

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Wednesday January 2, 2008**

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: Ellie Davis and Phil Salvail

**ACCEPTANCE OF MINUTES OF December 18, 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 18, 2007 meeting as amended.

**2008 Warrant Articles**

The Board discussed the following as potential Articles to be supported at the 2008 Town Meeting:

Article 2. "Are you in favor of updating the town's floodplain ordinance, as proposed by the planning board as follows: update and re-enact the current town floodplain ordinance adopted as Article 19 at the 1988 Town Meeting to comply with the requirements of the National Flood Insurance Program?"

The Planning Board supports the Article.

Article \$161,109 for Water Sewer Operations paid out of user fees

Article for \$..... to replace heating system of the Town Library and Town Offices

Article for \$10,000. to repair tomb stone in Canaan cemeteries

Article to raise \$5,000 for a Transfer Station Capital Reserve Account

Article to raise \$30,000 for Fire Truck Capital Reserve Account

Article to raise \$25,000 for Bridge Capital Reserve Account

The Board discussed the merits of inserting an Article to establish a Police Detail revolving fund.

Article to raise \$30,000 for a Highway Equipment Capital Reserve Account

Article to raise \$25,000 for the purchase of a sidewalk tractor plow

The Board will finalize its position on the Articles on January 8, 2008 for the Budget Committee's review at its January 9<sup>th</sup> meeting.

### **Current Use Tax Court Case**

The Board responded to questions from an interrogatory submitted by Goose Pond Development, LLC relative to the Current Use Tax assessed to property taken out of Current Use. The case is scheduled to be heard in the Grafton County Superior Court in 2008.

### **Transfer Station Issue**

The Board debated the value of allowing the sale of transfer station coupons for the disposal of certain items, such as construction and demolition debris, at the Transfer Station as well as at the Town Office. The consensus of the Board was that it would be helpful to have the opportunity, under certain circumstances, to have the ability to provide the sale of coupons at the site. All parties will be allowed input into the manner in which the process would be most effective.

### **2007 Budget Adjustments**

The Board reviewed the 2007 Budget expenditure and discussed the possible application of the Highway Block Grant monies to cover the over expenditures of other line items in the Highway Budget. With a current surplus in the Grant line item of \$118,000, other line items in the Highway budget will be over drawn by approximately \$60,000. The Board will review the extent to which such transfer will be authorized at the next meeting.

### **January Salary Adjustments for Insurance**

To better explain the salary adjustment certain employees will receive on January 1<sup>st</sup>, Mr. Bucklin presented the Board with a spreadsheet depicting the impact of the salary increase and the 5% insurance withholding that went to effect on January 1<sup>st</sup>. This

adjustment was to have been made in April 2007 to insure the “hold harmless” concept until the plan was to be implemented.

### **2008 Budget Public Hearing**

The Board was reminded of the Budget Committee’s public hearing on the 2008 Budget that is scheduled for 7:00 PM, January 10<sup>th</sup>.

### **2007 Town Report**

The Board reviewed topics to be covered in the Selectmen Report in the upcoming Town Report.

### **Other Business**

The Board reviewed the Class VI/Private Road Policy guidelines in preparation for the continuation of the public hearing for a building permit on a non maintained road. Mr. Bucklin is to follow up on contacting Enfield for input.

Meeting was adjourned at 9: 30 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, January 8, 2008**

The meeting was opened at 7:15 PM by Chairman Reagan at the Senior Center. Selectmen Burnett and Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Ellie Davis, Al Posnanski, Matt Wilson, Todd Barravalle, Chris Kilmer and Phil Salvail.

**ACCEPTANCE OF MINUTES OF JANUