a public works director position.

Kristina Burnett suggested that the article should propose the discontinuation of the elected road agent position and to replace this position with an appointed public works director position. Jay Waldner then suggested that if this proposal failed, then the next article should propose changing the elected road agent position to an appointed road agent position.

Denis Salvail suggested that the additional cost needed to hire a public works director position should be included in the article.

Dana Hadley agreed to contact the Department of Revenue, the town attorney, and Local Government Center for appropriate wording and to present revised articles at the next meeting.

Article 10 (formerly Article 11):

There was general note that Earl Charbono and Chief Sam Frank should express their opinions at the Deliberative Session regarding elected positions versus appointed positions.

MOTION by Kristina Burnett and seconded by Jay Waldner to endorse Article 10 on the 2007 warrant.

VOTE: Unanimous

Article 11 (formerly Article 12):

Dana Hadley clarified that the two dollars would be an additional fee to the vehicle registration fee.

MOTION by Kristina Burnett and seconded by Jay Waldner to endorse Article 11 on the 2007 warrant.

VOTE: Unanimous

Article 12 (formerly Article 13):

Jay Waldner suggested that the Emergency Management Director position should be added to the article since the Fire Chief and the Emergency Management Director is the same person.

MOTION by Kristina Burnett and seconded by Jay Waldner to endorse Article 12 on the 2007 warrant.

VOTE: Unanimous

Article 13 (formerly Article 14):

Jay Waldner suggested that a comment should be added that the article is recommended by the Police Chief. Jay Waldner also suggested that "additional police coverage" should be better defined. Dana Hadley noted that the salary for a patrol officer is approximately \$35,000 but that the \$50,000 includes funds for benefits, equipment, and training.

Chief Sam Frank arrived at the meeting at this time.

Eleanor Davis of the budget committee said the full time salary line item for the Police Department budget has been over-budgeted for the past two years, while budget for overtime pay has been overdrawn. Chief Frank explained that the department had one vacated position and that other officers were paid overtime in order to provide coverage needed. He also said that his staff had also donated many hours that they were not compensated for.

Chief Frank clarified that he has budgeted 400 hours of overtime for 2007.

Denis Salvail noted that the 2007 operating budget for the Police Department is already thirty percent above the operating budget for last year and that not all the funds approved last year were expended.

Dana Hadley commented that the number of police calls have increased and that the Town of Canaan does not have 24/7 coverage at this time. Jay Waldner added that Chief Frank indicated the industry standards for 2005 recommend 9.75 police officer positions in the Town of Canaan.

Chief Frank summarized that he is not hiring any more part time police officers since the Town of Canaan receives better coverage with the full time staff and has less liability issues.

Shirley Packard asked how many full time police officers will be employed for 2007. Chief Frank responded six.

Chief Frank clarified that an additional officer position would reduce the number of overtime hours and on-call hours that would need to be paid in 2007. Chief Frank clarified that the \$50,000 would be \$40,000 in salary and \$10,000 in benefits.

MOTION by Kristina Burnett and seconded by Jay Waldner to endorse Article 13 on the 2007 warrant.

VOTE: Unanimous

Article 14 (formerly Article 15):

There was no discussion or questions regarding this article at this time.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 14 on the 2007 warrant.

VOTE: Unanimous

Article 15 (formerly Article 16):

There was no discussion or questions regarding this article at this time.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 15 on the 2007 warrant.

VOTE: Unanimous

Article 16 (formerly Article 17):

There was general discussion that the approval of this article would enable some long term planning for the Town of Canaan.

MOTION by Kristina Burnett and seconded by Jay Waldner to endorse Article 16 on the 2007 warrant.

VOTE: Unanimous

Article 17 (formerly Article 18):

Dana Hadley noted that this is a petitioned article.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 17 on the 2007 warrant.

VOTE: Unanimous

Eleanor Davis asked for clarification whether the Board of Selectmen had voted to endorse Articles 2 and 3 on the warrant.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 2 on the 2007 warrant.

VOTE: Unanimous

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse Article 3 on the 2007 warrant.

VOTE: Unanimous

Dana Hadley noted that the proposed article regarding Switch Road is no longer needed since approval was granted in 1997.

MOTION by Jay Waldner and seconded by Kristina Burnett to endorse an article on the 2007 warrant to rescind SB2.

VOTE: Unanimous

There was general discussion whether an article should be added to the warrant regarding the \$10,000 bid to repair the roof of the meeting house. Dana Hadley responded that he would rather have the funds come from the operating budget since the Budget Committee has allocated \$80,000 for building repairs. It was suggested that other bids are needed before the repair can be authorized. Dana Hadley added that a plan needs to be drafted in order to prioritize all the repair jobs needed on town buildings.

3. Deputy Town Treasurer

The Board of Selectmen reviewed a resume from Gayle German. The Board of Selectmen noted that references should be supplied. Dana Hadley suggested that board action should be taken in the near future since the deputy position should be filled as soon as possible. Dana Hadley explained that it is the Treasurer who must recommend a nomination.

New Business:

1. Request from Town of Orange Regarding Police Coverage

There was general consensus to schedule a meeting next week with the Board of Selectmen from Orange and to invite Chief Frank to attend the meeting.

Eleanor Davis asked what the projected revenues are from the Town of Orange regarding the Transfer Station and the Fire Department. Dana Hadley responded that the revenues are based on per capita.

2. NHDES results Regarding Lead and Copper

Dana Hadley summarized that this is the first time that the Town of Canaan has passed the lead and copper tests in some time. These results may have resulted from changes made. The next test will happen between January 1st and June 30th. Dana Hadley added that if the positive results continue, then less sampling will be required and the testing costs will decrease.

3. Letter Regarding Condition of River Road

The Board of Selectmen reviewed a letter from Edward LaBrie. There was general comment that the taxpayers need to approve the road agent's request for road materials in order for the condition of the roads to improve.

4. Proposal from Cross Country Appraisal Group Regarding General Assessing Services

Dana Hadley noted that the cyclical revaluation started today on the southwest side of town. The Board of Selectmen also reviewed the 2007 assessment pickup proposal that will also be done by Cross Country Appraisal..

MOTION by Jay Waldner and seconded by Kristina Burnett to accept the 2007 proposal from Cross Country Appraisal Group, as presented.

VOTE: Unanimous

5. Perambulation of Neighboring Towns

Dana Hadley summarized that perambulation is required every seven years and that Alice Schori has completed the process with the Town of Enfield and that she is willing to complete the process with the Town of Lyme. There was general discussion that other volunteers should be sought to complete the perambulation process with the Town of Hanover, the Town of Dorchester, the Town of Orange, and the Town of Grafton.

Other:

Dana Hadley noted that he has received two purchase orders that need to be reviewed. Dana Hadley summarized that he has drafted a memo to department heads that no superfluous funds should be spent until the operating budget is voted on in March. The purchase orders received are for consulting services for the Planning Board and for an air compressor. Dana Hadley added that the compactor at the Transfer Station is in need of immediate replacement.

Dana Hadley requested signatures for land use change tax forms.

Dana Hadley informed the Board of Selectmen that the Planning Board has invited the Board of Selectmen to attend a meeting scheduled on February 8, 2007, to discuss the issuance of building permits on class VI roads. Kristina Burnett noted that she is unable to attend a Thursday meeting. There was general discussion that the agenda should include a discussion on who is responsible for approving building permits and how a policy can be drafted. Kristina Burnett suggested that the Conservation Commission should be included in the discussion.

There was general discussion regarding the need to reconvene the town's small business group. Dana Hadley added that the sign policy is a work in progress and that suggestions are needed for the park project and for business incentives.

There was general consensus to schedule a meeting on Thursday, January 18 at 7:30 A.M. with Richard Remacle and the road agent, Earl Charbono.

There was general discussion whether a warrant article is needed regarding \$120,000 for a sidewalk machine. Dana Hadley expressed concern whether a sidewalk machine would be approved with the current operating budget proposal and with the current list of warrant articles.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 9:45 P.M.

VOTE: Unanimous

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on February 6, 2007

BOARD OF SELECTMEN

Meeting Minutes

January 23, 2007

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

Chairman Robert Reagan opened the meeting at 7:00 p.m. by leading all in attendance in the Pledge of Allegiance.

APPOINTMENT

7:00 p.m. Earl Charbono-Road Agent
❖ Air Compressor

The Board met with Road Agent, Earl Charbono. Mr. Charbono was in to ask the Board for approval to purchase an air compressor that is available through the state surplus program. This is a compressor that has been used approximately 13 hours, it is a Vane Tank-Less Compressor with a John Deere diesel engine. The cost for the compressor is \$3,500.00 and the Road Agent would like to charge the purchase to his account for Road Reconstruction 01-4312.30-730. The Board had reservations for a purchase at this time as the 2007 budget will not be ratified by the voters until March. They had sent a memo dated January 16th to all department heads informing them that they would not be approving any purchase order for “major purchases” until after the Town Meeting in March when the voting results as applicable to the budget is known.1

Selectman Reagan said that he is concerned about the Town’s road conditions. He would like to devote as much of the Highway Block as possible to directly impact and effect road repairs.

Earl Charbono said that he had not picked up his mail in the previous week and was not aware of the memo until after he had submitted the purchase order for the compressor. He said that he feels that purchasing this compressor would be in the best interest of the

Town. He said that there were seven compressors at state surplus and six of the seven have been sold due to the new condition of the compressors and the reasonable price. The Town used to have a compressor

but it was sold. The Town has a jack-hammer but does not have a compressor to power it. The Town could use this equipment next summer when several manholes will need to be lifted and raised when work on Downtown streets is done. It is inconvenient to rent a compressor and there is a possibility that one may not be available at the time it is needed. This item is not vital to the Town's operation but he feels that this is a very attractive price and he asked the Board to approve this purchase order surplus.

Selectman Reagan agreed that the air compressor is a good buy. He said however, that at whatever the price is, it would not be a good buy if there are not adequate funds to purchase it.

Road Agent Charbono said he is not wasting any money in his budget and he would not support the purchase if it did not make economic sense.

Selectman Reagan asked how having this equipment would help accomplish goals that the Road Agent had for the year. He said that in the proposal received from Blaktop it included for raising the manhole covers.

Road Agent Charbono said that this could be done by Blaktop but it would significantly add to the cost and would be more cost effective if the Town could do that work.

Selectman Reagan asked what was involved in raising a manhole cover?

Road Agent Charbono said the cover and the rim need to be removed and concrete or another material added to bring the cover to be even with the road. This is a time consuming operation and when he asked for the quote from Blaktop he did not have the equipment for the job. He said that if the department had this compressor and used its own labor forces he could get the job done for considerably less money than by having Blaktop do it. He said that if the Town were to have to rent this equipment there would be lost productivity for a man to go to Lebanon, pick up the equipment, bring it to Canaan and then have to return it. He said that many times jobs come up unexpectedly and by having the compressor he would be able to use the Town's jack hammer. He feels that this would be a good investment as there is no other Town department that has this piece of equipment.

Selectman Waldner said that the question is not so much if the Town should have a compressor but at the time the purchase is being made. He said that this was the case when the new four-wheel drive truck was purchased as it was not discussed at the deliberative session and it makes the Town look like they are jumping around without a plan in place. If there had been discussion on this purchase then people would be less likely to be critical.

Road Agent Charbono said that he has been a road agent for several years, both his current term and in the past and he is charged with the smooth operation of his department and the overall welfare of the Town's roads. He is responsible for being sure that his department secures the items that it needs to do its job. He would not ask for the Board to purchase a piece of equipment that he felt was not necessary.

Selectman Waldner said that he agrees with Selectman Reagan in that he wants to see as much money from the Highway Block grant used for direct repairs to the roads and not for the purchase of equipment. He is not comfortable with the reasoning that purchases using the Highway Block Grant money are purchases being provided by the state. This is money that is earmarked to be

used on the Town's roads. He said that the memo sent by the Board was to remind Department Heads that the 2007 Budget is not yet approved.

Earl Charbono said that he understood the purpose of the memo. He said that he was concerned about the cuts made to his budget but that he would do the most that he could to accomplish as much as is possible. He discussed several projects that will not be done this year.

Selectman Waldner asked what the Blaktop proposal will be if the Town is able to do the work to raise the manholes?

The road agent said that he did not know. The proposal that he had gotten from Blaktop was to help him in his budgetary process. If the department is able to do the manhole work and the job specifications change he will get another proposal from vendors at that time so he has firm figures to work with.

Selectman Burnett asked if there is a possibility of borrowing a compressor from a neighboring town such as Lebanon or Hanover?

Earl Charbono said that he does not like to borrow equipment. In the past when he has borrowed items he finds that if there is a problem with the equipment he is then obligated to have the equipment repaired or replaced.

Selectman Reagan said that two months of rental fees is \$1,300.

Earl Charbono said that that is not a bad price but he is concerned if the equipment would be available when he needs it.

Budget Committee Member Denis Salvail said that he wants to see the overall budget cut. He said that he feels that the compressor is a valuable tool for the highway department to have. He said that the Board cannot expect jobs to be completed if the highway department does not have the proper tools. He said that people would not expect a carpenter to do his job without a saw. He said that there are real inconsistencies of where the Board wants to cut.

Selectman Reagan said that there are several good reasons to purchase this compressor. He said that primary concern is that the 2007 budget is not approved yet.

Earl Charbono said that he had not received the memo from the Board asking for the curtailment of major purchases until after he submitted the purchase order.

Selectman Waldner said that by putting this type of issue into a Public Meeting it improves Public perception and helps everyone understand reasons for the purchase. He said that after this discussion he is ready to sign the purchase order.

Motion: Selectman Waldner and Seconded by Selectman Burnett to sign the purchase and direct the Road Agent to Purchase the Air Compressor from the State Surplus.

Vote in the affirmative.

OLD BUSINESS

❖ Minutes from January 2, 2007

Selectmen Jay Waldner said the he had a number of concerns regarding the minutes. He reviewed the minutes and suggested several corrections.

Dana Hadley, Town Administrator said that he will work with the minutes to correct them and will bring them back to the Board for approval at a subsequent meeting.

❖ Continued preliminary work for Town Warrant Articles

The Board continued work on the warrant articles. Town Administrator, Dana Hadley advised the Board that the Article asking for adoption of the Town's Zoning Plan has been moved to the second article.

NEW BUSINESS

❖ Notice received of Municipal Official's Workshop on auto Salvage Yard

The Board reviewed a notice from New Hampshire Department of Environmental Services announcing a workshop being offered for Municipal Officials to review amended state law changes in regard to Town Junk Yard Licensing Procedures. After discussion the Board and the Town Administrator will attend the workshop on Wednesday, February 21st, being held in Chocorua.

❖ Letter received from Patrick Smith and Jeanette Escano regarding road condition of Grafton Turnpike Road

The Board reviewed a letter received from Patrick Smith and Jeannette Escano of Grafton Turnpike Road. They wrote concerning the condition of Grafton Turnpike. The Board asked the Town Administrator to write a letter to Mr. and Ms. Escano to acknowledge the letter and to explain how the Town prioritizes road repairs, based on budgeting, public safety and how repair work is scheduled.

❖ Newsletter from NH Technology Center "Road Business"

The Town Administrator shared with the Board an article in the newsletter from the NH Technology Center regarding a study done on perceived safety of crosswalks.

OTHER BUSINESS

ADJOURNMENT

Motion: Selectman Waldner and Seconded by Selectman Burnett to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:26 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on February 13, 2007

(Footnotes)

1 A copy of this memo is available in the Selectmen's Office upon request.

TOWN OF CANAAN
CANAAN SELECTMEN MEETING
January 30, 2007
Canaan Fire Station

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Eleanor Davis, Dave Barney, Phillip Salvail, Chief Sam Frank, Charlie Sova, Joe Cote, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Public Hearing:

Robert Reagan read the Public Hearing agenda as follows: "There will be a Public Hearing regarding two requests for barn easements to be held on Tuesday, January 30, 2007, beginning at 7 P.M. at the Canaan Fire Station at 62 NH Route 118 in Canaan. Requests were received from Donald and Viola Daniels for a barn located on Tax Map 5 Lot 24 at 137 May Street and Dr. Hutchinson (Mechanic Street Clinic, LLC) for a barn located on Tax Map 15A Lot 96 at 15 NH Route 118. The hearing will be to hear the merits and gather input regarding the public benefits gained by granting a Barn Preservation Easement for these barns."

Dana Hadley explained that both requests for barn easement were received in a timely manner last year but that he chose to present them to the Board of Selectmen after the revaluation process had been completed. Dana Hadley distributed copies of the applications and information from the NH Division of Historical Preservation. Dana Hadley explained that barn easements are normally a ten year easement if approved. The easement applies to the barn building and the curtilage. The application calls for pictures and maps to be included with the application. The easement is filed with the registry of deeds after approval by the Selectmen. Barn Preservation Easements is to encourage residents and owners to maintain agricultural artifacts that preserve the heritage of the State of NH. barns need to be a minimum of 75 years old to qualify for the easement.

The applicants, Donald and Viola Daniels and Dr. Hutchinson of the Mechanic Street Clinic presented to the Board their reasons for applying for the easement. They also answered a series of questions that were provided by the state historical preservation association to assist the Board to make an informed decision. The applicants explained that they have invested time and resources to preserve the barns and they will maintain these barns. Dr. Hutchinson said that he plans to restore the original features of his barn.

Al Posnanski asked who decides whether the plans to restore or preserve each barn are "keeping with the character of the barn". Dana Hadley responded that the legislation simply states that the barn must look like a barn and must be used as a barn but that the specific materials and methods used for the barn are not defined in the statutes.

Eleanor Davis summarized abatements that were granted to the owner of 15 NH Route 118 and that the former owner was granted a 75% easement in 2001, a 50% easement in 2002, and a 25% easement in 2003. The former owner paid \$102,000 for the property when the property was assessed at \$60,000. The assessment of the property was \$130,000 before the recent reassessment and \$223,000 after the recent reassessment, which is a forty percent increase but was less of an increase than many other properties in the Town of Canaan. Kristina Burnett responded that the approval of easements should be based on the merits and not on past history.

There was general board consensus that additional time is needed for the Board of Selectmen to review the state law. No decisions were made at this time. Mr. and Mrs. Daniels and Mr. Hutchinson were thanked for their patience.

There were no other comments from the public regarding the requests for barn easements and the Public Hearing was adjourned at 7:30 P.M.

Appointments:

Selectmen Charlie Sova from the Town of Orange asked whether the Canaan Board of Selectmen would consider a contract with the Town of Orange regarding police protection. Charlie Sova explained that the current setup in the Town

of Orange is one police officer and that some desire exists to increase coverage since the town has grown in population. Charlie Sova clarified that the proposal is not the result of poor performance by the current officer. Charlie Sova noted that preliminary discussions of the proposal have occurred with Chief Frank and with the former Chief, Tim Cohen. Charlie Sova added that the Towns of Canaan and Orange already share services regarding fire protection and the Transfer Station.

Jay Waldner asked what would happen with the current police officer position in the Town of Orange if police coverage from the Town of Canaan was extended. Charlie Sova responded that the current police officer has a one year contract and that the Town of Orange might choose to eliminate the police officer position if the Town of Canaan were to offer police coverage to Orange. Charlie Sova suggested that perhaps the Town of Canaan would want to hire the current police officer in Orange for a part time position.

Robert Reagan asked whether the proposal will be included on this year's warrant in the Town of Orange. Charlie Sova responded that including the proposal on this year's warrant might be premature since the residents would need to know the cost for the service. Jay Waldner suggested that an article could be included on this year's warrant in the Town of Orange in order to gauge interest. Charlie Sova noted that the residents did not support a similar proposal made approximately twenty years ago.

Kristina Burnett asked how many hours of road coverage are provided currently. Charlie Sova responded four or five hours per week since the current officer is only available at an on-call basis and since the police officer is only on the road during investigations. Chief Frank clarified that his department does not patrol the Town of Orange.

Kristina Burnett asked whether the Town of Canaan would be responsible for an additional fee from Hanover dispatch if police coverage was extended to the Town of Orange. Chief Frank responded that the Town of Canaan is already being billed since there is only one fee for fire, ambulance, and police service and an agreement already exists regarding fire protection with the Town of Orange. Chief Frank further explained that the fee is based on the number of calls, which is a minimal cost for the Town of Orange since they only utilize the dispatch service for a few hundred calls each year. Chief Frank confirmed that adding the current rate of calls from the Town of Orange to the current rate of calls from Canaan would not increase the fee for Hanover dispatch. Chief Frank added that State Police currently provide service to the Town of Orange whenever their police officer is not available. The State Police does often contact the Canaan Police Department for mutual aid regarding emergency calls (i.e. domestic disputes or robberies) whenever their response time to the Town of Orange is delayed.

Robert Reagan asked whether police coverage for the Town of Orange would be budgeted through the outside duty line item of the operating budget. Chief Frank that his recommendation would to calculate a cost such as is the current practice of the Fire Department.

Kristina Burnett said Representative Solomon has expressed concerns regarding insurance coverage. Chief Frank responded insurance costs would be taken into consideration when calculating the fee.

Eleanor Davis commented that the dispatch cost is part of the emergency management budget.

Jay Waldner asked how many miles of road are in the Town of Orange. Charlie Sova responded sixteen.

Al Posnanski asked whether extending police coverage to the Town of Orange would require an additional police officer. Chief Frank responded no and explained that his request for a seventh position does not relate to this request from the Town of Orange. No additional equipment would be needed to extend services either.

There was general note that the expenses associated with the outside duty line item would need to be factored out of the calculation for the Town of Orange.

Charlie Sova said the Orange Board of Selectmen is unanimously in favor of this proposal.

Chief Frank suggested a rough estimated cost of \$50,000 based on the 2007 budget and a per capita calculation.

Kristina Burnett suggested that a committee should be formed to provide a recommendation to the Canaan Board of Selectmen. The committee could consist of police officers, residents of each town, and Selectmen from each town. Charlie Sova acknowledged that board members and residents could be provided for a committee.

Robert Reagan commented that the proposal would need to be presented to the Canaan taxpayers. It was suggested that the proposal should be presented to the residents of Orange on this year's warrant so that the Canaan Board of Selectmen know whether to pursue the proposal with their constituency.

Charlie Sova explained that the Town of Orange currently budgets \$16,000 for police coverage and that the cost of this proposal will present a significant increase to their operating budget.

Chief Frank suggested that the proposal would be beneficial to both towns. Jay Waldner responded that the proposal does not financially benefit the Town of Canaan since the same level of services would be expanded to cover a greater area. There was general consensus that the details should be considered in a committee.

Old Business:

Dana Hadley distributed copies of correspondence to Mr. Smith and Ms. Escano regarding Grafton Turnpike.

Dana requested signatures from the Board of Selectmen on the default budget and the cyclical revaluation contract.

There was general discussion and consensus to invite the Town Treasurer to the next meeting to discuss the Deputy Treasurer position and the applicants.

New Business:

Board members reviewed a thank you letter from Listen Community Services regarding the \$1,000 donation and a letter from the Department of Environmental Services regarding permit approval to connect the property of Robert and Vanessa Stone on High Street to the municipal sewer system.

There was general discussion regarding the restricted low salt area of Goose Pond Road. There was general consensus from the Board of Selectmen that the Road Agent will discontinue the use of salt in the portion of Goose Pond Road that extends into the Town of Hanover until a letter is received from the Town of Hanover stating otherwise. Dana Hadley offered to draft a letter to the Road Agent on behalf of the Board of Selectmen.

Dana Hadley summarized that a compactor has been ordered for the Transfer Station and that it should be delivered within two weeks.

Dana Hadley reviewed his memo dated January 30, 2007, to the Board of Selectmen regarding the 2006 budget surplus. Dana Hadley later added that the net 2006 surplus figure presented could change due to the \$8,000 expenditure for gravel.

Kristina Burnett expressed concern that some serious accusations have been made by members of the Budget Committee and that the behavior is irresponsible. Kristina Burnett suggested that concerns should be brought directly before the Board of Selectmen and that the audit results and adjustments will be available in the near future for the Budget Committee's review.

Dana Hadley said that the Town will need to raise and appropriate the amount of the highway block grant if it is the intent that these funds be spent for highway use over and above the road agent's budget. Dana Hadley added that the over-expenditures in painting and the unexpected repairs to the library presented challenges to the operating budget.

Dana Hadley informed the Board of Selectmen that Bill MacDonald has scheduled an appointment for next meeting to discuss police department policies regarding bomb threats. Board members requested a copy of the policy to review before next week's meeting. Chief Frank commented that a policy is in place that has been approved by the police association. There was general discussion regarding standard bomb threat procedures and the State Bomb Squad.

Al Posnanski asked whether the deed for the Transfer Station is resolved. Dana Hadley responded that the attorney has suggested that a quiet title be completed. The attorney did say that the plan to harvest timber can process. Robert Reagan noted that he was told that only one or two acres of clear-cut would provide a large enough area for several year's worth of gravel. Dana Hadley commented that hopefully the sale of the wood will cover the legal expenses. There was general consensus to have the Road Agent meet with a forester to determine to review the area that he wants to excavate.

Other Business:

The Board of Selectmen discussed the standard procedure used at previous Deliberative Sessions. Each article was assigned to a board member, the Planning Board, or Chief Frank to have a designated person prepared to explain each article. It was suggested that the Board of Selectmen and Moderator should discuss the procedures of the Deliberative Session beforehand.

Jay Waldner asked for additional information regarding how much sidewalk could be built between School Street and Follensbee Street with the revenue that would be generated from Article 12.

Dana Hadley noted that a college student may be present at the Deliberative Session to film and witness the SB2 process for a student project.

Dana Hadley reminded board members that a non-public meeting is scheduled for tomorrow to discuss evaluations. A meeting with the Mascoma School Board is also scheduled for tomorrow night at 6 P.M.

MOTION by Jay Waldner and seconded by Kristina Burnett to adjourn the meeting at 9:21 P.M.

VOTE: Unanimous

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on February 6, 2007

BOARD OF SELECTMEN

Meeting Minutes

February 6, 2007

Canaan Fire Station

62 NH Route 118-Canaan

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

The meeting was opened at 7:00 p.m. by Selectmen Chairman Robert Reagan who invited everyone to take part in reciting the Pledge of Allegiance.

APPOINTMENTS

7:00 p.m. Kendra Withington-Town Treasurer
Deputy Treasurer Appointment

Town Treasurer, Kendra Withington met with the Board to discuss the position of Deputy Treasurer. This position is currently vacant. Gayle German had met with the Board to express her interest in the job and she also forwarded her resume to the Board. Town Administrator, Dana Hadley said it would be very helpful for the person holding this position to have a financial background. He said that he would like to see the Deputy Treasurer take an active role in the day to day operations of the treasurer's office. This would ensure that the office would be able to continue its smooth operations should the treasurer be out of Town or not able to perform the duties of the job. A Deputy Treasurer for example, could be the person to reconcile the bank statement. This would keep the Deputy informed of the day to day operations of the Treasurer's office. Ruth Conwell has also expressed interest in the position and tendered her resume to the Board. Ruth has a strong accounting and financial background. Dana gave Kendra a copy of Ruth's resume and will schedule a meeting within a few weeks to discuss the position. It is expected that the Board will appoint a Deputy Treasurer after this meeting.

Barn Easements Requested

The Board discussed Barn easement proposals received from Mr. and Mrs. Daniels of May Street and The Mechanic Street Clinic of NH Route 118. The Board heard presentations from these property owners at the public hearing that was held on January 30th.

Selectman Waldner said if an easement is granted, the assessment of the barn cannot be changed even if improvements are done. He asked if there might be a way to write restrictions into the easement.

Board members discussed various options that might be available to them. A question was raised whether or not the barn owned by Mechanic Street Clinic barn would remain as a barn or would it be upgraded for possibly another use. There was consensus among Board members to research how other towns work such agreements into the Discretionary Easement Document. **Selectman Waldner said that he knows the code officer in Lyme and he will have a discussion with her on that subject.**

Selectman Waldner asked Town Administrator, Dana Hadley to secure a sample of the Discretionary Easement referenced in the Barn Preservation Checklist that was taken off the Local Government Center web site to assist the Board in this process.

7:15 p.m. William MacDonald:/Concerns regarding procedure of emergency response and Town Liability

The Board met with William MacDonald who outlined his concerns about procedures followed when a bomb scare is reported. He read a letter that he had written to the Board.1 Mr. MacDonald said that the emergency personnel serving the Town of Canaan are outstanding and he has the greatest respect for them. He is concerned about the Town's liability in bomb scare cases and he wants to encourage more training in this area. He has read the Canaan Police Departments policy to be followed in these cases and he said that the policy is a good one.

Selectman Burnett asked if Mr. MacDonald felt that the policy was adequate but that the training was not adequate.

Mr. MacDonald said that the training was adequate as far as it goes, but it does not cover everything that is needed. He is especially concerned about potential liability assumed by the Town.

Chief Frank said that every Town employee runs into the issue of liability and that he is very supportive of such training. The cost is very restrictive and would be a financial commitment for the Town. He said that the training would not only be limited to the Police Department but would involve the Fire Department as well.

Town Administrator Dana Hadley asked Chief Frank who is in charge of these types of incidents. Chief Frank said as far as an actual bomb scare is concerned, the Fire Department is in charge while Police are on the scene to assist and to help make the scene safe.

Selectman Burnett asked if the Chief felt it would be worthwhile to seek further training that can be brought back to the department.

Chief Frank estimated that to train both departments would cost in the area of \$75,000. Chief Frank said that people would need special training in order to be qualified as an instructor. He said that during an incident like this they are looking for items that are out of place. This is why during a search they need to be accompanied by a representative who is familiar with the building. The state bomb squad will respond only if an actual bomb is located. There is one squad that serves the entire state so it may be a matter of several hours before the bomb squad arrives on the scene.

Town Administrator Dana Hadley asked if there would be any resources available through the Police Chief's Association or other municipal support groups.

Chief Frank said that the policy adopted by the Canaan Police Department originally came through the Police Chief's Association. He said that while no policy is perfect, especially in this type of situation, the policy is a good one. He mentioned policies that address situations such as "killer bees" but that it is not realistic to be able to train for every situation. There have been two or three bomb scares at Mascoma High School this school year. When a scare is called in, the school is evacuated and a search of the building is done by the fire and police departments. The process takes two hours to complete. After the search is completed, school officials are the one to make the decision of when allow students back into the building.

Selectman Waldner asked if a dog could be used to find a bomb.?

Chief Frank said dogs can be utilized to locate bombs, but the department's dog is not trained for that, dogs cannot be cross trained for bomb detection and also be used for search and rescues missions. The smells are different and cannot be overlapped.

Chief Frank reviewed bomb policies from other communities and Canaan's policy is similar to other communities.

Mr. MacDonald said that he knew when he brought this issue up that it would be a difficult problem to solve. He would like to see a committee formed to bring this issue on the table, and he volunteered to serve on the committee.

Chief Frank will contact Local Government Center to solicit their advice and to see if they can direct him to programs regarding training of personnel in this area. He will also speak with the Town's Fire Chief and Emergency Management Director, William Bellion.

The Board discussed the fact that as a community there needs to be as much done as possible. One deterrent would be to recover costs from persons responsible for such threats similar to the policy of New Hampshire Fish and Game for search and rescue missions.

OLD BUSINESS

1. Selectmen's Minutes

- ❖ January 2, 2007
- ❖ January 16, 2007
- ❖ January 30, 2007

The Board reviewed several errors and omissions in the Selectmen's Minutes. The Town Administrator will correct these errors.

Motion: Burnett/Waldner to accept the minutes of January 2, 2007 and January 16, 2007 subject to the correction of the minutes.

Vote in the affirmative.

Motion: Burnett/Waldner to accept the minutes of January 30, 2007.

Vote in the affirmative.

NEW BUSINESS

1. Request for junk yard permit received from Patrick Jameson

Patrick Jameson of 967 US Route 4 has asked the Board for a junk yard permit. Mr. Jameson would like a permit that would allow him to store up to 55 cars in back of his garage. He would construct a fence to be in compliance with state statutes. Dana Hadley, the Town Administrator; spoke to Mr. Jameson and advised him that there are some updated junk yard rules and that the Town officials are attending a session in Chococua on February 21st. he said the Town will respond to his request after Town officials attend the February 21st meeting.

2. Request for permission to hold the 6th Annual Golf Tournament on Williams Field as an activity of the Main Street Committee

The Board reviewed a request received from Gary Wood of the Main Street Committee. Mr. Wood has held a winter Golf tournament for the past few years. It is a small fund raiser for the Main Street Committee but mostly is a community activity.

Motion: Waldner/Burnett to allow Mr. Wood to hold the 6th Annual Golf Tournament on Williams Field.

Vote in the affirmative.

3. Report from Tom Guillette of the Monthly Building Maintenance Report

The Board received a report from Tom Guillette of the Monthly Building Maintenance Report.

4. Letter received from the Town of Lyme regarding perambulation.

They read the letter received from Lyme responding to a letter sent by the Board asking for a representative to perambulate the mutual Town line.

5. Telephone advice received from Steve Darrow, Town of Grafton for perambulation.

Town Administrator, Dana Hadley advised the Board that he had received a telephone call from the town of Grafton in response to the letter sent by the Board asking for a representative to perambulate the mutual Town line.

6. Email from Town Counsel after Deliberative Session.

The Board reviewed an email sent by Town Counsel, Tim Bates, with his thoughts and suggestions following the Town's deliberative session.

7. Letter received from WISE

The Board received a thank you letter from WISE for the Town's 2006 financial support.

OTHER BUSINESS

January Month End Budget

The Town Administrator reviewed with the Board expenses for the month of January, 2007. Most notable expenses were the Air Compressor for the Highway Department and the expenses for assessor.

Current Use Change Tax

The Board signed 8 current use change tax bills.

ADJOURNMENT

Motion: Selectman Waldner and Seconded by Selectman Burnett to adjourn.

Vote in the affirmative.

Meeting adjourned at 10:14 p.m.

Respectfully Submitted,
Dana I. Hadley, Town Administrator
Minutes Accepted by the Board of Selectmen on February 20, 2007

(Footnotes)

1 A copy of Mr. MacDonald's letter is available at the Selectmen's Office.

BOARD OF SELECTMEN

Minutes

February 13, 2007

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

Chairman Robert Reagan opened the meeting at 7:00 p.m.

APPOINTMENTS

7:00 p.m. Earl Charbono-Road Agent-Goose Pond Road

The Board met with Road Agent, Earl Charbono to discuss the Hanover section of Goose Pond Road. The highway department sometimes maintains a small section of the road that is actually located in Hanover under a reciprocal agreement with them, depending on which Town gets to the area first. The Board asked the road agent to treat the section of Goose Pond Road located in Hanover in the same manner as the Canaan low salt area. Town Administrator, Dana Hadley spoke with Mike Chase of the Hanover Public Works Department. Mr. Chase told him that he thinks the road should be treated in the same way that Canaan uses to treat the low salt area as the road is in close proximity to Goose Pond. Mr. Charbono said that he heard that the Town of Hanover had to send over a salt truck to treat this area and was concerned that they thought it was not treated properly and he want to maintain a good relationship with them. They do a great job to maintain a section of Moose Mountain Road and West Farms Road for Canaan. He said that when he receives a notice from the Town of Hanover asking him not to salt the road he would abide by their wishes. The Board agreed that it would be advisable to have in writing the wishes from the Town of Hanover.

OLD BUSINESS

1. Selectmen's Minutes

❖ January 23, 2007

Motion: Burnett/Waldner to accept the minutes of January 23, 2007 with the correction of a typographic error.

Vote in the affirmative.

NEW BUSINESS

1. Letter received from the Department of Safety relative to license application for a retail auto dealer for Peanut's Auto at 56 US Route 4.

The Board reviewed a letter from the Department of Safety for Peanut's Auto on Route 4. Selectman Chairman, Robert Reagan asked if there were any requirements from the Department of Environmental Services since the operation is located near the river. After continued discussion the Board directed the Administrator to secure further explanation of what activities would be taking place at the site and if it were appropriate for other agencies to be contacted. This will be revisited at a subsequent meeting.

2. January Report from Canaan Transfer Station

The Board reviewed a report of traffic count from the manager of the Transfer Station. This is an effort for the transfer station manager and the transfer station/recycling committee to monitor the new transfer station hours.

CONSENT AGENDA

1. Notice Received of Program sponsored by the Upper Valley Lake Sunapee Planning Commission.
3. Letter received from Comcast Cable Company

The Board reviewed the consent agenda.

OTHER BUSINESS

The Board reviewed and signed two land use change taxes.

Vote in the affirmative.

Meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on March 20, 2007

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
February 20, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Andrew Musz, Charles Townsend, John Bergeron, Joseph Frazier, Thomas Oppel, Al Posnanski, Eleanor Davis, Phillip Salvail, Joe Cote, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

**Appointments: Joint Meeting of Board of Selectmen and the Canaan Planning Board
Regarding Building Permits on Class VI Roads/Discontinued Roads**

Jay Waldner explained that he has met with the Planning Board and there was general discussion and consensus that a policy should be drafted in order to address concerns with RSA 674.41 and to maintain a level of consistency regarding building permits and overall town development. Planning Board Chairman, Andy Musz summarized that the current procedures are difficult to enforce since there are often building requests that do not fit the standards. For example, two properties can share a right of way but the addition of a third house requires the right of way to be upgraded to a road, which conflicts with subdivision requirements.

Andy Musz explained that the waiver that the Board of Selectmen allows residents to sign in order to limit town liability complicates the standardization and consistency that the Planning Board is trying to achieve. He stressed the importance of being aware of what development is occurring on a Class VI road or private way. He referred to his point of the subdivision regulation that requires upgrading of a road if a third home is added. There was general discussion that the Board of Selectmen has offered these waivers in the past in order to protect emergency personnel from traveling on roads and driveways that do not meet Class 5 standards after meeting the requirements of 674:41. Mr. Musz noted that the master plan does not specifically address Class VI or discontinued roads. It was suggested that perhaps building permits should not be granted on roads that are built or maintained at less than Class 5 standards.

Discussion ensued that that supports a comprehensive plan to direct the level and type of development that will benefit the town. There was general note that the master plan addresses the density of business and commercial areas but does not address the lesser dense or rural areas, which is where the Class 6 roads and discontinued roads exist.

Andy Musz commented that he spoke with the Registry Office and that residents should provide the map number and lot number whenever requesting a building permit and that these numbers could be cross referenced whenever there is a change with the title.

Jay Waldner suggested that there is a public benefit and a right for residents to use Class 6 roads since some public and private lands can only be accessed by Class 6 roads. He said the state statue

provides protection from liability on Class 6 roads but that the town is also responsible for providing school transportation for special education needs to children. Jay Waldner noted that the Town of Plainfield approved an ordinance in 1987 that no building permits would be granted to properties on Class 6 roads but that ample notice was provided to residents before the ordinance was implemented. Jay Waldner added that the ordinance has not been challenged. Jay Waldner did disagree with Andy Musz that the Master Plan did not consider this issue and he read an excerpt from the Town's 2006 Master Plan, Section VI, Communities Facilities and Services:

“Consider access for fire engines and emergency vehicles as a major element in evaluating the location and design of proposed subdivisions and developments. Avoid development of long, dead end streets, driveways, or rights of ways to remote sites. Study and establish guidelines regarding building permits on non town maintained roads. Provide two potential means of access for fire trucks and other emergency vehicles whenever possible.”

“Discourage development in outlying areas to minimize municipal service costs, minimize the response time for emergency vehicles, and create a more desirable land use pattern.”

He said that this is a directive to think about this type of development.

Chuck Townsend of the Planning Board spoke about the distinction between a Class VI road and a discontinued or private road. He said twenty-eight Class 6 roads existed in Canaan between 1925 and 1960. In 1962 these Class 6 roads were reclassified to discontinued roads, which could mean that no Class 6 roads exist in the Town of Canaan today.

Andy Musz responded that this 1962 decision could easily be challenged if proper advertisement or notice was not provided to the residents before implementation.

John Bergeron cautioned that there are half dozen roads that are classified as a Class VI road. Some may have probably lost their Class 5 status since the roads have not been maintained by the Town of Canaan for five or more years.

There was general discussion that the Town Office should have an inventory of the public roads and that the State of NH has standardized requirements for classifying roads. Private roads could be considered dependent on reasonable access, which would depend on factors such as the nature of the road surface, slope, width, length, and condition.

Joseph Frazier commented that he recently attended a course entitled *Knowing the Territory*, which provided him with some useful printed resources.

Jay Waldner summarized that the options available are to follow the state statutes or to draft a town policy.

There was general review of a memo written by Joseph Butterfield. There was general discussion whether a procedure exists for determining Class 6 roads.

PLANNING BOARD-MOTION by Andy Musz and seconded by Joseph Frazier to form a committee to study and establish guidelines regarding building permits on non-town maintained roads and driveways.

VOTE: Unanimous

Phil Salvail questioned why residents are asked to sign a waiver if the Town of Canaan is going to mandate how private roads and driveways are built and maintained. Phil Salvail commented that residents need to take the responsibility and know that the town is not responsible for private roads and driveways that are not accessible to emergency services.

There was general review of a spreadsheet that John Bergeron drafted of what other towns use for policy regarding Class 6 roads.

There was general consensus that the committee will draft and recommend an ordinance to the Board of Selectmen for approval.

Linda Jones expressed concern whether a blanket policy will be implemented that will prevent her family from expanding their buildings and business on May Street in the future. Linda Jones explained that not all Class 6 roads are remote sites and that two businesses exist on her Class 6 road. Linda Jones suggested that each building request should be reviewed regarding the appropriateness of the building request. Linda Jones encouraged committee members to articulate what the exact concern is regarding Class 6 roads, whether it be safety, municipal liability, or to control development, before setting a blanket policy.

There was general discussion and consensus that a Public Hearing will be required before a recommendation from the committee can be considered for approval.

Linda Jones asked what the procedure is to upgrade a Class 6 road to a Class 5 road. A warrant article or a petitioned warrant article is required or the Board of Selectmen can approve an upgrade with a layout.

Old Business:

The Board of the Selectmen reviewed a draft copy of the minutes dated February 6, 2007. Several grammatical and wording corrections were suggested.

MOTION by Kristina Burnett and seconded by Jay Waldner to approve the minutes dated February 6, 2007, with the suggested corrections.

VOTE: Unanimous

The Board of Selectmen reviewed a letter from the Department of Safety regarding a license application for a retail auto dealer at Peanut's Auto at 56 U.S. Route 4. Dana Hadley explained that the application is for a non-inspection station and that a decision should be made next week.

New Business:

The Board of Selectmen reviewed a letter received from the NH Department of Transportation regarding the condition of the bridge over Goose Pond Brook. Dana Hadley summarized that the steel culvert plates are corroded and that the Town of Canaan will comply with the recommendation to post the road at a 6 ton limit. There was general discussion and consensus to start the application process for bridge aid funds. It was noted that the Goose Pond Association should be made aware of the current situation.

The Board of Selectmen reviewed a letter dated February 12, 2007, from Pemi-Baker Solid Waste District. Dana Hadley noted that the Town of Canaan is a member of the New England Resource Recovery Association. Dana Hadley explained that the Board of Trustees has authorized decisions that were not the recommendations of the administration and now members of the association are being asked to vote by proxy.

MOTION by Jay Waldner and seconded by Kristina Burnett to authorize Glen Carey to represent the Town of Canaan at the meeting scheduled on Wednesday, February 28th and to have Glen Carey report back to the Board of Selectmen with a summary of the meeting.

VOTE: Unanimous

Consent Agenda:

The Board of Selectmen reviewed a letter from the NH Employment Security regarding the Canaan Community Profile. It was suggested that the reference to Canaan Street should be changed to Canaan Village.

The Board of Selectmen reviewed a letter from the Department of Safety regarding portable radios purchased by the U.S. Department of Homeland Security for the Canaan Police Department.

Other Business:

Dana Hadley requested signatures from board members for a reply letter to Phillip Hatch on River Road.

There was general discussion regarding the agenda scheduled tomorrow for the Municipal Official Workshop on Auto Salvage Yards.

Jay Waldner asked Dana Hadley to follow up with Alan Hanscom regarding past discussions.

There was general discussion regarding the differences in opinion received from Bob Cluka and Bob Anderson regarding the Highway Block Grant funds.

Robert Reagan reported that he met with the owners of Mom's and Dad's Restaurant regarding their complaints with unplowed sidewalks and snow banks. There was general consensus to have Dana Hadley contact Alan Hanscom and ask whether the sidewalks are owned and maintained by the State of NH or by the Town of Canaan. There was general mention that the highway policy does have

some reference to sidewalk maintenance. There was general consensus to add this topic to next week's agenda. Dana Hadley noted that he had requested that a bag of salt be supplied to the restaurant owners.

Robert Reagan summarized that the Library Trustees met with Bob Partridge to hear a presentation regarding solar heat options at the library. Robert Reagan added that funds should be added to the Capital Improvement Plan in order to consider replacing the library's heating system in the future. It was suggested that information from the solar power presentation should be forwarded to Tom Oppel.

Pending Items and Status:

1. A decision is needed from the Board of Selectmen regarding the barn preservation easements, which were discussed at the January 30th, 2007, meeting.
2. A committee is still working to update the Personnel Handbook.
3. The update and codification of the Code and Ordinance Book is ongoing.
4. Legal council has advised that a quiet title is needed on the land behind the Transfer Station before the trees can be harvested. There was general consensus to schedule a Public Hearing at the March 6th meeting.
5. Additional training is scheduled February 21st in Chocorua, NH, regarding the junkyard licensing issue.
6. A committee is needed to draft park use rules.
7. Local Government Center has confirmed that the town's insurance will cover incidents regarding bomb threats.
8. The Town of Canaan has not received confirmation from the Town of Hanover regarding salt use of Goose Pond Road.

Jay Waldner reminded the group that a Public Hearing is required relative to Article 18. There was general consensus to schedule a Public Hearing on February 26 at 6 P.M. at the Canaan Fire Station. Dana Hadley offered to contact the media and post the Public Hearing date after the conclusion of this meeting.

It was noted that Candidates' Night is scheduled March 3rd, 2007.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 9:10 P.M.

VOTE: Unanimous

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on March 20, 2007

BOARD OF SELECTMEN

Minutes

May 22, 2007

Canaan Fire Station

62 US Route 118

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

The meeting was opened by Selectmen Chairman, Robert Reagan.

OLD BUSINESS

1. Minutes

May 8, 2007-Non Public

Motion: Waldner/Burnett to accept the Non Public Minutes of May 8, 2007.

Vote in the affirmative.

May 8, 2007

Motion: Waldner/Burnett to accept the minutes with a correction of ten wheel truck to six wheel truck.

Vote in the affirmative.

2. Letters regarding junk yard licenses

The Board reviewed the proposed letters to go to appropriate owners. Selectman Burnett asked for the letter to be emailed to her for revision.

3. Abatements Request for Just Cause

Town Administrator, Dana Hadley gave the Board abatement requests for just cause. Selectman Waldner pointed out that this item should be done in a Non Public Session to adhere to RSA91A:3 Section 2c.

Dana will schedule a Non Public Meeting for this matter next week.

NEW BUSINESS

1. Memo from Transfer Station/Recycling Committee

The Board reviewed a memo received from the Transfer Station/Recycling Committee. The committee is concerned about people using the transfer station during the hours it is closed and use of the center by people who do not have a permit. The committee is working to bring users into compliance with the transfer station ordinance. They asked the Board if an off-duty policeman could be stationed at the center to stop the abuse of the center's rules and hours. The Board suggested that the committee speak with the Police Chief to see if he could offer any assistance in this matter.

2. Citizen requests regarding Gould, Hinkson Brook Road and Upper Gates Roads

The Board reviewed citizen requests concerning maintenance of Gould, Hinkson Brook and Upper Gates Roads. Town Administrator, Dana Hadley said that he spoke with the road agent regarding this concern and the road agent is addressing those concerns.

3. Letter regarding property on West Farms Road

The Board tabled a letter regarding Town owned property on West Farms Road pending determination if the letter should be considered in a Non Public Session.

CONSENT AGENDA

1. Letter received from the Canaan Street Lake Association.

The Board received thank you notes from the Canaan Street Lake Association, and WISE regarding the 2007 Town stipend.

2. Letter received from WISE
3. Selectmen Summer Schedule

The Board reviewed the proposed Selectmen Summer Schedule of meetings.

OTHER BUSINESS

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on July 10, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER

BOARD OF SELECTMEN

Meeting Minutes

February 26, 2007

Canaan Fire Station

62 NH Route 118-Canaan

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

PUBLIC HEARING

A public hearing was held to hear input from citizens relative to Town Warrant Article #18.

“Shall we rescind the provisions of RSA 40:13 (known as SB2).” As adopted by the Town of Canaan on March 12, 1996. So that the official ballot will no longer be used for voting on all questions, but only for the election of officers and certain other question for which the official ballot is required by state law?

The hearing was opened by Selectman Chairman, Robert Reagan at 7:00 p.m.

Selectman Jay Waldner, spoke in support of this warrant article. He said that he encouraged the Board to place this request on the Town Warrant. He supports the article for a traditional Town Meeting where the business of the Town is conducted on the Town Meeting floor.

In addition to Board members and staff the meeting was attended by seven residents.

David and Lena Bolton of Pheasant Lane spoke in favor of the current SB2 method. They agree that it is not a perfect system but they like the fact that everyone can vote on articles and is not dependent on a citizen attending a lengthy Town Meeting.

Eleanor Davis of Route 4, said that it is her feeling that generally people preferred the SB2 method over the traditional Town meeting.

Dave Barney, Goose Pond Road, said that SB 2 is more democratic which is why he likes it.

For this warrant article to be successful it requires a 3/5 majority vote in the affirmative of total votes cast on this article.

The Public Hearing was closed at 8:00 p.m.

ADJOURNMENT

Motion: Burnett/Reagan to adjourn.

Vote in the affirmative.

Meeting adjourned at 8:01 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on April 3, 2007

BOARD OF SELECTMEN

Meeting Minutes

February 27, 2007

Canaan Fire Station

62 NH Route 118-Canaan

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

APPOINTMENTS

7:00 p.m.

Kendra Withington, Town Treasurer
Ruth Conwell

The Board met with Town Treasurer Kendra Withington. Ruth Conwell of Reagan Road was in to express her interest in the position of Deputy Treasurer. There was discussion in regard to the various duties of the Treasurer and what would be expected of the Deputy Treasurer.

Motion: Burnett/Waldner to appoint Ruth Conwell as Deputy Treasurer.

Vote in the affirmative.

OLD BUSINESS

1. Letter received from the Department of Safety relative to license application for a retail auto dealer for Peanut's Auto at 56 US Route 4.

Motion: Waldner/Burnett to authorize the Chairman to sign on behalf of the Town the license application for retail auto dealer for Peanut's Auto.

Vote in the affirmative.

NEW BUSINESS

1. Application for preliminary estimate for replacement or repair for bridge #087/092-Goose Pond Road over Goose Pond Brook

Town Administrator Dana Hadley discussed the application to be submitted to the state requesting a preliminary estimate for bridge #087/092-Goose Pond Road over Goose Pond Brook. This is the first step in applying for the state bridge program.

Motion: Waldner/Burnett to sign the application for a preliminary estimate on bridge #087/092.

Vote in the affirmative.

2. Letter to Board from Upper Valley Lake Sunapee Regional Planning Commission to advise of a meeting on March 20, 2007 for consideration of the Department of Transportation's Ten Year Project.

The Board reviewed the letter from UVLSRPC to review and update the DOT's ten year plan.

3. Update of the Town's Maintenance Report

The Board reviewed the maintenance report submitted by Tom Guillette of the building department.

4. Street Names-On the Common Lane-and Oak Lane

Motion: Waldner/Burnett to officially change the street in front of the hardware store and Granite Northland to On the Common Lane and the street off of Grafton Turnpike Road in the "Dow" subdivision to be known as Oak Lane.

5. Review of February, 2007 Budget Status.

The Board reviewed the Town's February expenditures.

6. Discussion of Junk Yard Application and Program

The Board discussed the recent meeting that they attended about junkyard regulations.

CONSENT AGENDA

1. Copy of reimbursement request from Nobis Engineering, Inc. for remediation work at the former Highway Garage location.
2. Letter received from Comcast Cable Company
3. Letter received from Plodzik & Sanderson regarding updated account standards

OTHER BUSINESS

Selectman Robert Reagan asked that Department Heads acquire at least 3 quotes for purchases over \$1,000.00 in order to insure that the Town would get the best value possible.

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on April 3, 2007

TOWN OF CANAAN
CANAAN SELECTMEN MEETING
March 6, 2007
Canaan Fire Station

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Eleanor Davis, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Appointments:

There were no appointments scheduled at this time.

Old Business:

There was no old business discussed at this time.

New Business: Review of Junkyard Application

Dana Hadley handed out a draft copy of a junk yard application that is similar to the application used in the Town of Deering, NH. There was general discussion that the application should include references to the state statutes and/or zoning ordinances for the applicant's review. Dana Hadley asked whether the Board of Selectmen have any suggestions or input regarding the draft copy. Dana Hadley summarized that he reviewed various applications that he found online from different NH towns and that he also incorporated information that was presented at the workshop by Paul Sanderson of Local Government Center.

Robert Reagan asked what the second question regarding distance from the highway may be referring to. Dana Hadley responded that this information could help address future encroachment issues.

Kristina Burnett suggested that the applicant should receive a printed copy of the state statutes so that applicants know what is legal before an application is submitted. There was general consensus that this suggestion is a good idea.

Kristina Burnett suggested that the draft copy should be sent to Paul Sanderson for review in order to make sure that the sample applications reviewed were not out of date.

Jay Waldner commented that the draft copy has "a sense of entrapment about it". Jay Waldner added that the application should include a self certifying statement that the applicant is complying with state law. Jay Waldner suggested that the questions should be phrased on the application as the state statutes read.

Robert Reagan expressed concern that the question regarding the burning of vehicles should be revised or removed since the practice is illegal.

Jay Waldner suggested that applicants should receive a copy of the materials that were presented at the workshop, which included the Best Management Practices.

Kristina Burnett asked whether an application already exists that Paul Sanderson would recommend. Dana Hadley responded that he had checked and the answer is no.

Robert Reagan suggested that the town office may need to supply maps to the applicants since the applicants may not be aware whether their land is within an aquifer.

Kristina Burnett noted that proof of ownership and a plot plan drawn to scale are required by state statute and should be noted on the application.

Jay Waldner added that a statement is also required on the application regarding conviction of larceny. It was also suggested that the application should include a map and lot number of the property.

There was general discussion as to how rigid the application process should be followed. Dana Hadley agreed that the application appears to be strict but that the state statutes are quite comprehensive and need to be enforced. Jay Waldner summarized that the application should include enough information relevant to permanent property markers (i.e. roads and the property pins of neighbors) so that town officials can determine whether a specific junkyard is shrinking or expanding in size.

Jay Waldner also suggested that the application questions should be in the same sequence as the state statutes for easy reference between the two documents.

Dana Hadley reviewed the suggestions provided and offered to continue working on the draft copy.

Al Posnanski asked whether the workshop included any references to successful junkyards. There was general discussion that personnel from the Department of Environmental Safety spoke of several junkyards that are in full compliance with state statutes and even a few junkyards in NH that actually exceed the state standards in order to be known as *NH Green Yards*. Dana Hadley commented that the workshop provided a new prospective of what a junkyard can and should be. There was general discussion regarding the number of vehicles that require proper disposal each year and how the population growth of the state contributes to that increased number of vehicles and potential contaminates that will require proper disposal in the future.

Kristina Burnett informed board members that testimony for House Bill 423 is scheduled for March 14, 2007, at 1:30 P.M. Dana Hadley noted that he will be attending.

Robert Reagan informed board members that Senator Reynolds of Plymouth, NH, is introducing a Senate Bill in hopes of gaining state aid for the past flooding.

Dana Hadley informed board members that a meeting is scheduled at the Orange Town Hall tomorrow at 10 A.M. to discuss with Bob Anderson from the Department of Revenue how the school

district tax rates are set. Dana Hadley noted that he will be attending the meeting. There was general discussion that every town has a separate school district tax rate based on the number of properties in each town.

Other Business:

There was general discussion that Dale Morse has started the process of posting the town's roads with six ton limit signs. Robert Reagan noted that the newspaper advertisement will need to be repeated after thirty days, if needed.

Dana Hadley requested board signatures for two budget transfers, which resulted from items being billed to the wrong accounts.

Dana Hadley reminded board members that the auditor is scheduled for next Monday in the town office. There was general discussion and consensus that the Board of Selectmen would like to set a time to meet with the auditor during the week in order to discuss what will be included in the report.

Robert Reagan informed board members that Bill MacDonald has announced that Daniel Robert Lewis Adam will be honored this Saturday for earning the status of Eagle Scout.

Dana Hadley requested board signatures for a \$2,100 purchase order regarding the town newsletter. Dana Hadley summarized the content of the newsletter and noted that the newsletter will be mailed to residents at the end of the week. The mailing will create an additional cost for the town. Jay Waldner asked whether subscriptions should be sold or whether donations should be collected for the town newsletter. Dana Hadley noted that the Service Credit Union had expressed interest in partnering with the town in the past. Jay Waldner informed board members that the Town of Plainfield has had a self-supporting newsletter for fifteen years through the efforts of a citizens group. Al Posnanski commented that the Town of Canaan had a group of citizens who were interested in producing a newsletter about five years ago.

Dana Hadley summarized that the Town Report was available at the town office today. Six hundred copies were ordered and the report will be posted on the town's website. Dana Hadley added that the printing costs are not known at this time.

Jay Waldner asked whether the 2004-2014 plan from the Regional Planning Commission would be the most recent version of the ten year Department of Transportation plan. Dana Hadley responded yes and summarized that the most recent version includes the bridge and the downtown renovations. There was general note regarding the need to direct drainage away from the lake on Canaan Street. There was general discussion and consensus that the Water Source Protection Committee should be revitalized.

Dana Hadley informed board members that he has contacted Granite State Rural Water Association regarding the town's sewer capacity problem. Dana Hadley summarized that a second test is scheduled in June to evaluate whether visible system leaks can be repaired and to compare the capacity readings to past readings. There was general discussion whether the Department of Environmental Safety would make an allowance for surface water runoff.

Dana Hadley summarized that the standard letter used in the past will be mailed in the near future to the town's water customers regarding contaminants.

There was general consensus to not schedule a Board of Selectmen meeting next Tuesday due to town voting. Board members are scheduled to meet tomorrow morning at 8 A.M.

Dana Hadley requested a non-public session.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the public session at 8:25 P.M. and to go into non-public session pursuant to NH RSA 91-A:3 II(c).

VOTE: Unanimous in the affirmative.

The public and the minute taker were excused from the non-public session.

Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Christi Berube, Minute Taker

Minutes Accepted by the Board of Selectmen on April 3, 2007

BOARD OF SELECTMEN AGENDA

**March 20, 2007
Canaan Fire Station
62 NH Route 118-Canaan
7:00 p.m.**

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

The meeting was opened at 7:00 p.m. by Selectman Chairman Robert Reagan.

APPOINTMENTS

7:00 p.m. Ty Gagne-Primex-Risk Management

The Board met with Ty Gagne of Primex, the Town's insurance carrier for workman's compensation insurance and unemployment insurance. He explained how rates for coverage are determined. The Town of Canaan has been a member of the worker's compensation program since 1980. He spoke about the benefit of the insurance pool. The rates for insurance depend on claim history and anything that the Town can do avoid claims is in the best interest of the Town. He said that the Town is doing very well for claims when compared with similar size towns. He presented the Board with some documents outlining the services offered by Primex and a summary of the Town's contributions, dividends and claims paid since 1980. The result of the summary indicates that the Town actually had a net gain from being a member. Town Administrator, Dana Hadley asked about the Prime program offered by Primex. This program would assist the Town in best practices in regard to safety issues.

7:20 p.m. Nate Miller-Upper Valley Regional Planning Commission-Route 4 Corridor Study

The Board met with Nate Miller of Upper Valley Regional Planning Commission. He gave the Board the final report on the Route 4 corridor study spoke about the final analysis and findings. The study involved Route 4 from exit 17 in Lebanon to the Canaan/Orange town line. He said that it is important that this study does not simply sit on a shelf. He said that there will be an active Route 4 corridor committee and the focus is to work in partnerships in planning transportation needs in the future.

OLD BUSINESS

Minutes

1. February 13, 2007

Motion: Waldner/Burnett to accept the minutes of February 13, 2007.

Vote in the affirmative

2. February 20, 2007

Motion: Burnett/Waldner to accept the minutes of February 20, 2007 as amended.

Vote in the affirmative.

Other

3. Vote for On the Common Lane

The Board reaffirmed the vote for the street name for the street in front of the Hardware Store and Granite Northland to be known as On the Common Lane.

Motion: Burnett/Waldner to name the street in front of Canaan Hardware and Granite Northland to be known as On the Common Lane.

Vote in the affirmative.

The Board signed a letter to be given to the Building Inspector for this name change.

4. Authorize for Caron Bridge Easement Agreement

Motion: Waldner/Reagan to authorize Town Administrator, Dana Hadley to sign the Agreement between the Town of Canaan and property owners, Jean and June Caron for the easement on their property to accommodate the temporary bridge on River Road.

Vote in the affirmative.

NEW BUSINESS

1. Investment Policy

Town Administrator, Dana Hadley discussed with the Board his intention to work on the Town's investment policy. Every Town needs to have an investment policy. He reviewed copies of the plan for the cities of Concord and Dover.

2. Letter received and letter sent regarding buoys in Canaan Street Lake

The Board reviewed the letter received from the Department of Environmental Services discussing the state statute that prohibits placement of obstructions in waterways specifically the buoys that the Town puts in the lake to protect the reservoir section of the lake.

3. Discussion of Default Budget

The Board discussed the 2007 default budget.

4. Management Agreement with Vachon, Clukay and Company for audit.

Motion: Waldner/Burnett to authorize the Selectman Chairman to sign the management agreement with the Town's Auditor.

Vote in the affirmative.

5. Letter received from the Town of Hanover regarding perambulation.

The Board reviewed the letter from Peter Kulbacki in response to the Town's request for perambulation of the Hanover/Canaan Town Line.

6. Memo to Board of Selectmen regarding transfer station surplus equipment.

The Board reviewed the surplus equipment at the Transfer Station. One is the old compactor and a pallet jack. Both are worth approximately \$500.00. Dorchester has expressed interest in the old compactor. The Board authorized the Town Administrator to offer the equipment to the Town of Dorchester before putting the items out to surplus bidding.

CONSENT AGENDA

1. Letter received from the Cardigan Mountain School as an abutter within the school's well head protection area.
2. Memo sent to Dale Morse regarding recycling building.

3. Letter sent by Town Administrator to Dr. Collins regarding Sand Filtration Study.
4. Email received regarding condition of Choate Road.
5. Letter received from NRRA

OTHER BUSINESS

The Board signed land use change tax forms and a current use form.

The Board discussed the Boston Post Cane.

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:27 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on April 3, 2007

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
March 27, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Nelson Therriault, Cindy Neily, Amy Thurber, Vicky McAlister, David McAlister, David Heath, Glenn Carey, Larry Brabant, Dale Morse, Sam Frank, Denis Salvail, Phillip Salvail, Al Posnanski, Eleanor Davis, Shirley Packard, Patrick Jameson, Joe Cote and the minute taker Christi Berube.

Selectmen Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Announcement:

Dana Hadley announced the appointment of Dale Morse as Road Agent until the March, 2008 election.

Election:

MOTION by Jay Waldner and seconded by Kristina Burnett to elect Robert Reagan as the Board of Selectmen Chair.

VOTE: 2 YES 0 NO 1 ABSTAIN (Robert Reagan)

Appointments: Review of Suggestions for 2007 Default Budget with Department Heads

Copies of a proposal were distributed for a 2007 default budget of \$3,257,415. Dana Hadley commended the department heads for a “spirit of cooperation” while identifying budget cuts. Dana Hadley explained that the salary schedule has been maintained with three months of the current salary rates and nine months of the raised salary rates. Dana Hadley summarized that efforts have been made to maintain services that the community needs and to postpone new projects. Dana Hadley clarified that the default budget does not include expenses for water and sewer.

Dana Hadley and department heads summarized the following budget cuts made in order to reduce the defeated budget figure to the default budget figure:

- The headstone repair project was postponed
 - \$7000 was removed from the cemetery and recreation budgets for a new lawn mower
 - The road reconstruction line item was cut by \$50,000
 - \$5,000 was cut from the Police Department outside duty line item
 - \$5,000 was cut from the overtime salaries line item for police officers
 - \$7,000 was cut from the Selectmen’s budget for printing and miscellaneous
 - The election line item was reduced to reflect the costs for one election
-
- \$40,000 was cut from the buildings maintenance line item

- \$5,000 was cut from the cemetery budget for tree work
- \$5,000 was cut from the Grafton County Senior Citizen line item since the Town of Canaan provides a building and has spent several thousand dollars in building repairs
- Contributions to Goose Pond Lake Association and Canaan Lake Association were cut
- Cuts were made in the general government office equipment
- Advertising will be limited to one newspaper this year
- \$20,000 was cut from the contracted ambulance line item
- Cuts were made in the fire department equipment line item
- \$1,000 was cut from the dry hydrant line item
- \$1,000 was cut from the emergency management line item
- \$20,000 was cut from the highway salaries line item
- The grounds keeping/ rubbish line item for recreation was zeroed since David Heath's staff has agreed to provide rubbish removal service this year.

Dana Hadley noted that the new compactor has already been purchased for \$26,000 from the capital items line item. Glenn Carey clarified that the electrical hookup of the compactor will cost approximately \$1,000.

Vicky McAlister noted that the election advertising line item can be reduced to \$250 since this line item is only used for advertising costs from the Supervisors of the Checklist.

Vicky McAlister explained that the Town Clerk budget needs to include the costs for the Interware Fees but that these funds are offset by revenues.

Kristen Burnett asked whether the revised budgeted costs for health insurance will cover the actual costs. Dana Hadley responded yes. Dana Hadley noted that he also adjusted the budgeted costs for life insurance.

Eleanor Davis asked whether the newly appointed Road Agent will be earning the same salary as the last Road Agent. Dana Hadley responded yes. Dana Hadley added that the funds for the truck driver/laborer position have been left in the budget.

Eleanor Davis asked what the proposed salary increases were. Dana Hadley responded that non-union personnel were given a 3.8% increase with a maximum 1.2% merit increase. Dana Hadley clarified that stipend positions did not receive increases.

Al Posnanski asked whether there are services that generate revenue for the town. Dana Hadley responded yes but this is not reflected in these budget figures but do impact the tax rate.

Larry Brabant encouraged the Board of Selectmen to reconsider the need for a new police cruiser and a new six wheel truck for this year since deferring the purchases will only create a greater hardship the following year. There was general discussion regarding available options with cash purchases and lease purchases. Robert Reagan commented that the trade-in values and the cost for outfitting a new police cruiser could help with the decision making process. Sam Frank informed board members that he could forfeit the request for an updated camera system, which would lower the cost for a new police cruiser to \$30,000.

There was general discussion regarding the bidding process and state bids for town vehicles. Larry Brabant commented that a few thousand dollars in savings is not worth mixing the brands of vehicles owned by the town.

Denis Salvail commented that many warrant articles passed last year have not been executed yet. Denis Salvail asked why the transition of a vehicle to the Fire Department can not be postponed to a better time.

There was general discussion that a police cruiser was ordered last fall and is ready for pickup now. Larry Brabant explained that there will be a waiting period if a decision to purchase a police cruiser is delayed until after May due to the State bidding process.

Eleanor Davis commented that the Department of Revenue recommends that capital items should never be part of the operating budget. Eleanor Davis suggested that the operating budget may have been defeated since voters would like to vote on capital items separately. There was general discussion and opposing views expressed regarding the budgeting for replacement items.

Vicky McAlister asked whether there would be any grant funds available to the town. Dana Hadley responded that grant funds are hard to find since most grant funds are mainly available for enhancing or establishing programs.

A member of the audience asked whether the town could sell some property in order to finance the budget. Dana Hadley responded that he is intending to have a few properties auctioned but that the revenues from these properties could not be used for this purpose as the total that the Town may spend is the total of the voted appropriation.

Eleanor Davis commented that ACORN did not send a representative to the budget committee to present their request for funds. There was general consensus to remove the \$300 budgeted for the ACORN line item.

Jay Waldner noted that grant funds for the Lake Host Program from the state is expected to be reduced this year.

There was general discussion whether chloride for the roads is necessary. Larry Brabant and David McAlister explained that the chloride helps stiffen and hold the roads together, in addition to providing dust control.

Nelson Therriault summarized that the welfare budget was level funded from last year but that he is concerned with not having enough budgeted for rent assistance. There was general discussion that the Town of Canaan is required to provide rent assistance for residents in need.

Dana Hadley summarized that the contribution to the library last year was \$102,000 and that a request has been made for the Library Trustees to maintain last year's salary rates. Cindy Neily explained that the Library Trustees have always provided the same rate of increase to the library staff as is provided to town employees. Cindy Neily added that the actual library budget is \$126,000 and that this budget is already short \$3,500 due to a redirection of funds to the capital campaign from a

private foundation. There was general discussion regarding the uncertainty with the current server. Kristina Burnett asked whether the salary increases could be provided and the server replacement be postponed. Cindy Neily responded that the Library Trustees will be meeting on the 3rd Monday of April to review the budget. Cindy Neily added that the Library Trustees also have concerns with the rising insurance costs.

Dana Hadley expressed that this summary discussion is a review of the budgets cuts that have been proposed and accepted by the department heads. Dana Hadley requested input and suggestions from the Board of Selectmen and to obtain final approval.

New Business: Selectmen Liaisons to Town Committees

There was general discussion and consensus that board members are willing to maintain the same committee liaisons as last year. Robert Reagan volunteered to participate on the Water Source Protection Committee. Dana Hadley will continue to represent the Board of Selectmen on the Transfer Station Committee.

Other Business:

Dale Morse asked why the signage costs for new developments are included in his budget. There was general discussion and consensus that signs for private streets should be included in the development budget but that the maintenance crew needs to post them for consistency. It was suggested that Dale Morris should keep track of the cost so that a line item can be added to the development budget next year.

Jay Waldner requested status of the open position in the highway department. Dana Hadley responded that a truck driver/laborer position has been advertised and that interviews should start soon. Louis Jacobs has been promoted to a heavy equipment operator. Jay Waldner suggested that not filling the position for this year would create a substantial budget savings in regards to the default budget and the need for a six wheel truck. There was general discussion that the highway department is already short one employee and that a department with fewer employees could create a greater need

overtime pay. Vicky McAlister noted that it is difficult to gain back a position once a position has been left unfilled. Jay Waldner expressed that the voters should not expect the same level of service if the operating budget was defeated.

There was general discussion regarding the new policy for purchase orders. Dana Hadley clarified that department heads need to submit three bids for any item over \$1,000, except for the Mechanic Budget who is required to submit three bids for any item over \$2,500.

Dana Hadley requested signatures on a purchase order from the Board of Selectmen regarding a new York rake for the Highway Department. Dana Hadley thanked Larry Brabant for negotiating the price.

Dana Hadley requested signatures on a revised purchase order from the Board of Selectmen regarding heated mirrors for the fire engine. Dana Hadley explained that the last purchase order did not include the labor costs.

There was general discussion whether the Town Office should charge one dollar per page for faxes. Denis Salvail suggested that town employees should direct individuals to the Evans store since they provide fax service there.

Dana Hadley distributed a current use application to the Board of Selectmen.

Kristina Burnett distributed copies of a letter that she received from K. Ruvolo regarding recommendations for gravel and road repair. Kristina Burnett also distributed a copy of her response and asked that Dale Morse receive a copy of the letter.

Kristina Burnett informed the Board of Selectmen that her husband, Jim Burnett, has offered to provide a forest management plan of the Transfer Station Lot at no charge to the Town of Canaan.

MOTION by Jay Waldner and seconded by Robert Reagan to gratefully accept Mr. Burnett's offer to provide a forest management plan at no charge to the Town of Canaan.

VOTE: 2 YES 0 NO 1 RECUSED (Kristina Burnett)

Denis Salvail asked how many properties are owned by the town due to unpaid taxes. Dana Hadley responded that he does not recall the total number but that four properties will be auctioned as soon as the legal work is completed. These properties are located on Chiefs Drive, Canaan Street, Switch Road, and US Route 4.

MOTION by Jay Waldner and seconded by Kristina Burnett to adjourn the meeting at 9:00 P.M.

VOTE: Unanimous vote in the affirmative.

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Christi Berube, Minute Taker

Minutes Accepted by the Board of Selectmen on April 3, 2007

TOWN OF CANAAN
CANAAN SELECTMEN MEETING
April 3, 2007
Canaan Fire Station

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Phillip Salvail, Al Posnanski, Eleanor Davis, Shirley Packard, Roger Cantlin, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Appointments:

There were no appointments scheduled at this time.

Old Business:

Approval of Minutes

The Board of Selectmen reviewed the following minutes for approval: February 26, February 27, March 6, March 20, and March 27, 2007.

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated February 26, 2007, as corrected.

Kristina corrected the phrase "...dependent on citizen..." and corrected that an explanation involved the "length of meetings".

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated February 27, 2007.

No corrections were suggested.

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated March 6, 2007.

No corrections were suggested.

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated March 20, 2007.

No corrections were suggested.

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated March 27, 2007, as corrected.

Kristina corrected on page one that the hourly rate proposed for the Road Agent position for 2007 was offered to Dale Morse.

Robert Reagan corrected on page one that the \$5,000 cut from the police salaries was for the overtime line item.

Jay Waldner suggested adding the word “cost” to “debt service” on page three.

Jay Waldner suggested replacing “homeless individuals” on page four with “individuals under certain circumstances.”

VOTE: Unanimous in the affirmative

Junk Yard Application

Dana Hadley summarized that a revised draft of the junk yard application includes suggestions that were offered at the March 6th meeting. There was general discussion and consensus that including a copy of the best management practices would be a good idea. There was general discussion as to what charge should be set for the application fee in order to cover the material costs. Dana Hadley commented that he only expects eight to ten applications once the documentation process is implemented. Jay Waldner offered to complete another draft of the junk yard application. Jay Waldner suggested the following revisions and formatting changes: extending the title to include “Certificate Approval of Junk Yard Location”; repositioning of map and lot numbers; including a statement of felony; moving #5 to the conclusion of the application and a statement to verify proof of site ownership.

Kristina Burnett suggested that the applicant should not be asked whether their site is in compliance; rather the applicant should provide a signature to testify that the site is in compliance or should provide a description of remediation plans if the site is not in compliance. Kristina Burnett also suggested that #7 needs rewording.

Jay Waldner commented that the applicant should not be asked whether their site is offensive; rather the public and the Board of Selectmen determine whether the site is offensive during the Public Hearing discussion. Jay Waldner also noted that some of the included RSAs are no longer applicable.

Kristina Burnett suggested that the wording of the last paragraph should read that the acceptance of a junk yard location “may be revoked”.

There was general consensus from the Board of Selectmen to have Jay Waldner provide a revised draft of the junk yard application for the next meeting. It was suggested that legal counsel and Paul Sanderson should review the next draft of the application.

There was general question whether penalties or fines will exist in order to enforce junk yard compliance. Jay Waldner responded that there are laws that stipulate guidelines and actions. There was general discussion that the application and guidelines are being drafted so that the Board of Selectmen will know how to react whenever a formal citizen complaint is made.

Dana Hadley explained that applications from junk yard operators will need to be filed on a yearly basis. Some applications may not require a Public Hearing. There was general discussion regarding fencing whether by natural barriers or a fence. Set back requirement were also discussed.

There was general discussion that the Department of Environmental Safety only checks junk yards for pollution and sanitary issues. There was general discussion and consensus that junk yards are a viable and valuable business for the Town of Canaan.

Default Budget

The Board of Selectmen reviewed the proposed draft of the default budget, as presented at the last meeting. Dana Hadley noted that the pickups for the yearly cyclical revaluation are completed and that no more abatement work will be scheduled during this budget year. Dana Hadley asked the Board of Selectmen whether they support the revision of the default budget without the salary and benefit line items being changed. There was general consensus from board members to maintain the salary and benefit line items.

Robert Reagan expressed concern regarding the shortage of gravel if the tentative agreement with the private land owner fails.

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the default budget as presented but with the modifications that will need to be made throughout the year.

Dana Hadley asked whether he can assure Dale Morse that the Board of Selectmen will support a nomination for the vacated truck driver/laborer position. The general consensus was yes.

VOTE: Unanimous in the affirmative

Dana Hadley asked how board members would like to proceed with capital items. Dana Hadley summarized that the Ford Expedition needs to be replaced but that a new six wheel truck is also important to replace. There was general discussion that no set date

exists when the vehicle needs to be transferred from the Police Department to the Fire Department. There was general discussion regarding the ordering processing for police vehicles and that the new police cruiser ordered last fall is ready for pickup.

Kristina Burnett asked whether the transfer could be delayed until June if the dealership would be willing to hold the new cruiser until June. There was general discussion that the savings associated with the delayed purchase would be minuscule. Dana Hadley suggested that adequate cash flow in June or July would enable a cash payment for the new cruiser. There was general consensus to have

Dana Hadley calculate figures for the various options and to discuss a purchase postponement with the dealership before the next meeting.

Dana Hadley suggested that the purchase of a six wheeler should not be decided until next October or November in order to see what is left in the budget at the end of the year. There was general discussion that the major concern with the current truck is safety issues during winter season.

Al Posnanski of the Transfer Station Committee reported that the existing wiring in the conduit at the transfer station was tested and is adequate to power the new compactor. It had been thought that new wiring might be necessary but the electrician has said that there is no need to replace any of that wiring.

New Business:

Building Manager's Report

Board members reviewed a report from Tom Guillette dated through March 31, 2007. Dana Hadley informed board members that the twelve gallon water heater was replaced in the town office. Dana Hadley commented that the building manager position is working out well and that Tom Guillette is doing a good job but will be transferring to do cemetery work soon.

MS-5 Report

Dana Hadley requested signatures from the Board of Selectmen regarding the MS-5 report. Dana Hadley explained that this report is completed by the auditor but that the figures are taken directly from the town's bookkeeping system.

Other Business:

Dana Hadley noted that John Bergeron has two vacancies on the Historic Commission Committee.

Dana Hadley requested signatures on three land use change tax forms.

Dana Hadley circulated a request from National Grid regarding relocation of telephone poles on May Street. There was general discussion and consensus to have Dale Morse review the existing poles and locations and the proposed locations. Board member signatures were tabled until Dale Morse's review and feedback.

Dana Hadley received signatures from the Board of Selectmen instructing the treasurer to draw on the Town's line of credit at Mascoma Savings Bank. Dana Hadley explained that the Town of Canaan needs \$500,000 due to limited cash flow at this time. Dana Hadley added that more funds may be needed in May in order to pay the school bill.

Dana Hadley requested signatures from the Board of Selectmen regarding current use applications.

Signatures from the Board of Selectmen were received for abatement on a water bill for \$8.25.

Board members signed the water warrant. Dana Hadley noted that the water bills have been mailed.

The Board of Selectmen signed the manifest.

Robert Reagan asked whether Larry Brabant could include part descriptions on his bills since part numbers are not informative.

Dana Hadley noted that Tom Guillette and members of the Safety Committee will be attending a conference on April 4th hosted by Primex.

Pending Items and Status:

Dana Hadley summarized the status of the following pending items:

1. Barn Preservation Easements – Dana Hadley reported the assessor are working on the easements.
2. Update of Personnel Handbook – This project is under way with a committee working with Barry Cox of Local Government Center. The next meeting is scheduled on April 18th.
3. The update and codification of the Code and Ordinance Book is ongoing.
4. Survey Work at the Transfer Station – The attorney is working on title resolutions with Grafton Superior Court.
5. Junk Yard Application for Patrick Jameson – The application is still pending while the Board revises the Town's Junk Yard Application form.
6. The following have been selected for the Park Use Rules Committee: David Heath, Tom Guillette, Wally Medeiros, and Barbara Haywood. The first meeting will be scheduled in April.
7. Feedback from Local Government Center regarding bomb scare training – Sam Frank will report to the Selectmen Board in the near future.
8. Policy Committee Regarding Building Permits on Class VI/Discontinued Roads – Work is underway by the Planning Board's Sub Committee.

There was general discussion that the Conservation Commission should blaze the boundaries of the land behind the Transfer Station.

Al Posnanski informed board members that members and parents of the 4H Club have a roadside cleanup scheduled on May 19th and that a town dump truck and driver has been utilized in past years to transfer the compiled trash from the clubhouse to the Transfer Station. Al Posnanski clarified that there are fifteen to twenty participants each year. Dana Hadley commented that there may be plastic bags available from the State of NH.

Al Posnanski noted that the NRRA seminar for recycling is scheduled May 5th and 6th.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 8:42 P.M.

VOTE: Unanimous in the affirmative

Respectfully Submitted,

Christi Berube, Minute Taker

Minutes Accepted by the Board of Selectmen on April 10, 2007

BOARD OF SELECTMEN MINUTES

April 10, 2007

**Canaan Fire Station
62 NH Route 118-Canaan
7:00 p.m.**

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

Chairman Reagan opened the meeting at 7:00 p.m.

APPOINTMENTS

7:00 P.M. Sam Frank, Police Chief

- Follow up on Bomb Scare Training

Chief Frank reported to the Board the results of his research following a meeting with resident William MacDonald regarding concerns about training for bomb scare incidents. Mr. MacDonald had come to the Selectmen's Meeting of February 6th and expressed his concerns about liability issues for the Town. Chief Frank told the Board that there is a comprehensive training facility in New Mexico that would refresh an officer's knowledge on bombs, bomb scares, and how to identify a bomb. He said he is open to sending members of his staff to this training but the costs are prohibitive and not practical. He and Fire Chief Bill Bellion have discussed training offered by local agencies. He spoke to representatives of the Bureau of Alcohol, Fire Arms and Tobacco and of the New Hampshire State Police Bomb squad. They said the training facility in New Mexico was the only training specific for bomb detection and procedures. He also spoke with Butch Burbank of the Local Government Center to see if any training opportunities were offered locally. Mr. Burbank told Chief Frank, that they do not offer a course on that specific subject. Chief Frank forwarded the policy in the Police Manual for Mr. Burbank's review and was advised that the current policy is a good one, and consistent with other law agencies in the state. Chief Frank also asked the Local Government Center

about the Town's exposure for liability in such a case, and was informed that they were satisfied that the Town had done everything that it could to protect themselves from liability and that the insurance company would support the Town in the event of a claim. Mr. MacDonald thanked Chief Frank for researching the issue. The Board thanked Mr. MacDonald for bringing his concern to their attention. They expressed thanks to Chief Bellion and Chief Frank for their research and input. There was general consensus that the current policies of the Town meet present safety and liability concerns.

- Police Vehicle

Town Administrator Dana Hadley advised the Board that he had researched if there was any merit in waiting to purchase a new expedition in June. The vehicle that is currently at Irwin Motors in Laconia would not be available in June. The Town would have to order a 2008 vehicle that would not be available until the fall and the dealer would not give a quote on the price. The Board authorized for the Chief to purchase the vehicle now rather than wait until June.

Motion: Waldner/Burnett to authorize the Police to purchase a new Ford Expedition for the Police Department.

Vote in the affirmative.

OLD BUSINESS

1. Minutes

April 3, 2007

Motion: Burnett/Waldner to accept the minutes with corrections.

Vote in the affirmative.

2. Application for Junk Yard

The Board discussed revisions to the Draft Junk Yard ordinance as edited by Selectman Waldner. There were several small changes that were made to the document. After updating it will be sent to Paul Sanderson at the Local Government Center for his review and if he suggests it will be also sent to Town Council. Town Administrator, Dana Hadley will contact Pam Hoyt-Dennison at the Department of Environmental Services to obtain permission to use the wording from the Best Management Practice Book in the application and to get additional copies of the booklet.

3. Default Budget-MS-2

The Board signed the MS-2.

4. Pole License request from National Grid-May Street

The Board signed the pole license request from National Grid.

NEW BUSINESS

1. Letter received from Goose Pond Lake Association regarding Town funding

The Board reviewed the letter from Goose Pond Lake Association regarding the Town's funding for 2007.

2. Letter received from Grafton County Senior Citizens Council regard Town funding.

The Board reviewed the letter received from Grafton County Senior Citizens Council. The letter was to appeal the reduction in funding for 2007.

Motion: Burnett/Waldner to increase the stipend to Grafton County Senior Citizens Council by \$1,000.00 for a total contribution of \$4,000.00.

Vote in the affirmative.

3. Letter received from Occupational Health Services regarding employee wellness programs.

The Board reviewed the letter from Occupational Health Services of Alice Peck Day Hospital.

OTHER BUSINESS

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:04 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on April 10, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER

TOWN OF CANAAN
CANAAN SELECTMEN MEETING
April 17, 2007
Canaan Fire Station

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Phillip Salvail, Al Posnanski, Dale Morse, Eleanor Davis, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Appointments:

The scheduled meeting with Paul Savchick regarding gravel deposits on town owned property was postponed until the May 1st. There was general discussion that property maps have been given to Paul Savchick and that he will present a proposal the May 1st meeting. Dana Hadley summarized that he has walked the property with Earl Charbono before and has some idea of where Earl thought the gravel deposits were. Al Posnanski said that Elwyn Neily knows the property well and might be of assistance.

Old Business:

Approval of Minutes

The Board reviewed the April 10th, 2007, minutes.

MOTION by Jay Waldner and seconded by Kristina Burnett to accept the minutes dated April 10th, 2007, as corrected.

Jay Waldner corrected the misspelling of the word "manual".

VOTE: Unanimous in the affirmative

New Business:

Kristina Burnett requested a report of damages sustained and emergency services provided during the past storm. Dana Hadley responded that he is quite proud of the emergency services and public works personnel who worked all night to address fallen trees, trees on electric and telephone wires, flooded basements, washed out roads, and power outages. He said that Emergency Management Director Bill Bellion opened the Town's emergency operations center at the police department. Kerry Lazarus from the Fire department worked throughout the entire day at the command's dispatch center. Roads that were significantly impacted by fallen trees, power outages, and washouts included Cod Fish Hill Road, River Road, Potato Road, Jerusalem Road, Cider Mill Road, South Road and Ibey Road. There is also shoulder work to be done on Roberts Road. The town library was closed as there is no power there. Extension cords plugged into the Town Office were used to power the sub-pump in the basement of the Library and the evacuator for to pump water up to the town sewer connection. Residents of Indian River Apartments were appreciative that the fire fighters took the time to check on their welfare during the power outage. The complex had power in certain areas of their facility powered by generators and the complex had heat. A shelter was opened at The Methodist Church for people without heat and lights. Dana Hadley summarized that he will be meeting with Bill Bellion and Dale Morse to review the final costs of the storm. It is predicted that \$300,000 to \$400,000 will be needed for road repair materials.

Robert Reagan suggested that by relocating the electrical service for the Library from the east side to the south side of the building would enable hookup to the Route 4 power lines, which has more reliable power. Dana Hadley said there is also an option for future generator hookup.

Dale Morse summarized that bank run gravel is needed immediately for numerous areas of road washouts. He explained that bank run gravel would be 1.5 inch gravel that would be used as a sub-base only in order to make washed out roads passable. Richard Remicle has offered gravel at \$2 per yard if town employees load the trucks and \$3 per yard if he loads the trucks. It was suggested that Dale Morse should go see the gravel material before any agreements or payments are made. Dale Morse clarified that other materials may be available at cheaper prices but that the material would need to be screened first.

Dale Morse clarified that Ibey Road has already been repaired with gravel that Earl Charbono had purchased. 700 yards of gravel was used on the hill alone.

There was general discussion as to how much material should be purchased at this time. Jay Waldner suggested that the amount could be determined by calculating how much gravel could be loaded, transported, and used in one week. Dale Morse responded 5000 yards. Dana Hadley cautioned that materials should not be purchased and stockpiled at this time due to limited cash flow.

Dale Morse confirmed that he has enough personnel on-hand to be able to load the gravel at the \$2 per yard price.

Board members signed a purchase order for \$10,000 to purchase 5000 yards of gravel from Richard Remicle.

It was understood that roads can not be repaired until the electric companies clean up the downed electric wires.

Kristina Burnett asked whether the Police or Fire Departments communicate with the Highway Department when the electric companies have finished clearing wires. Dale Morse responded that he monitors the status of such areas.

Other Business:

Selectman Jay Waldner recused himself as a Select Board member in order to act in his capacity with the Canaan Street Lake Association. He summarized his proposal and design for a kiosk to be located at the Town's Boat Launch on Canaan Street Lake. He explained where the kiosk would be placed and what it would look like. He said the Lake Association supports information being available at the boat launch as a lake host is not always available to remind boaters of the importance not launching a boat that may need to have weed contaminants washed off the bottom prior to launching in the lake. The design consists of a seven foot by four foot sheet of plywood with a single sided asphalt roof.

MOTION by Kristina Burnett and seconded by Robert Reagan to accept the design proposed by Jay Waldner if the Historic District approves it.

VOTE: 2 YES 0 NO 1 RECUSE (Jay Waldner)

Dana Hadley informed board members that the Boston Post Cane will be presented to a 101 year old Canaan resident who currently resides at Harvest Hill in Lebanon.

Dana Hadley informed board members that a Walk NH Relay has been scheduled on May 4th and May 19th with New Hampshire's First Lady, Susan Lynch.

Dana Hadley informed board members that the original owner of property auctioned at Chiefs Drive has purchased the property.

Board members were asked to review and sign various exemption applications for property taxes. Dana Hadley explained that the application deadline was April 15th.

Board members were asked to review and sign an update to a current use application and applications for re-categorizing.

Board members were also asked to review and sign the following items: two notices of intent to excavate, the manifest, and an application for a stewardship plan.

Kristina Burnett requested a non-public session at the next meeting to discuss a performance evaluation of the Town Manager. This session was scheduled for May 8th at 6 P.M.

There was general discussion regarding the need to appoint members to the Planning Board and the Capital Improvement Plan Committee. A set procedure or direction is needed from the Board of Selectmen. Eleanor Davis

noted that the CIP needs to be approved by the Planning Board before other Boards can review the document this summer.

Consent Agenda:

1. Dana Hadley circulated a thank you note from the family of Buster Charbono.
2. A letter of acknowledgement was also circulated from the Canaan F.A.S.T. squad regarding the Town of Canaan's donation to the ambulance fund in memory of Buster Charbono.
3. Dana Hadley informed board members that Lori Dacier of the Mascoma Valley Health Initiative has scheduled a meeting session on April 26th from 1 to 3 P.M. at the Senior Center to discuss an endowment for health issues.
4. 2007 seminar information from the Antioch New England Institute was circulated.
5. Information regarding training opportunities was also circulated from Local Government Center.

Pending Items and Status:

Dana Hadley summarized the status of the following pending items:

1. Barn Preservation Easements – Dana Hadley reported that an invoice is expected now that Cross Country Appraisal is completing the project.
2. Update of Personnel Handbook – This project is under way with a committee working with Barry Cox of Local Government Center. The next meeting is scheduled on April 18th. Mr. Cox has stated that this project should be finished by mid-April.
3. The update and codification of the Code and Ordinance Book is ongoing.
4. Survey Work at the Transfer Station – The attorney is working on title resolutions with Grafton Superior Court.
5. Junk Yard Application for Patrick Jameson – The application was sent to Paul Sanderson for review.
6. The following have been selected for the Park Use Rules Committee: David Heath, Tom Guillette, Wally Medeiros, and Barbara. The first meeting will be scheduled in April.
7. Policy Committee Regarding Building Permits on Class VI/Discontinued Roads – Work is underway with the Planning Board Committee.
8. Investment Policy
9. It was suggested that an Audit Report should be added to this agenda.

Al Posnanski asked whether plastic bags would be available for the roadside cleanup scheduled by the 4H Club on May 19th. Dana Hadley responded that three hundred were picked up but that more can be acquired if needed.

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 9:03 P.M.

VOTE: **Unanimous in the affirmative**

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on May 1, 2007

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
May 1, 2007
Canaan Senior Citizen Center**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Grafton County Commissioner Martha Richard, Jim Miller, Phillip Salvail, Al Posnanski, Eleanor Davis, Edward Provencal and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Appointments:

The scheduled meeting with Paul Savchick regarding gravel deposits on town owned property was postponed. It was suggested that Road Agent, Dale Morse should be present when the Board meets with Mr. Savchick.

Dana Hadley welcomed and introduced Grafton County Commissioner, Martha Richard. She summarized the proposed county budget which has increased twenty percent. The increase is due to health care costs, state retirement costs; pass through from state government and updating the county jail. There was general discussion that county employees contribute fifteen to twenty percent of their health insurance premium. Consulting fees for a new corrections facility has also affected the county's expenses. Martha Richard summarized that the current proposal for the new jail is to have 240 beds.

Martha Richard summarized that the courthouse and various farm buildings are in need of repairs after many years of unbudgeted funds for repairs.

Martha Richard invited town officials and residents to attend the Public Hearing for the county budget on May 21st at 6 P.M.

Martha Richard explained that the county tax rate is set by the Department of Revenue and is based on the town's property values. Last year, \$365,000 was collected from Canaan residents at a 2.5% county tax rate.

Dana Hadley asked what educational programs are available to inmates. Martha Richard responded that inmates have the opportunity to complete their GED and that day reporting programs and work release programs exist.

Martha Richard listed the following services that were provided to Canaan residents: 5 cases of old age assistance at \$3,200; 13 cases of permanently to totally disabled assistance at \$13,000; 14 cases of immediate nursing care assistance at \$58,000; 6 cases of home care assistance at \$16,000; and \$19,300 in assistance was paid directly for qualified medical services.

Martha Richard also listed the following services that are funded through county budget funds and are available to Canaan residents: Better Beginnings, Grafton County Senior Citizens, Hannah House, Second Growth, Upper Valley Substance Abuse, Visiting Nurses Alliance, West Central Services, and WISE.

Martha Richard requested suggestions as to what products should be grown or introduced at the Farm in order to stimulate revenues since milk prices are stagnant. There was general discussion that privatizing the facility and/or producing a value added product such as cheese should be considered. Martha Richard explained that eight to ten positions exist at the farm as part of a structured work program for inmates. The commissioners also hope to add a program to teach inmates how to repair computers, that would teach marketable skills to an inmate.

Kristina Burnett asked whether any grant funding would be available to repair buildings at the Farm. Martha Richard responded that the need for a grant writer position has been discussed to be able to take advantage of any opportunity.

Martha Richard noted that she supports and advocates that products produced on the farm should be used at the county nursing home and the corrections facility.

Al Posnanski asked whether the size and design of the proposed corrections facility will enable the new jail to generate revenues from other counties. Martha Richard responded that the cost of construction at \$285 per square foot prevents any expansion beyond what the county's needs within the next twenty to twenty-five years but that the new facility will be constructed in such a way that new pods could be added at a later date.

Martha Richard provided Dana Hadley with a handful of discount cards that residents can use on any prescriptions that are not covered by insurance plans.

Martha Richard noted that the new "drug court" system will start this week as an attempt to monitor, frequently test, and counsel drug offenders and to eliminate the need to incarcerate non-violent offenders.

There was general appreciation expressed to Martha Richard for meeting with the Board of Selectmen and Martha Richard welcomed discussions and any questions that town officials or residents may have in the future.

Old Business:

Approval of Minutes

The Board of Selectmen reviewed the April 17, 2007, minutes.

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the minutes dated April 17, 2007, as corrected.

Jay Waldner added the following sentence on page three: "Jay Waldner also informally discussed his bulletin board recommendation with the Historical District Commission."

There was general consensus to change "nursing home facility near Alice Peck Day Hospital" to "Harvest Hill" on page three.

Jay Waldner suggested updating the status on the barn preservation easement agenda item.

There was general consensus that the agenda item of Bomb Scare Training can be removed from the agenda at this time.

It was also noted that the status of the junkyard application agenda item should be corrected. The minute taker suggests adding the following sentence: "Pam Hoyt-Dennison granted authorization to distribute information and materials that were available at the seminar."

VOTE: Unanimous in the affirmative

New Business:

1. Board members reviewed a letter received from Roberta Berner, Executive Director of Grafton County Senior Citizens Council, regarding program adjustments due to the default budget. Dana Hadley suggested inviting the Board of the Senior Center to a future meeting in order to discuss and revisit the agreement for the Senior Center building. Robert Reagan added Senior Citizen property owners who qualify were given an increase in tax deductions and allowable assets.

2. Board members reviewed a notice received from the Attorney General's Office regarding 2007 Municipal Trustees Seminars.

3. Board members reviewed a letter received from NHDOT regarding final payment for Transportation Enhancement Grant.

4. Board members reviewed a letter received from NHDOT with an estimate for repair of bridge #087/092 on Goose Pond Road over Goose Pond Brook. Dana Hadley summarized that the town cost would be \$80,000 of the \$400,000 estimate. Dana Hadley requested approval from the Board of Selectmen to apply for bridge aid funds. There was general discussion that these funds would be made available in July of 2012 if the application is accepted. If the bridge worsens between now and 2012, then options including a "close order" will need to be considered. It was also mentioned that the bridge on North Larry Road should be addressed.

MOTION by Jay Waldner and seconded by Kristina Burnett to authorize the application for bridge aid funds from the State of NH.

VOTE: Unanimous in the affirmative

5. Maintenance Report for April 2007 from Tom Guillette. Dana Hadley summarized that the volunteer working on the Senior Center has agreed to complete the work by the end of June. Tom Guillette continues to work on the upgrade of the Town Office building.
6. Board members reviewed a letter received from Senator Gregg regarding storm of April 16th. Dana Hadley summarized that FEMA funds have been authorized and that he will be attending a meeting in order to learn how to complete the application. Eleanor Davis suggested that all town buildings should be thoroughly checked for storm damage before the application is submitted.
7. Board members reviewed a notice from the Department of Revenue regarding equalized assessment.
8. Board members reviewed copies of the following House Bills proposed: HB796, HB377, and HB98.
9. Board members reviewed a calendar of Local Official Workshops.
10. Board members reviewed a letter received Roberta Berner, Executive Director of Grafton County Senior Citizens Council, regarding the town's emergency response following the April 16th storm. Dana praised the many employees and residents who helped get meals to house bound residents and who checked on the well-being of residents. There was general mention of the telephone calls that residents received from the emergency response center regarding instructions for needed assistance.

Other Business:

Kristina Burnett informed board members that Lori Dacier has resigned from her executive director position of the Mascoma Valley Regional Health Initiative as of June 1, 2007, due to health issues. Dana Hadley offered to draft a thank you letter to Lori Dacier for her contribution to the Health Initiative and the Town of Canaan.

Kristina Burnett summarized that she attended the discussion at the Mascoma Valley Regional School Board meeting regarding Average Daily Membership. Kristina Burnett noted that Stella Butterfield provided an excellent presentation and handout, that she is well qualified to calculate the ADM figures, and that she offered her help to answer any questions or concerns at any time.

Jay Waldner informed board members that he attended a Recreation Committee meeting and that the following concerns were mentioned: the buildings at Williams Field need to be stained, the removal of the small building at the Remacle lot being purchased by the Town, trash barrels in the park and the light along the pathway to Depot Street.

There was general discussion that the school district currently uses the power source at the outbuilding in order to keep the buses charged during the colder months. Dana Hadley offered to contact the school district regarding this issue and to inquire about the parking of buses at Cozy Corner.

Dana Hadley said that trash barrels were distributed this week to public areas.

Jim Miller asked whether the headstone restoration project would have been funded by town funds or by cemetery trust funds. Dana Hadley responded that the town budget is required to appropriate cemetery funds and that the Cemetery Trustees reimburses funds but that the Town of Canaan does subsidize a portion of the cemetery costs each year. Dana Hadley clarified that the headstone restoration project was cut this year due to the default budget.

Board members reviewed a list of town property owners who have not paid outstanding tax bills and who are at risk of losing ownership of their properties.

Board members reviewed and signed the manifest.

Pending Items and Status:

Dana Hadley summarized the status of the following pending items:

1. Barn Preservation Easements – Status will be provided on the next agenda.
2. Update of Personnel Handbook – The committee members met again on April 18th with Barry Cox and this project should be finishing soon.
3. The update and codification of the Code and Ordinance Book is ongoing.
4. Survey Work at the Transfer Station – The attorney is working on title resolutions with Grafton Superior Court.
5. Junk Yard Application for Patrick Jameson – The application was sent to Paul Sanderson for review. Pam Hoyt-Dennison granted authorized to distribute information and materials that were available at the seminar.
6. The following have been selected for the Park Use Rules Committee: David Heath, Tom Guillette, Wally Medeiros, and Barbara Haywood. The first meeting will be scheduled in April.
8. Policy Committee Regarding Building Permits on Class VI/Discontinued Roads – Work is underway with the Planning Board Committee.
9. Investment Policy – Kendra Withington, Ruth Conwell and Dana Hadley are working on this item.

Al Posnanski asked whether plastic bags would be available for the roadside cleanup scheduled by the 4H Club on May 19th. Dana Hadley responded that they can be picked up at the Town Office.

Dana Hadley noted that department heads will be available at next week's meeting so that the Board of Selectmen can review budgets.

MOTION by Jay Waldner and seconded by Kristina Burnett to adjourn the meeting at 9:03 P.M.

VOTE: Unanimous in the affirmative

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on May 8, 2007

BOARD OF SELECTMEN MINUTES

May 8, 2007

Mascoma Senior Center

1166 US Route 4

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

Chairman Reagan opened the meeting at 7:00 p.m. following the recitation of the pledge of allegiance.

APPOINTMENTS

7:00 p.m. Larry Brabant-Town Mechanic
Discussion on Six Wheel Truck

The Board met with Town Mechanic Larry Brabant and Road Agent Dale Morse. They came in to see if the Board had made a decision whether or not to purchase a six wheel truck this year. Larry said that he has postponed fixing problems with the current truck until he knows if those repairs are necessary. He said that for the truck to be serviceable for next winter it will need new tires, a new dump body, and some work on the engine.

There was continued discussion of the impact postponing the purchase of a new six wheel truck would have on the department and next year's budget.

Larry Brabant and Dale Morse recommended that the Board purchase a new six wheel truck this year. Dale Morse is concerned about an oil leak in the truck. Larry Brabant is very concerned that if two trucks were in the budget next year there could be a possibility that the budget would fail, and the department would not have the tools needed to do the job.

The Board advised Mr. Brabant that they will consider his request and make a decision within a week.

7:30 p.m. Arthur Cilley-Beech Cobble Road Condition

Mr. Cilley did not attend the meeting.

Dale Morse gave the Board an update of the Town's road conditions.

OLD BUSINESS

1. Minutes

May 1, 2007

The minutes were tabled until May 15th.

NEW BUSINESS

1. Notice from Mascoma Valley Regional School District

The Board reviewed the notice from Mascoma School District that outlined the special deliberative session on May 29th and a special election on June 26th. This is to address the contract for the support staff.

OTHER BUSINESS

1. The Board approved a purchase order for new carbide blades for the snow plows.
2. The Board approved a purchase order for rental of an excavator that will assist in brush clean up.
3. The Board signed a memo instructing the Treasurer to draw on the line of credit at Mascoma Savings Bank.
4. The Board signed three Intent to Cut Wood.

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on May 22, 2007

BOARD OF SELECTMEN MINUTES

May 15, 2007

Canaan Fire Station

62 Route 118

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

Chairman Reagan opened the meeting at 7:00 p.m. following the recitation of the pledge of allegiance.

APPOINTMENTS

7:00 p.m. Barbara Smith-Using the park on Tuesdays for vegetable sale.

The Board met with Barbara and Stewart Smith of Orange and Ruth Easton of Canaan. They asked the Board for permission to sell vegetables on the Town common on Tuesday afternoons. In past summers when the farmer's market was held on Tuesdays they participated. This year the market day is Sunday and they both have other commitments on Sunday morning.

Judith Kushner, the coordinator of the Farmer's Market for the last five years said the farmer's market group voted to change market day from Tuesday to Sunday hoping to increase their customer base.

The Town has formed a committee that will recommend rules for the use of the downtown park. At this time that are no written rules.

There was discussion as to how the farmer's market may or may not be affected by an additional day of selling and if it would cause confusion for customers.

The Board after considering the request and gathering input from those in attendance at the meeting made the following motion.

Motion: Burnett/Waldner to allow Mr. and Mrs. Smith and Ms. Eaton to sell vegetables on the Town Common - Tuesdays from July 1st, 2007 to October 10, 2007 within the hours of 2:30 p.m. to 5:30 p.m. with the expectation that each will donate \$5.00 weekly to the Main Street group and also will provide flyers advertising the two market days. The Smiths and Ms. Eaton will meet with the Town Administrator to review and follow the same market guidelines as those following by the Sunday market vendors.

Vote in the affirmative.

2007 Budget In Progress-Update

Town Administrator, Dana Hadley reviewed with the Board the status of the Town's 2007 Budget.

OLD BUSINESS

1. Minutes

May 8, 2007

Motion: Burnett/Waldner to accept the minutes of May 8, 2007 with a correction in the reference of a ten wheel truck to a six wheel truck.

Vote in the affirmative.

2. Letter received from NHDOT

The Board received a letter from New Hampshire Department of Transportation advising the Board of the placement of the Goose Pond Road Bridge on the Bridge Aid program.

3. Town Six Wheel Truck purchase

Motion: Waldner/Burnett to defer purchase of proposed six wheel truck to a later date due to budget considerations..

Vote in the affirmative.

NEW BUSINESS

1. Notice received from Canaan Historic District regarding Public Hearing for input for erection of sign on property belonging to the Town of Canaan by the Canaan Street Lake Association.

The Board reviewed the notice from the Historic District Committee regarding the upcoming meeting to discuss a proposed sign/kiosk at the Town beach.

2. Letter received regarding a Public Lecture in Cornish regarding maintaining a community's special character.
3. Notice received from Mascoma School District of a meeting to review information on proposed new High School.
4. Notice from the Office of Energy and Planning regarding April, 2007 Flood Disaster Information.

OTHER BUSINESS

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on May 29, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER

BOARD OF SELECTMEN

Minutes

May 29, 2007

Canaan Fire Station

62 NH Route 118

7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

The meeting was opened at 7:00 p.m. by Selectmen Chairman, Robert Reagan.

OLD BUSINESS

1. Minutes

May 15, 2007

Motion: Burnett/Waldner to accept the minutes of May 15, 2007.

Vote in the affirmative.

2. Barn Preservation Easements

The Board discussed the applications for barn preservation easements. The Board agreed to grant an easement to Donald and Viola Daniels of 137 May Street, using the sample Discretionary Easement, provided by the New Hampshire Agricultural Structures Advisory Committee, as a template.,

Motion: Burnett/Waldner to grant an easement at 50% of the barn assessment for a ten year period.

Vote in the affirmative.

The Board discussed the application received from Mechanic Street Clinic, LLC and will write a letter advising the property owner that, rather than incur significant legal expense for the Town, in order to provide a minimal amount of tax relief incentive to the landowner, they are not granting a Discretionary Easement at this time. If the landowners choose to provide a more complete proposal, to address this complicated situation, the Board will reconsider the request.

Motion: Burnett/Waldner to write a letter to Mechanic Street Clinic advising that they would like more information regarding plans for the building.

Vote in the affirmative.

3. Letter written to Mark Simon

The Board wrote a letter to Mark Simon advising him that they have filled the open position on the Capital Improvement Program Committee and thank him for his interest.

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on July 10, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER

TOWN OF CANAAN
CANAAN SELECTMEN MEETING
June 5, 2007
Canaan Fire Station

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Eleanor Davis, Matt Wilson, Mr. and Mrs. David Heath, Gloria Koch, Amy Thurber, Ellen Wilson, Barry Cox of Local Government Center, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

**Appointment: Barry Cox of Local Government Center and Town Personnel Committee
Proposed Personnel Handbook**

Dana Hadley summarized that Gloria Koch, Amy Thurber, Ellen Wilson, and David Heath were selected to work with Barry Cox of Local Government Center to update the town's personnel handbook. A revised draft dated April 1, 2007, was presented to the Board of Selectmen for review and approval.

Barry Cox summarized that he and the committee reviewed the current personnel handbook created in 2002 and identified the following areas for revisions: the "safe harbor" section, the sexual harassment policy, the Family Medical Leave Act policy, and the military leave policy. Barry Cox explained that many of these areas needed revision due to changes in federal legislation. The bold text in the revised draft indicates language that was added or changed from the current personnel handbook. Barry Cox noted that the draft included a handout summarizing required and optional policies. Barry Cox suggested that the proposed handbook should be reviewed by legal council before approval. Barry Cox summarized that the draft proposal is a close expression of what the committee is recommending for approval and that any collective bargaining agreements would supersede this proposal. Barry Cox recommended that the personnel handbook should be thoroughly reviewed every six to eight years.

The following changes were discussed: the net addition of one paid holiday, that the department heads should approve the requested vacation days of town employees and not the Board of Selectmen, increasing the number of sick days to 120 days.

Gloria Koch clarified that the paychecks do not include any information regarding accrued vacation time or sick time. She provides this information as requested or as infrequent reports to the department heads.

Jay Waldner suggested that referencing vacation time and sick time in terms of hours may be easier to manage.

There was general discussion whether town employees should be required to take full days for vacation. Committee members recommended that employees should be able to take half days. The general consensus of the Board of Selectmen was to include this recommendation in the draft. Barry Cox offered to make the revision.

There was general discussion that fathers are entitled to take leave from work when a child is born or ill due to the Family Medical Leave Act.

Jay Waldner suggested that the individual who grants leave requests should be listed under the heading of “Time Away From Work and Other Leave Benefits” on page 10 for clarification. There was general discussion and consensus that the department manager would be the individual who makes the final decision.

When reviewing the section regarding the Family Medical Leave Act, there was general consensus to delete the sentence which includes language taken from the “boiler plate” example regarding multiple workplace locations.

The Board of Selectmen noted that a number of spelling errors need to be corrected but that a list could be supplied.

There was general discussion that Sam Frank and Larry Brabant have suggested that the current work week of Friday through Thursday should be changed in order to help with scheduling. Dana Hadley offered to collect additional information regarding this suggestion from Sam Frank. Barry Cox noted that the work week and pay period can be whatever and the Town is required to post the work week and pay period,

Ellen Wilson asked whether this handbook will be reviewed annually by the Board of Selectmen. The general response is that the Board of Selectmen are entitled to review and amend the handbook at will but that an advisory committee should not be needed for a full review for some time.

Barry Cox noted that the recent Civil Union legislation will need to be considered and should be included in the handbook. Barry Cox summarized that the Local Government Center should have some guidance on this issue in the near future.

Jay Waldner asked whether Local Government Center keeps town officials apprised of changes in the law. Barry Cox responded that his services are available to the Town of Canaan and that Local Government Center provides conferences but that town officials would most likely become aware of significant legislation changes through the general media. Dana Hadley added that he sends personnel to conferences whenever possible.

There was general consensus that the Board of Selectmen will take action on the committee’s recommendation to approve the personnel handbook at the June 19th meeting. Kristina Burnett and Dana Hadley expressed appreciation for the committee members’ time and effort on this project.

Old Business: Barn Preservation Easement for Mechanic Street Clinic

The Board of Selectmen reviewed a letter drafted by Jay Waldner to the residents of the Mechanic Street Clinic. Jay Waldner summarized that town officials should “take into account the tax laws” and should be concerned with the attorney fees and the amount of time that will be required. There was general discussion that the assumption is that the town prepares the easement but that the cost should be shifted to the applicant. Jay Waldner noted that the Mechanic Street Clinic is a complex

situation and is unlike the previous easements that have been granted. There was general board consensus to have Dana Hadley prepare the draft letter for signature by board members.

New Business:

1. Letter received from NH Fish and Game Department

Dana Hadley summarized that the letter is in regards to a guide book that advertises public boat launches at lakes and ponds that are 10 acres or greater. Dana Hadley and Jay Waldner expressed concern that advertising would provide no advantage for the residents of Canaan. There was general consensus to not participate in the publication.

Consent Agenda:

1. Auditor's Report – Upper Valley Lake Sunapee Regional Planning Commission

Dana Hadley summarized that this report explains the financial position, balance sheet, revenues, membership dues, and general economics of this Planning Commission.

Dana Hadley added that applicants for the vacated Director position are being considered at this time.

Other Business:

Dana Hadley noted that he has not received the audit report yet but that a review will be scheduled for the June 19th meeting.

Ellen Wilson asked why a park committee was established when the town already has a Parks and Recreation Committee. There was general discussion that this new committee is only charged with drafting recommendations for the downtown park and business area, which is used by individuals to use to sell items on various days of the week. Eleanor Davis suggested that the picnic table in front of the deli market should be considered in the recommendation for guidelines.

Dana Hadley informed board members that the Transfer Station Committee met this afternoon to discuss options regarding the disposal of electronics. Town residents will no longer be able to recycle electronics through the Town of Lebanon. Dana Hadley added that no other surrounding town has expressed any interest in working collaboratively. The committee has discussed finding or purchasing a storage container in order to accommodate a future plan.

Dana Hadley clarified that a hazardous waste collection day is scheduled on Saturday, June 9th.

Robert Reagan asked Dana Hadley to check on the permitting authorization for a local resident, who has a dealer license but not a junkyard permit.

Robert Reagan suggested that no trespassing signs should be posted at the Cozy Corner property. Dana Hadley noted that the Cozy Corner building will be demolished soon.

There was general discussion regarding the dangerous condition of the public docks. David Heath offered to inspect the docks and agreed to remove and dispose of the docks tomorrow. There was general note that the buoys need to be installed on Canaan Street Lake.

David Heath informed board members that Norman Daignault has offered to purchase a flag and flagpole for the Canaan Street Cemetery in honor of his deceased father. David Heath asked whether town officials would be willing to purchase a plaque for the flag pole in honor of the Daignault

BOARD OF SELECTMEN
Meeting Minutes
June 19, 2007
Canaan Fire Station
62 NH Route 118
7:00 p.m.

Present: Robert Reagan
Kristina Burnett
Jay Waldner

Dana Hadley

The meeting was opened at 7:00 p.m. by Selectman Chairman Robert Reagan.

Bonnie Haubrich-Mascoma Valley School District Moderator

Bonnie Haubrich, the Moderator for Mascoma School District asked the Board for suggestions for registered voters to help at the special school district election that is being held on June 26th from 11 a.m. to 7 p.m.

Canaan Town moderator, Dale Barney is not able to be at the election which means that someone will be needed to act as the moderator at the election. She has one volunteer to act as a ballot clerk but she needs an additional person in that role. These people must be registered voters of the Town of Canaan.

The Board gave her a few suggestions of who she might contact to help out with this election. She advised the Board that at the March, 2008 election, the Town will be obligated to count the school ballots instead of the ballots being sent to the school to be counted.

APPOINTMENTS

7:00 p.m. John Bergeron-Canaan Historic District Commission
Appointment of Regular and Alternate Members

John Bergeron, Chairman of the Canaan Historic District Commission met with the Board and he discussed recommendations proposed by the Commission to fill current vacancies on that Board. The recommendations of the commission are:

To Appoint:

Alternate Member Daniel Fleetham, Sr. as a Full Member with a term to expire in 2010

Appoint as alternates:

Charles Baldwin-term to expire 2010

Andrew Mulligan-term to expire 2010

Also the commission is establishing positions to be known as Associate Members. These positions will not carry voting rights.

Appoint as Associate Members:

Bruce Barrett-No expiration date

Brian Birner-No expiration date.

Motion: Burnett/Waldner to appoint Daniel Fleetham, Sr. as a full member with the term expiration of 2010, Charles Baldwin and Andrew Mulligan as Alternate Members with the term expiration of 2010 and Bruce Barrett and Brian Birner as Associate Members.

Vote in the affirmative.

7:30 p.m. George Pappas-Regarding Junk Yard Application

Mr. Pappas was not at the meeting.

OLD BUSINESS

1. Barn Preservation Easement-Mechanic Street Clinic

The Board will send a letter to Dr. Hutchinson of the Mechanic Street Clinic stating the reasons that they do not support granting a barn easement on that property. Selectman Waldner drafted a letter that he read at the meeting. 1

2. Email received from Martha Richards-Grafton County Commissioner

The Board reviewed an email received by the Town from Martha Richards, Grafton County Commissioner. This was to follow up on some questions that were raised when Commissioner Richards previously met with the Board.

3. Personnel Policy-Revisions received from June 5th meeting.

The Board reviewed revisions made to the proposed personnel policy as a result of the June 5th meeting. The basis to begin accrual for vacation days will be the date of hire. There was continued discussion in regard to accruals and days off.

4. Copy of letter to Jane O'Sullivan from attorney regarding transfer station property.

The Board reviewed the letter sent by the Town's attorney to the title insurance company. This was a method that was suggested by the attorney to perfect the Town's title to the transfer station property.

NEW BUSINESS

1. Junk Yard Application-Patrick Jameson

Town Administrator, Dana Hadley reviewed the junk yard application received from Patrick Jameson. Selectman Waldner noted that a hearing on this application is necessary. A public hearing will be held on July 10, 2007 to gather input on this application.

2. Letter received from the Department of Safety regarding dealer application

The Board reviewed a letter from the Department of Safety. They have received an application from Russell Christian of NH Route 118 for a dealer license.

Motion: Waldner/Burnett to authorize the Chairman to sign the approval from the Town regarding the application from the Department of Safety for Russell Christian providing that his signs are in compliance with any applicable ordinances.

Vote in the affirmative.

3. Water Department annual grant from New Hampshire DES

The Board reviewed the annual grant for the water department. This is an annual grant that has been received from the State of New Hampshire.

Motion: Waldner/Burnett to authorize the Chairman to sign the application for the annual grant for the water department from New Hampshire Department of Environmental Services.

Vote in the affirmative.

4. Driveway Application Permit-Discussion requested by Selectman Waldner

Selectman Waldner said that the Planning Board had developed an updated driveway application and there is concern that the form is not being used. There were a few changes to the application suggested by Selectmen Waldner. One change was to address the acceptable culvert type. There was discussion how the process of approval of a driveway would work.

OTHER BUSINESS

The Board signed a warrant for gravel tax.

The Board signed a lien release for the Canaan Housing rehabilitation program. This program was a ten year program that ended in 2003. This release is to clear the property title for the owner.

ADJOURNMENT

Motion: Burnett/Waldner to adjourn.

Vote in the affirmative.

Meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Dana I. Hadley, Town Administrator

Minutes Accepted by the Board of Selectmen on August 21, 2007

(Footnotes)

1 Copy of the letter is on file in the Selectmen's Office

Board of Selectmen
Minutes
July 24, 2007
Canaan Fire Station
62 U.S. Route 118
7:00 pm

Present: Selectboard members Robert Reagan, Jay Waldner, Kristina Burnett

Also, Al Posnanski, Katina Caraganis

Absent: Dana Hadley, Town Administrator

The meeting was opened at 7:00 pm by Chair Robert Reagan

1. Robert Reagan brought to the Board a request by a Canaan merchant to recycle cardboard (only) at the Canaan Transfer Station. Al Posnanski, Transfer Station committee member, pointed out that at present the policy statement precludes recycling of any commercial materials. However, the subject is being discussed in his committee. There is an interest by some members in recycling cardboard but not in taking trash and concern by others that this would not be in the town's best interest at this time for financial reasons. As the committee continues to explore the issue, Jay Waldner expressed his opinion that if the policy is altered, it should reflect the town's position that any change should only be made if the Transfer Station can do so without incurring additional costs to the Town.
2. Robert Reagan brought to the Board a question about the cost of disposing of small amounts of construction debris. Currently the rate is \$35.00 per pick up load or \$50.00 for a larger truck load, which goes into the Hammond dumpster. Al Posnanski will take the question to the Transfer Station to ask their opinion about a reasonable rate for small amounts.
3. Robert Reagan asked the Board to discuss the Winter Road Maintenance policy, which needs to be finalized. No action was

taken, as we expect Dana Hadley has information needed to move ahead with this subject.

4. Robert Reagan informed the Board that Alan Hill can accept more sludge in the town sludge pit. He recommends we increase the charge per gallon to 8 cents. EPA and DES guidelines are followed in the process of treatment and disposal. [Motion Jay Waldner/Kristina Burnett, unanimous vote in the affirmative to open the pits for sludge from the Mascoma Valley Regional High School and Canaan residents at a charge of 8 cents per gallon and to give Alan Hill the authority to open and close the pit when appropriate.](#)
5. Robert Reagan read a thank you note from the Munsey family thanking the Board and the Town for its recognition of Cora Munsey's age and service to the town of Canaan and for the gift of the Boston Post Cane.
6. The Board agreed with Robert Reagan that it would be appropriate for us to call and thank the race track owners, the Henrys, for their cooperation in delaying the Saturday, July 21, race until a local wedding which took place adjacent to the track, was concluded.
7. Robert Reagan brought to the Board a letter from the Regional Planning Commission which asks the town to complete a survey which, when compiled with those of neighboring towns, will help them develop new ways to share information with New Hampshire leaders about the benefits of working with regional planning commissions. This survey will be given to Terry Purcell and Andy Musz to complete.
8. Robert Reagan brought to the Board a notification from Comcast to the FCC, which demonstrates effective competition among service providers, and which, therefore, renders Comcast free of rate regulation. No action was taken.

9. Kristina Burnett reported to the Board that at the most recent CIP meeting, Superintendent of Schools, Barbara Trembley expressed some concerns about increased building on Jerusalem Road and asked us to alert the Road Agent to this fact to be sure the road is bus-worthy in the fall. Robert Reagan will speak to Dale Morse about this matter.
10. Kristina Burnett reported that a new Executive Director for the MVHI has just been named. She is Danielle Thompson. She begins her duties September 4.
11. Robert Reagan distributed copies of the Actual and Anticipated Revenues and the Actual and Budgeted Expenses and Encumbrances to date. The Board reviewed both documents in some detail.
12. Robert Reagan reported rot at the back entrance to the Town Office. It was decided that he would ask Tom Guillette to contact Estes and Gallup who did the original work to see if they would like to address the problem.
13. Al Posnanski announced the next Transfer Station meeting will be held at the Town Office, Tuesday, August 7, 5:00 pm. He will arrive five minutes early to be sure the building is unlocked.

Motion to adjourn Walner/Burnett, unanimous vote in the affirmative, about 8:30 pm

Respectfully submitted,
Kristina Burnett

Robert Reagan
J.D. Z... 8/15/07
Kristina Burnett 8/15/07

BOARD OF SELECTMEN

Minutes

August 7, 2007

Canaan Fire Station

62 U.S. Route 118

7:00 pm

Present: Bob Reagan, Jay Waldner, Kristina Burnett

The following topics were discussed:

1. Speed limits on Potato Road and Andrews Road.

Motion: Burnett/Waldner, vote unanimous in favor

At the recommendation of Chief Frank, change the speed limit on Andrews Road to 25 mph and maintain the current 35 mph speed limit on Potato Road

2. Transfer station complaints about staff not helping citizens and, in some cases, being disrespectful to citizens.

Motion: Waldner/Burnett, vote unanimous in favor

Bob Reagan will speak with Glenn on behalf of the SB about the issue. He will look at Glenn's job description to be sure it is his responsibility to oversee staff at the T.S. He will also discuss with Glenn the number of staff on hand.

3. Bob Reagan reported a concern of a citizen who is on kidney dialysis about the water quality. The citizen plans to give the Canaan water quality report to his doctor.

No action requested.

4. Bob Reagan brought a new issue of the Legislative Bulletin for SB members to look at. Jay and Kris will review it online.

5. Bob Reagan brought information about programs and budget workshops for SB and Dana.

6. Bob Reagan brought a letter from TeleAtlas thanking us for information used in mapping

7. Bob Reagan brought a request from the Building Inspector for a new street name, Funny Cide Drive, a subdivision on Rt. 118,

map 12, lot 12 sub 01. Request was made by the Conwells, and Light My Fire.

Motion Waldner/Burnett, vote unanimous in favor

To allow the street name Funny Cide Drive on map 12, lot 12, sub 01

8. SB members reviewed Town of Canaan 2007 Expenses document to date. The decision was made to freeze expenditures in the following lines, as they are already overspent:

Administrative support 01-4130.10-110

Support and software 01-4150.60-330

Hardware and upgrades 01-4150.60-740

Repairs and Maintenance 01-4194.10-430 - *custodian ok?*

Kris Burnett will give this information to Gloria Koch and leave a message both on Dana's desk and through email to this effect.

9. Kris Burnett reported that the Conservation Committee has agreed to mark the boundaries of the town parcel which surrounds the Transfer Station before October 1, 2007, the deadline for Jim Burnett to begin his work on a management plan. Jim Burnett will provide a soils map, in the meantime, which may be helpful in identifying gravel deposits on that land.
10. Al Posnanski reported that the Recycling Committee will bring some information to Dana about ideas for recycling commercial materials, fee schedules for demolition materials and a voucher system
11. Al Posnanski also reported, on behalf of the Transfer Station, a Net Revenue of \$13,000 to date and \$19,000 in cost avoidance so far this year.
12. Kris Burnett reported that the Town Office staff have asked the Transfer Station Committee to keep in mind some policy decisions made by the Committee affect them and they would like to have some input into these decisions in future.
13. Al Posnanski reported that the Transfer Station Committee has as its goal for the Town's transfer station to be as self-sufficient as possible. This requires ongoing decisions

about cost of equipment vs. expenses and continuing awareness about the future plans for the Lebanon Landfill.

Motion: Burnett/Waldner, vote unanimous in favor
To adjourn the meeting at 8:50pm

Robert E Reagan

B. J. L. 8/15/07
H. M. S.

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
August 21, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Sam Frank, Dave Barney, David Heath, John Dow, Patrick Jameson, Jackie Larry, Philip Savail, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Appointment: Dave Barney – Road Maintenance Policy – Goose Pond Road

Dave Barney was in to talk with the Board of Selectmen about the recommended road maintenance policy for Goose Pond Road. He asked the Board of Selectmen to confirm decisions made and what actions have been taken regarding the policy. The Board informed him that this policy has not been officially voted on by the Board. Mr. Barney reviewed the content of the November 14, 2006 memo written to the Board of Selectmen from the Road Salt Working group. He also spoke about areas where improvements are needed to prevent ice problems. He has discussed with Dale Morse, the Road Agent, tools needed to better calibrate the amount of sand being added to the roads and sand removal in the spring.

The Board will invite Dale Morse to the next Selectmen's meeting to discuss how the plan would impact his department. The Board also said that in order for a program like this to be successful there needs to be support of the budget.. Board members specified that more information is needed regarding the condition of the road and the culverts, the number of culverts needed and the cost, the type of equipment needed and cost to remove sand, the type of equipment needed and the cost to calibrate sand, and whether sweeping is necessary to keep the ditches clear.

John Dow asked board members to comment on the plan to update the town's sewer system in order to accommodate Canaan's commercial area. Dana Hadley summarized that he is concerned that a significant amount of groundwater is entering the sewer system and that an accurate measurement is needed before a plan can be proposed. Joe Demore of Water Systems in Henniker has suggested that they begin to keep records of the number of gallons being pumped between the lift station on Depot Street and the sewer plant. Dana Hadley added that he has received a letter from the Department of Environmental Safety that states that no new hookups can be done until capacity improvements have been made at the sewer plant. There was general discussion that no budget funds are available at this time.

Robert Reagan suggested that the use of sump pumps could be adding to the volume. Dana Hadley responded that he is only aware of two sump pumps; one at the veterinary clinic and one at the town office. John Dow expressed disappointment that this issue has not been a higher priority for the town officials to resolve since business and commercial growth in Canaan is dependent on sewer hookup. It was suggested that Joe D'Amour's opinion should be sought regarding the needs at the sewer plant. There was general discussion that state permits will be needed in order to expand the lagoons and that expansion of the lagoons would be a significant project. There was general consensus to invite Joe D'Amour and Mitch Locker, of the Department of Environmental Services, to a future Selectmen's meeting.

There was general discussion with Patrick Jameson regarding the State of NH's regulations regarding screening and set backs of junkyards. The Board asked Dana Hadley to contact various NH towns and Pam Sprague at the NHDES to discuss the issue.

Old Business: Barn Preservation Easement for Mechanic Street Clinic

1. Selectmen Meeting Minutes of June 19, 2007.

Board members reviewed the minutes dated June 19 and suggested four revisions.

MOTION by Jay Waldner and seconded by Kristina Burnett to accept the minutes dated June 19, 2007, as corrected.

VOTE: Unanimous in the affirmative

2. Letter Received from Naleen Mayberry regarding Town Water-Chlorination By-Products

Board members reviewed the letter dated August 10, 2007, from Naleen Mayberry regarding Canaan NH Disinfection By-product Reduction Recommendations and Next Steps. Dana Hadley summarized that the operators at the sewer plant can complete the recommended testing in order to help minimize the testing costs. Dana Hadley offered to invite Naleen Mayberry to the next meeting if additional information is needed.

MOTION by Jay Waldner and seconded by Kristina Burnett to authorize the implementation of Naleen Mayberry's recommendation at a cost of \$1,300, as presented.

VOTE: Unanimous in the affirmative

3. Draft Personnel Policy

Board members reviewed draft copies of the proposed personnel handbooks. Dana Hadley summarized that typos and prior recommendations for revisions have been corrected and added and that he has discussed the proposed handbook with all the department heads.

The following changes were suggested and agreed upon: to change the definition of full time from 30 hours to 35 hours on page 6; to change the definition of part time to "20 or more hours but less than 35 hours" on page 6; to change the work week from Friday through Thursday to Monday through Sunday on page 7; to include a sentence on page 31 that "On call emergency responders are expected to use appropriate discretion when using town vehicles for personnel business"; to include a sentence on page 31 regarding appropriate discretion when using cell phones for personal business; to exempt police officers from the weapons regulations on page 33; to recognize that the intoxication regulation on page 33 would not include police officers while they are performing related duties as part of their job requirement; to add a fifth week of vacation for employees who have worked fifteen or more consecutive years for the Town of Canaan on page 12; to exclude holidays from the holiday time calculation on page 9; and to add the police chief and fire chief as appropriate media contacts on page 36.

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the proposed handbook policy, as amended, and for the policy to be effective on September 15, 2007.

VOTE: Unanimous in the affirmative

Copies of the personnel handbook will be distributed and employee will be asked to sign and return the last page of the personnel handbook.

New Business:

1. Nomination form for Upper Valley Good Citizen

Dana Hadley asked board members to consider suggestions for a nomination. There were no nominations suggested at this time.

2. MS-1 Summary Inventory of Valuation for 2007

Dana Hadley requested signatures from the board members and explained that this form is used by the Department of Revenue to set the tax rate. There was some general discussion whether the figures for the conservation restrictions are correct.

3. MS-4 Revised Estimated Revenues

Dana Hadley requested signatures from the board members and explained that this form is completed twice each year.

4. Review of Year to Date Revenues for MS-4 Preparation

Board members reviewed and provided signatures for an Actual and Anticipated Revenues Report dated August 2, 2007.

5. Discussion of Resolution of Tax Deeded Properties

Dana Hadley summarized that the town is accumulating an increasing inventory of properties. The town attorney has suggested that the Town of Canaan could offer mortgage loans to these residents who have lost their properties. Dana Hadley expressed that he is not interested in offering loans.

6. Two letters received from FEMA disbursement of funds for April storm

Dana Hadley summarized that two grants of \$14,505 and \$44,000 have been received. In order for the town to accept the funds, the Board Chair needs to authorize that FEMA will receive a copy of the town's 2007 audit report. There was general consensus for Robert Reagan to authorize the acceptance of the grant funds.

7. Bulk Water Removal from Canaan Street Lake

Dana Hadley reported that he had been made aware of a family who hired a water hauler to extract 32,000 gallons from Canaan Street Lake in order to fill their swimming pool without seeking permission to use town property for access. Dana Hadley explained that the family should have gained permission from the Town to use the Town's access to the lake and also register with the Department of Environmental Services as outlined in their policy.

8. River Bank Erosion at Williams Field

Board members reviewed photos. There was general discussion whether a permit should be sought to excavate the river bed. There was general consensus to consult with the Conservation Commission.

Consent Agenda:

1. Letter received from NHDES regarding town sewer connections
2. Letter received from NHDES regarding Septage Facility
3. Letter from Town Attorney to Town Auditor

There was general discussion regarding a possible lawsuit from the Roberts Family on Cottage Lane.

4. Letter from Department of Transportation regarding removal of DOT endorsement for crossing highway – NH Route 118
5. Letter received from Com-Cast – advise of customer pricing and services
6. Copy of letter received for property owner on Goose Pond road regarding complaint received

There was general discussion that Dave Barney filed a complaint with the Wetland Bureau after his neighbor clear cut his property, which is protected by the Shoreline Protection Act.

7. Letter received from New Hampshire Police Cadet Training Academy
8. Thank you note received from Listen Community Services
9. Thank you note received from WISE
10. Copy of minimum Impact Expedited Application – David Zani for culvert replacement and installation on Canaan Street – Tax Map #17 – Lot 76G
11. Copy of reimbursement package sent to the state oil remediation and compliance bureau for former highway garage site

Other Business:

Dana Hadley informed board members that the garage doors for the FAST squad vehicle were pulled off their track during a power outage. There was general consensus to calculate the budget figure needed to wire these doors to the existing generator.

Dana Hadley requested board member signatures for several timber warrants.

Dana Hadley summarized that the following bills need to be paid; \$1,114 bill for Freightliner, a \$484 bill for Hampshire Fire Protection Co., a \$750 bill for sidewalk striping, and a \$1,720 for garage doors. There was general clarification that the budget accounts were “frozen” by the Board of Selectmen. Board members authorized charging the \$1,114 to the mechanic's budget, charging the \$484 to the maintenance budget, charging the \$750 to the highway budget, and submitting a claim to the insurance company for \$1,720.

Dana Hadley requested board signatures on the Mascoma State Forest Assessment.

Board members asked when the renovations on the Senior Center will be completed. There was general consensus to invite Denis Savail to a future Selectmen meeting.

Pending Items and Status:

Board member reviewed the status of the following pending items:

1. The update and codification of the Code and Ordinance Book is underway with work on the book progressing. This has been worked on this week with typing of several documents.
2. Committee to be chosen for Park Use rules – work in progress
3. Policy Committee regarding Building Permits on Class VI/Discontinued Roads – Planning Board
4. Investment Policy – Cash Management Policy – Treasurer and Deputy Treasurer will present to the Board when they are ready
5. Senior Center Meeting with Grafton County Board
6. Junk Yard Project

Robert Reagan suggested removing the signage at the Transfer Station regarding attendants. There was general discussion whether attendants are responsible for removing garbage bags and recyclables from residents' vehicles.

Al Posnanski summarized that transfer station vouchers are being considered in order to assist residents and the town office staff.

Dave Barney suggested that the Transfer Station should have a voicemail system.

Al Posnanski summarized that a policy is being considered to accept some recyclables from town businesses. Al Posnanski also expressed concern that transfer station ordinances are not being enforced regarding items being left at the gate after hours and noncompliant residents in general.

The Board was made aware that helping residents unload vehicles is not part of the attendant's job requirement and that they could be potential liability issues. The Board also noted that at times, attendants would have to use common sense depending on the situation.

MOTION by Kristina Burnett and seconded by Jay Waldner to remove the signage at the Transfer Station regarding attendants.

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 10:30 P.M.

VOTE: Unanimous in the affirmative

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on September 11, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, OCTOBER 9, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF October 2, 2007

Having reviewed the minutes of the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the October 2, 2007 meeting as amended.

CJM Property Rentals LLC Building Permit Issue

Jeff Majewski appeared before the Board to discuss his need to get a building permit for the construction of a 45 x 60 garage on an existing slab on property located at 8 Depot Street. The building on the slab had been destroyed by fire around 1991. The foundation had not been on the assessment card for a number of years. After a lengthy discussion the Board agreed to review and clarify the explanation of when a permit is required. The Board would also check with Cross Country Appraisal Group to insure that foundations are included on current assessment cards. Jeff agreed that he would get a building permit for his garage.

Road Policy

In response to a meeting with Goose Pond Area residents concerned about the amount of salt being applied to the roads around Goose Pond, Selectman Waldner presented the Board with a draft of a "Reduced Salt Policies" modeled after the State of New Hampshire's recommendation for type 5 roads. After discussion, action was tabled until next meeting to enable members to review the policy and to ask the Road Agent to review and comment on the proposed policy.

CIP

Selectmen were presented with copies of the September 8, 2007 Capital Improvement Program 2008-2013. Members will review the document and act on it at the next meeting.

TRANSFER STATION

Al Posnanski updated the Board on the Transfer Station Committee's review of the current fee schedule and permit procedures. Glenn is reviewing the options for a voucher system and the committee will be bringing recommendations to the Board shortly. There was a brief discussion of the status of the Transfer Station Ordinance. It is hoped that the Police Chief and Glenn will be able to meet with the Board at the next meeting to review the implementation of the Ordinance.

Concord Meetings with DES and DOT

Mr. Bucklin briefed the Board on his meeting with DES officials relative to the exposed sewer line in Orange Brook. DES appears willing to view this as an emergency situation which would avoid the long process involved in the regular DES permit process. The Town needs to get Mr. Remacle to give a more detailed outline of the procedures he will follow to minimize the environmental impact of the work needed to be done.

Mr. Bucklin informed the Board that he met with DOT to discuss the River Road Bridge replacement project and was told that the money for the project would be available one year earlier. The Town could start construction after July 1, 2008. HEB engineers should be notified to prepare a scope and fee memorandum to be reviewed by the Town and DOT. After acceptance the Town could go out for bids in March or April.

Flood Plain Insurance

The Town has received copies of the new Firm Flood Insurance Rate Maps that will become effective February 20, 2008. The Town will need to vote on an updated floodplain ordinance at the 2008 Town Meeting. Jennifer DeLong of the New Hampshire Division of Energy and Planning will send the Town the suggested wording for the Ordinance.

Primex Contract

The Board reviewed and signed the multiyear contract (3 year) with Primex to provide Canaan with the required Workers Comp Insurance. The multiyear contract provides the Town with a 5% discount on the insurance annual cost.

2008 Budget Review

The Board continued its review of the Town budget requests for 2008. The Selectmen will complete their review at the next meeting.

The Board voted to adjourn the meeting at 10:45 PM

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, OCTOBER 16, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Senior Center. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF October 19, 2007

Having reviewed the minutes of the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the October 9, 2007 meeting as amended.

Transfer Station Ordinance

Chief Frank and Glenn Carey appeared before the Board as requested to review the implementation of the Transfer and Recycling Station Ordinance and the procedures by which it could be enforced. The Chief raised a concern about method of payment of the civil penalty as outlined on page 9 of the ordinance. He requested that payment to the "Town of Canaan Police Department" be removed. Payment will be made to the Town Clerk. The initial complaint would come from the Transfer Station employees in the form of a written statement outlining the circumstances of the violation. The police department would then issue a citation. The Chief is in the process of developing a citation ticket. It is expected that such a form would be available by years end. After a long discussion it was the position of the Board that Glenn and his staff should start to enforce the permit requirement, especially on repeat offenders. It was suggested that an educational notice be sent with the fall tax bill outlining the Ordinance and the permit requirement.

Police Department Appointment

Chief Frank submitted to the Board his request to promote Officer Ryan Porter to fill the open Sergeant position starting November 2, 2007 at a pay rate of \$19.50. The Chief explained the testing and interview process that included police officials from surrounding communities. After a brief discussion, Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to promote Officer Porter to the rank of Sergeant at the suggested salary effective November 2, 2007.

Cell Phone Proposal

Chief Frank submitted a proposal from US Cellular to update the current plan that the Town has with them. The plan would provide the Town with 10 new phones (retail price of \$250 each) at a cost to the Town of \$200. (\$20. each). In addition the monthly charge with out taxes would go from \$560 per month to \$390 per month. It was suggested that the office review the current plan and get a complete contract proposal from US Cellular.

Transfer Station Permit and Fees

Glenn Carey and the Transfer Station Committee presented their recommendations for the permitting process and a modified fee schedule (see attached). After consultation with the Town Clerk and office personnel, it was recommended that a punch card with 10 \$5.00 punches (a total face value of up to \$50.00) would be issued at the Town Office. Actual cost of disposal would be determined by Transfer Station employees based on estimated weight of disposed materiel. Mr. Bucklin raised a concern about the accounting of revenue if cards were sold at less than face value. He will look into this further, and report back to the Board.

It was proposed that the issuance of permits would be done through the Town Clerk at the time of automobile registration. Provision would be made for property owners who registered their cars elsewhere.

After additional discussion, Selectman Waldner moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the recommended fee schedule and the concept of a voucher system. Mr. Bucklin would review voucher options with the Town Office staff.

Inspection Station Permit Request

The Board reviewed a letter from the Department of Safety concerning a request for an Automobile Inspection Station permit for Wardwell Auto Works located at 23 Goose Pond Road. The Board authorized Mr. Bucklin to sign the request after checking with DES relative to any impact on the Mascoma River.

Section 125 Premium Conversion Plan

With Town employees paying for part of their health insurance the Board endorsed establishing a Section 125 Premium Conversion Plan which allows the Town to deduct employees' contributions towards medical and dental rates on a pre-tax basis.

Health Officer Appointment

The Town has been notified by the Department of Health and Human Services that the term of the Town's Health Officer expires on October 30, 2007. After reviewing the nomination form, Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to re-nominate Bill Wilson as the Town's Health Officer.

Capital Improvement Program

The Board was presented with what was believed to be the final CIP document. The Board's copy was dated September 8, 2007 and Dave Barney stated that he had sent his suggested changes on September 11th. There were modifications between the September 6th and the September 8th copies and the Board wanted verification of the final copy before it was forwarded to the Budget Committee. Mr. Bucklin was directed to check with the Planning Board and insure that the final copy was made available to the Budget Committee.

Selectman Waldner moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the CIP and to thank members of the CIP Committee and the Planning Board for the work on the CIP.

Personnel Policy/Police Union Contract

With the adoption of the new Personnel Policies by the Board of Selectmen in September, representatives of the Police Union have requested to discuss several issues that impact their contract. It was suggested that Mr. Bucklin meet with Union officials initially, to discuss these concerns. The Board would then be apprised of these concerns and possible options to resolve any issues.

2008 Budget Review

The Board completed its review of the proposed 2008 Operating Budget.

The Board voted to adjourn the meeting at 11:57 PM

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, OCTOBER 23, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF October 16, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the October 16, 2007 meeting as amended.

DRA Meeting

Mr. Robert Anderson from the Department of Revenue Administration will be at the Town Office on Friday October 26th to meet with the Selectmen to set the 2007 tax rate.

Purchase Orders

The Board reviewed and signed two purchase orders for the Highway Department: one for \$10,000. for the purchase of winter salt, and \$3,471.85 for parts to repair the winter sand screen.

Administrator Search Update

The Board reviewed and signed the Professional Recruitment Service Agreement with the New Hampshire Local Government Center to assist the Town with its search for a Town Administrator. The Board reviewed the job description for the position of Town Administrator. Members reviewed descriptions from several communities and modified Canaan's existing job description. The suggested modifications would be available for review at the next meeting. It was hoped that a draft of the initial ad could be reviewed next meeting.

Town Office Boiler

Chairman Reagan updated the Board on the recent problems with the boiler at the Town Office/Library. Emergency repairs had to be made on two consecutive days due to steam escaping from deteriorating pipes. The Board discussed the options and concluded that a plan, to address the issue should be prepared for the 2008 Town Meeting. The first step would be to prepare a request for proposal for a new system. It was suggested that the Town might be able to use industry personnel to assist in preparing the proposal.

UVLSRPC Vacancy

The Board reviewed a letter from Laurie Hildebrandt stating that due to a change in her working hours, she would no longer be able to serve as the Town's representative to the Upper

Valley Lake Sunapee Regional Planning Commission. Laurie believed it important that Canaan be represented on the Commission and hoped that the Board would be able to fill the Town's two positions as soon as possible. The Board directed that a letter of thanks be sent to Laurie for service to the Town and that the vacancies be placed on the Web site.

Road Maintenance Letters

The Board reviewed and signed letters to nine property owners on Goose Pond Road stating that, in preparation for the reduced salt program that has been suggested for certain sections of Goose Pond Road, the Highway Department would be doing additional ditching and other shoulder work to insure safe winter road conditions.

Staff Visit

A member of Senator Gregg's staff will be visiting the Canaan Elementary School on Wednesday November 11th and will be at the Town Hall between 11 and Noon.

Other Business

The Board is still hoping to meet with members of DES and the system operators to discuss the status of the Town's sewer system and outline a plan to increase system capacity, Mr. Bucklin was directed to contact DES and Water System Operators of New Hampshire to set up a meeting.

Non Public Session

At 9:40 PM it was moved and voted, Mr. Reagan yes, Mrs. Burnett yes, Mr. Waldner yes, to go into non public session under RSA 91-A.3 (c).

The Board returned to public session at 10:02 PM and the meeting was adjourned at 10:04 PM.

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, OCTOBER 30, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF October 23, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the October 23, 2007 meeting as amended.

Friends of Canaan Village, Inc

Carolyn Barney appeared before the Board to review the results of the public forum that was held on October 5th as a follow up to the November 2001 two day Community Profile forum. There was a general discussion of the cultural, recreational, and community activities in Canaan today and what participants would like for the future. Three subcommittees were formed: a group to study building/space issues, a wants and needs group which plans two surveys (adult and students), and a grant writing group. The Groups sentiment was that any activities generated should not impact the tax burden of Canaan residents.

Budget Projections for 2007

The Board reviewed the status of the current budget expenditures through the first three weeks of October. Although certain line items in the budget have been over expended, assuming no major emergencies, it is anticipated that the Town will be within the bottom line for 2007 year.

2008 Budget Modifications

The Board reviewed the proposed 2008 Budget; with the updated expenditures and revised cost projections, the Board made several adjustments to the Selectmen's Budget proposals. The most significant was made in the General Government line item for gasoline and diesel. With two and a half months to go in 2007 the \$60,000 budgeted has been expended. The Board increased the proposed amount for this item to \$85000 for 2008.

2008 Town Meeting First Session

Canaan has been notified by the Mascoma School district that it will hold its first session of the 2008 School District Meeting on Saturday, February 2nd starting at 9:00 AM. After

a brief discussion the Board determined that Canaan would schedule the first session of the 2008 Town Meeting for Saturday, February 2nd starting a 1:00 PM. This would provide February 9th as an emergency fall back date.

Sidewalk Snow Removal Equipment

The Board reviewed the memo prepared earlier in the year outlining the current situation and needs assessment for equipment to address sidewalk snow removal, road side mowing and park maintenance-mowing. The memo provided several recommendations to address these needs. After review, the Board's consensus was to prepare an Article for the next Town Meeting requesting \$32000 for the purchase of a Kubota B3030HSDC, or similar tractor, with attachments. Although this equipment would not address all the needs, it would provide multi purpose usage.

No Overnight Parking Notice

The Board directed that, in accordance with Town Ordinance, notice should be advertised that as of November 1, 2007 and remaining until April 16, 2008 there will be no overnight parking in Canaan between the hours of 11:00 PM and 6:00 AM.

Administrator Ad

The Board reviewed and approved the draft of an ad forwarded from the Local Government Center for the position of Town Administrator for the Town of Canaan. Barry Cox will be notified and the ad will be placed with the selected papers and recruitment sources.

Water Quality Notice

The Town has been notified that the water quality failed to meet certain minimum standards and users must be notified of this situation. The Water Department, with the assistance of DES and the firm of Wright-Pierce, continues to seek a solution to this problem. The latest modification has been to introduce chemicals into the system further down stream in the distribution system, rather than at the still well. It is anticipated that that this will allow the chemicals to be more effective in the treatment of the water.

Cell Phone Update

In researching the new cell phone contract suggested by Chief Frank several weeks back, a question of roaming charges was raised. As with the existing plan, there will be 60

minutes of free roaming calls. (Roaming calls are calls made outside the New England area) In reviewing 2007 billings it was noted that the Town has paid for over \$350 in roaming charges. The Administrator was directed to send a memo informing staff that these cell phones are for Town business and not personal use.

Granite State Fair Tax Coalition

The Coalition is requesting Towns to place a resolution on town warrants to address the issue of the unfairness of the local property tax. The Board will take the request under advisement.

The Meeting was adjourned at 10:04 PM.

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, NOVEMBER 6, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF October 30, 2007

Having reviewed the minutes the Board voted the following: Selectman Waldner moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the Minutes of the October 30, 2007 meeting as amended.

Floodplain Ordinance

The Board was presented a letter from the State of New Hampshire Office of Energy and Planning outlining the steps Canaan must take to remain in compliance with the National Floodplain Insurance Program (NFIP). Included was a sample Warrant Article to update the Ordinance that Canaan adopted in 1988. A sample resolution for the Selectmen to vote on that would include FEMA's new Flood Insurance Rate Maps as part of the Canaan Floodplain Ordinance. After discussion, the Board suggested that Bill Bellion or Chief Frank, of Emergency Management, review the Maps prior to adoption by the Board.

2008 Grant Application

The Board reviewed the October 31, 2007 letter from Stephen Snell, Grant Program Director, Department of Environmental Services for the State of New Hampshire. Included were two application forms requesting the 2008 installments for Projects No. C-370 C -386. Selectman Waldner moved, Selectman Burnett seconded, and the Board voted 3-0 to authorize Chairman Reagan to sign the payment request forms for the 2008 Grant payment.

Question from the Audience

A number of citizens had arrived at the meeting and Chairman Reagan opened the meeting for questions. Several members expressed concern over the large increase in the tax rate from 2006 to 2007. Mr. Bucklin distributed a sheet that reviewed the appropriations for 2006 and 2007 comparing Town, School District, County, and State Educations appropriations. He explained that as a result of an over estimation of other sources of revenue in 2006 (the Transportation Enhancement Grant was included in error)

the 2006 tax rate had been under stated. Instead of \$5.47, the Town portion should have been closer to \$6.25. At the 2007 Town Meeting the voters opted for the Default Budget in the amount of \$3,416,804. The Town voted an additional \$289,389 in separate Warrant Articles. The total appropriations for 2007 were \$3,706,193. After subtracting revenues from other sources (projected to be \$250,000 less than 2006 due to the overstatement in 2006), the amount to be raised by taxes totaled \$2,439,027, or \$676,176 greater than 2006. Mr. Bucklin explained that in reviewing the calculations for the default budget amount, it appeared that Article 3 of the 2006 Town Meeting, the Water/Sewer budget of \$154,989, had been left in the 2006 Appropriation Budget, and \$129,000 Highway Block Grant had been added in error. It was noted that the operating budget for 2007 that the Selectmen had approved, after the default vote, was \$3,387,415 including the \$130,000 in special warrant articles. If actual expenditures remain within that number, the Town's fund balance as of January 1, 2008 should increase by at least \$155,000.

In response to who was ultimately responsible for these over sites, Mr. Waldner responded that the Board of Selectmen is ultimately responsible. The Board agreed that although they rely on input from the staff, they are ultimately responsible for the overseeing the affairs of the Town. Mr. Bucklin stated that the Board has taken steps to improve their ability to govern the affairs of the Town.

Sewer Moratorium Meeting

Mr. Bucklin informed the Board that he is in the process of setting up a meeting with Joe Damour of Water System Operators, Mr. Lock from DES, and the Board to review the options available to remove the moratorium on new sewer hook ups to the Town Sewer System. .

Other Business

Mr. Bucklin presented a cost estimate to repair damage to the side of a truck allegedly caused when Transfer personnel helped remove material from the truck at the Recycling Station. The Board directed Mr. Bucklin to get the parties together with the Police Department to review the claim.

Al Posnanski, a member of the Transfer Station and Recycling Committee, informed the Board that the sign at the Transfer Station informing residents to ask attendants for help was still being displayed. He believed that the Selectmen had requested the sign to be removed. The Board confirmed that the sign should be removed.

Al informed the Board that the Committee at its meeting earlier in the day had, at the recommendation of Glenn Carey, voted to inform the Selectmen that it was the Committee's position that the Town of Orange should be billed \$3,000 to allow Orange

residents to have unlimited recycling in 2008. This is based on the fact that it costs Canaan money to recycle glass. The Board directed Mr. Bucklin to draft a letter informing Orange of the new billing arrangement.

The Board confirmed its position to prepare \$5.00 tickets to be available to purchase for the disposal of certain items at the Transfer Station. The new costs structure will go into effect on January 1, 2008. Notice of the pending changes will be prepared for distribution to residents.

Selectman Waldner presented the Board with a letter stating that he would soon be leaving Canaan for an extended period of time and therefore would be resigning from the Board. "In order to allow for a thoughtful appointment process, it is therefore my intention to submit my formal resignation on or before December 4, 2007, at a time chosen in collaboration with you. Otherwise, however, in the interim I believe it is best that I recuse myself from all matters directly related to the selection and appointment of my replacement."

The Board directed that a notice requesting residents interested in serving on the Board until the March election submit letters of interest by November 20, 2007.

The Meeting was adjourned at 8:54 PM.

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, NOVEMBER 13, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF November 6, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the November 6, 2007 meeting as amended.

Library Basement Expansion

Mr. Bucklin updated the Board on the proposed plan for the continued renovation of the basement for Library space. The Library Trustees will be reviewing modified plans for the renovations. The April 17, 2007 Phase 2 Basement Renovations Plan prepared by Tennant/Wallace called for renovating 300 square feet for between \$95,000 and \$150,000. The new plans will be significantly less expensive. Mr. Bucklin included the memorandum of Agreement signed by the Trustees and Selectmen in 2005. This agreement stated the Town will support "the use of the building at 1173 US Route 4, Canaan as its Town Library. This will include the main library floor, the second floor of the building that will be updated and developed for library use in the future and approximately ½ of the basement level floor." Mr. Bucklin raised the question about addressing any future space needs that might arise for the Town office. Cindy Neilly, a Trustee, stated that the Selectmen have been involved in the planning of the basement renovation and have not raised concerns about the need for additional space. She did mention that the Trustees are meeting Monday night and hoped the Selectmen and Administrator would attend.

Personnel Policy

Health Insurance: Buy Back Provision

The new Town of Canaan Policy Manual effective September 15, 2007 does not address the option that would allow an employee to opt out of the Town's health insurance benefit, if covered under another plan, for a lump sum payment. It was stated that the Board had previously voted to offer 40% of the cost to an employee who opts out of the plan. There

seemed to be a question about the specifics of the Board's vote. After discussion about options, the Board delayed action, asking Bucklin to review the record regarding the past Board action and wording to place in the Policy Manual, and to report on the policy currently in place in similar towns. It was suggested that Towns used in the past Wage and Salary Survey would be appropriate to consider, and a couple large area employers might also be relevant.

Compensatory Time

The new Policy Manual does not address a provision of compensatory time in lieu of overtime pay. For non exempt employees (employees paid by the hour), both employer and employee must agree to compensatory time, otherwise time and a half will be paid. Exempt employees (salaried) with Selectmen approval could be given compensatory time for hours worked over 40 hours. The issue arose after overtime had been paid to Glen Carey for work done repairing equipment at the Transfer Station when the Station was closed to the public. Mr. Bucklin asked the Board to consider making the Transfer Station Manager an exempt position. The Board would take this under advisement.

Grandfathered Addendum

The new Personnel Policy changed the definition of full time employee from over 30 hours per week to 35 or more hours per week. One employee had been hired as a full time employee under the previous policy, negotiating a 32 hour work week (four, eight hour days) and not receiving health insurance coverage. After discussion the Board preferred to sign a letter to be placed in the personnel file rather than addressing this one time situation in the Personnel Policy.

Budget Update

Mr. Bucklin made several requests for the Board to adjust several line items in the proposed 2008 budget. The Board approved the following changes:

Health Insurance Line from \$313,500 to \$318,500, to pay for an anticipated buy-out, not included in the original calculation.

Transfer Station Hauling Services was increased from \$35,000 to \$40,000, to reflect the 6.25% increase in the contractor's rates.

Increase the Recycling Hauling services to reflect the disposal fee of demolition waste that had previously been included in the tipping fee line. Projected costs in the tipping fee line had not included the \$8,000 C&D disposal costs. There will be offsetting revenue to the Town to cover this cost.

Recreation Hourly Part time salary increased from \$16,000 to \$17,000 to cover \$2,500 in Park Programs. These are programs that generate revenue to recover the costs. The major hourly part time salaries are for the maintenance of the parks and playgrounds. With these increases, the Selectmen's proposed operating budget is less than 4% higher than the \$3,387,415 (including \$130,000 in Warrant Articles) operating budget that the Selectmen are working with in 2007. The default budget for 2007 was \$3,416,804 excluding the \$130,000 in Warrant Articles.

Question from the Audience

Al Posnanski requested, on behalf of Glen Carey, if posts and ropes could be installed around the compactor area to make it a little more difficult for people to drop off trash when the station was not opened. The Board granted permission to have posts and ropes put in place.

Al reported that Glen had collected a week's worth of data and, based on that, recommends that Orange should be charged \$3,000 to allow their residents access to our recycling facility. Glass recycling costs money but does avoid the Lebanon tipping fee. After discussion, Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to charge Orange \$1,800 to recycle in Canaan. By next year there should be considerably more information about the real cost to Canaan, and the amount of the charge can be revisited.

At 9:20 Selectman Burnett moved, Selectman Waldner seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 9:55 PM and the Meeting was adjourned at 9:58 PM.

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, NOVEMBER 20, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

ACCEPTANCE OF MINUTES OF November 13, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the November 13, 2007 meeting as amended.

Selectman Candidates

The four residents that had submitted letters of interest in serving on the Board of Selectmen until the March election introduced themselves to the Board and the audience. Selectmen Waldner, who had formally submitted his letter of resignation from the Board effective November 26, 2007, stepped down from the Board as the candidates responded to questions from the other two Board members. The candidates are: Mr. Tom Hudgens, Mr. Clifford Rudder, Mr. Ed Labrie, and Mr. Bill MacDonald.

Selectman Burnett asked if any of the candidates planned to run for Selectman in March. Mr. Hudgens was the only candidate that stated he would run. Mr. MacDonald stated that since the Board had other qualified candidates interested in the position he was withdrawing his name from consideration. Mr. Labrie indicated that he also would not be running for the position in March and if that were a requirement for appointment he would withdraw his name. Mr. Rudder stated that he was planning to run for the position of Road Agent.

The Board thanked the candidates for their interest and would plan to make the appointment at their meeting on November 27th.

DES Meeting

Mr. Bucklin informed the Board that the dates of November 30th and December 5th were available for meeting to discuss the options available to remove the moratorium on new hook ups to the sewer system. The Board decided that November 30th would be the most convenient time for them to meet. Mr. Bucklin was directed to notify other interested parties of the meeting.

UVHS Animal Shelter Services Contract

The Board reviewed the contract from the Upper Valley Humane Society to provide Animal Shelter Services for 2008. This is basically the same service contract the Town and UVHS have for 2007. The Board voted 3-0 to authorize the Chairman sign the contract on behalf of the Town.

The Board reviewed the notification that the Town Water System had experienced MCL (Maximum Contaminant Level) for total trihalomethanes and haloacetic acids in the last testing period. As required by law, customers of the system must be notified of this violation and informed what steps the Town is taking to eliminate these violations. This has been an ongoing problem and the Town has engaged the engineering firm of Wright Pierce to review the system and suggest solutions to rectify the problem. Several suggestions have already been implemented which seem to be reducing these contaminants. Customers will be notified by direct mail and a newspaper publication.

2008 Water/Sewer Budget

Mr. Bucklin informed the Board that the Budget Committee had cut the proposed W/S budget for 2008 from \$161,109 to \$135,000. After checking with the Department of Revenue Administration, Bucklin reported this could be problematic. If additional strategies are developed to address the contamination problem, the Town might not be able to implement them, if the cost exceeded the appropriated amount, even if sufficient funds were available. It was reiterated that W/S expenses were covered by water-sewer fees and not from the general fund. (Exception being the bond payments) The concern that unused Water/Sewer budget appropriations could be transferred to other uses is unfounded. It appears that an under funded Water/Sewer budget could be of concern. Mr. Bucklin would ask the Budget Committee to reconsider the W/S budget.

2007 Budget Status 11/20

The Board was presented with a breakdown of the current status of appropriations and expenditures. The Selectmen's 2007 operating budget, including warrant articles, of \$3,387,415 less expenditures to date and transfers to capital reserve funds of \$2,897,220 leaves a balance of \$490,305 to cover the cost of Town services for the remainder of the year.

Flexible Benefits Plan

Previously the Board had endorsed the concept of offering a pretax benefits plan to Town employees. The Board reviewed the Adoption Agreement prepared by the Local Government Center which would become effective January 1, 2008. In order to become more familiar with the points of the plan, the Board postponed action on the Agreement until next meeting.

Other Business

Al asked the status of the timber/gravel survey inventory that was being done at the transfer station. Kris stated that the timber cruise had been completed and a meeting would be set to review the findings and discuss options. Mr. Bucklin would contact interested parties to participate in the review.

To Selectman's Waldner's knowledge, the Town has never gotten any expert advice about the potential gravel resource, - a critical part of this decision making process.

Chairman Reagan mentioned that the Library received a \$25,000 grant from the Bryne Foundation of Etna that matched \$25,000 in donations to the Canaan Library. This was in addition to an earlier \$10,000 grant from the Foundation.

Kris mentioned that the Meeting House Committee had received a \$26,000 Grant to continue renovations of the Meeting House. Mrs. Barney had been very instrumental in obtaining this grant.

At 8:05 Selectman Burnett moved, Selectman Waldner seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 8:55 PM and the Meeting was adjourned at 8:58 PM.

Robert Reagan

Kristina Burnett

Jay Waldner
Canaan Board of Selectmen

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Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, NOVEMBER 27, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and acting Interim Administrator Dexter Bucklin were also in attendance.

ACCEPTANCE OF MINUTES OF November 20, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Reagan seconded, and the Board voted 2-0 to accept the Minutes of the November 20, 2007 meeting as amended.

Selectman Appointment

Mr. Hudgens and Mr. Rudder were both present for the vote. Selectman Burnett stated that both had strong references and the Town was fortunate to have such qualified people interested in serving the Town. She felt that it was important to select someone who was interested in running for the position in 2008. Selectman Burnett moved, Chairman Reagan seconded, and the Board voted 2-0 to appoint Mr. Thomas Hudgens to fill the vacancy as Selectman until the 2008 Town Meeting vote. The Board thanked Mr. Rudder and hoped that he would continue to participate in Town government.

Personnel Policy Updates
Unused Vacation

The new Personnel Policies adopted in September 2007 no longer provided for the buy out of unused vacation days at the end of a calendar year. There is still a provision to pay for unused vacation time upon retirement or leaving the employment of the Town. Mr. Bucklin asked the Board to consider waiving the Policy provision that limits the number of vacation days that may be carried over to the next year to five days. After discussion the Board authorized the suspension of the five day limit into 2008 so as to allow use of as many vacation days as possible. This is waiver is for the 2007 calendar year only. Mr. Bucklin will draft a memo to Town employees for the Board to review.

Medical Insurance Buy Out

There was a lengthy discussion pertaining to whether the Town should offer a cash payment for opting to be covered on a family member's health insurance plan, and if so what should the buy out amount be. Mr. Bucklin commented that of the 68 communities in the 2000 to 5000 population group, 35 communities had no buy out provisions; 20 communities offered a flat amount running between \$600 and \$2600; 6 communities offered a % amount between 25% and 50% of the plan; 7 communities had varying

options. Mr. Bucklin suggested that a flat fee of around \$3500 (approximately half of a single person plan) might be a point of reference. The Board agreed to postpone action until next meeting.

Flexible Benefits Plan

Last meeting the Board postponed voting on the Local Government Center plan that would offer Town employee the option of having certain benefits deducted from their pay on a pre tax basis. There is no cost to the Town and the plan is voluntary for the employee. Selectman Burnett moved, Chairman Reagan seconded, and the Board voted 2-0 to have the Chairman sign the plan on behalf of the Town.

FEMA Flood Insurance Rate Maps

In order to be eligible for Flood Insurance the Town will be voting on Warrant Article at the 2008 Town Meeting amending the 1988 Town meeting vote adopting a Flood Plan Ordinance. This article will modify the existing ordinance to be in compliance with the FEMA National Flood Insurance Program and the adoption of the new Flood Insurance Rate Maps by the Canaan Board of Selectmen becomes part of the Canaan Flood Plan Ordinance. Selectman Burnett moved, Chairman Reagan seconded, and the Board voted 2-0 “by resolution of the Canaan Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its “Flood Insurance Study for the County of Grafton, NH” dated February 20, 2008, together with the associated Flood Insurance Rate Maps dated February 20, 2008 are declared to be part of the Canaan Floodplain Ordinance and are hereby incorporated by reference.”

Warrant Articles

The Board briefly discussed possible warrant articles for the 2008 Town Meeting Relative to a heating system for the Library/Selectmen’s offices, purchase of a sidewalk plow, advisory article for the Fair Tax Coalition and a half time Fire Chief/Emergency Management Officer. No action was taken at this time to allow for additional review.

2008 Default Budget

Mr. Bucklin presented a revised 2007 default budget and a draft of a proposed 2008 default budget. There was significant discussion as to what could be added to the modified 2007 default budget of \$3,154,963 (as opposed to the voted default budget of \$3,416,804). The Board asked Mr. Bucklin to talk with DRA and our auditors if certain items (highway block grant and positions added in 2006) could be included in the 2008 default budget.

Other Business

Jeff Majewski asked if the Selectmen would consider a Warrant Article to create a revolving fund for the Police outside duty salary account. The Budget Committee thought with the creation of such an account the Town would not have to appropriate funds for that purpose. Mr. Bucklin would research the procedure for implementing a revolving fund.

At 8:50 Selectman Burnett moved, Selectman Reagan seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 9:13 PM and the Meeting was adjourned at 9:15 PM.

Robert Reagan

Kristina Burnett

Thomas Hudgens
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, December 11, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance.

ACCEPTANCE OF MINUTES OF December 4, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to accept the Minutes of the December 4, 2007 meeting as amended.

Personnel Policy Update

Vacation Policy

In reviewing the Personnel Policy it was noted that the draft of the proposed policy had maintained the same vacation schedule that was in existence but that the new policy included an additional week of vacation after fifteen years of service; for a total of 25 days. Members on the policy review committee had not recalled any discussion on increasing vacation time to 5 weeks. It was the consensus of the Board that it was not the intention of the Selectmen or the Committee to add a fifth week of vacation after 15 years and the Policy should state that employees will be entitled to four weeks of vacation after 10 or more years of service.

Modification To Policy Re: Police Contract

Mr. Bucklin reviewed with the Board suggested wording changes in the new Personnel Policy that may answer concerns raised by Union officials relative to differences between the two documents. The Board will meet with the Chief on Friday to review the suggested changes.

Budget Request from CASA

The Board reviewed a request from CASA, Court Appointed Special Advocate, to see if the Town would appropriate \$500 for their agency. This is a non –profit organization

created to provide advocacy for the state's abused and neglected children. After a brief discussion Selectman Hudgens moved, Selectman Burnett seconded and the Board voted 3-0 to support the request. Mr. Bucklin would ask the Budget to consider this request on Thursday night.

Medical Coverage Contract

The Board reviewed and voted to authorize the Chairman to sign the medical coverage contract with the Local Government Center to provide health, dental, and insurance coverage to Town Employees.

2008 Default Budget

Selectmen Reagan and Hudgens, along with Mr. Bucklin and Jeff Majewski from the Budget Committee met with Don Bora and Bob Anderson at the DRA offices in Concord earlier in the day. Among other issues discussed, there had been a long discussion about the creation of a Default Budget and what could be included and what could not be included. Due to the vagueness of the legislation, the DRA has taken the position that the local governing body is the authority on what is included and excluded in the Default Budget. Specifically in the case of a Default Budget based on the previous year could include a 3% raise given in the Default year and the two town employees that were on full time status in 2007. There would be no question about a contractual agreement with a collective bargaining agency, but is an agreement made by the Selectmen regarding salary increases of at will town employees and other Town employees an 'obligation' and therefore allowable in a default budget? The DRA said it would not second guess the Selectmen on issues like that. After additional discussion the Board signed the 2008 Default Budget with a total appropriation request of \$3,357,014, which includes the 3% salary increases granted to all non union employees in 2007.

Other Business

Board will meet with interested parties on Friday December 14th at 9:00 AM in the Selectmen's Office to discuss Transfer Station land options.

The Board will meet with Chief Franks at 11:00AM.

Reggie Barney appeared before the Board to inform them that down town would be decorated for Christmas. He said two lights by the Library were out and asked if Tom could replace them. The Board agreed.

Al Posnanski inquired about the status of the vouchers for next year. Selectman Hudgens showed the flyer that will be handed out at the Transfer Station and placed on the Web and in area newspapers.

At 8:07 Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 8:35 PM and the Meeting was adjourned at 8:36 PM.

Robert Reagan

Kristina Burnett

Thomas Hudgens
Canaan Board of Selectmen

Minutes
CANAAN BOARD OF SELECTMEN'S MEETING
TUESDAY, December 18, 2007

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Al Posnanski, Chief Franks, David Heath, Maryann Heath, Ellie Davis, Charles Townsend, Erin Darrow, Charles Adams, Don Koury and Matt Wilson.

ACCEPTANCE OF MINUTES OF December 11, 2007

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to accept the Minutes of the December 11, 2007 meeting as amended.

Police Chief Re: Vacation Policy

Chief Franks appeared before the Board to ask the Selectmen to reconsider the new personnel policy that eliminated the option of town employees to be paid for unused vacation time. Sam believed it was an ill advised decision and would impact employee morale. He also stated that the last minute notice of the policy change made it impossible for vacation to be scheduled at the last minute. Selectman Burnett stated that the vacation benefit was intended to be used by the employee and not intended to be considered as an additional pay period. The Board had earlier voted to waive the 5 day carry forward provision of the personnel policy and allowed employees to carry over all unused vacation time accrued in 2007 into 2008. Also, the Board voted that for 2007 only, employees would be paid for half of their unused 2007 vacation time.

7:00 Public Hearing for a Building Permit on a Non Maintained Road

Erin Darrow appeared before the Selectmen, as required by Statute, to request the Board consider the issuance of a building permit on the non maintained section of May Street. The Planning Board had held a required public hearing on the request on December 13, 2007 and had forwarded a letter to the Board of Selectmen indicating that the Planning Board had voted that it had "no objection to the application so long as the application is not in conflict with all applicable regulations and statutes including those regarding road construction and property access generally referred to in the NFPA regulations (National Fire Prevention Association)

Charles Townsend, speaking as a citizen and not as a member of the Planning Board, reviewed in some detail the provision of RSA 674:41 **Erection of Buildings on Streets; Appeals**. After a lengthy discussion concerning the road upgrade that would be required to meet Fire Chief Bellion's understanding of the NFPA specifications for road compliance, the Board requested that the planning Board respond to issues raised and that the Selectmen would contact Enfield to review concerns relative to an emergency response. The first section of May Street is maintained by Enfield. Selectman Burnett moved, Selectman Hudgens seconded and the Board voted 3-0 to continue the Public Hearing commencing at 7:30 January 15, 2008.

2008 Budget Update

Anticipated Revenues 2008

Mr. Bucklin distributed copies of the MS-4 (2008 Estimated Revenues) that had been given to the Budget Committee on Thursday December 13th. Total projected revenues are \$1,204,724. Final revenues for setting the 2007 Tax Rate were \$1,267,116. These estimated revenues will be revised in September or October 2008.

Projected Tax Impact

The projected tax impact, assuming an assessed value of \$343,631,271, of the Budget Committee's proposed appropriation of \$3,702,845 would be \$7.27; a default budget in the amount of \$2,313,399 is projected to be \$6.73. Special Warrant articles are not included in these projections. The Budget Committee will review warrant articles on Wednesday, January 9, 2008.

Future Meetings

The next Selectmen's meeting will be held on Wednesday, January 2, 2008. The second meeting in January will be on Tuesday, January 8, 2008 at the Senior Center starting at 7:15 PM.

Other Business

Al Posnanski stated that the next Transfer Station Committee will be held on Tuesday, January 15, 2008. Al asked if the Board was planning to place an Article in the Town Meeting relative to the proceeds of the Timber cut that had been discussed at Friday's meeting reviewing the options for the Town owned land at the Transfer Station. At present there are no plans for such an Article.

Non Public Session (RSA 91-A.3 ©)

At 9:10 Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 10:12 PM and the Meeting was adjourned.

Robert Reagan

Kristina Burnett

Thomas Hudgens
Canaan Board of Selectmen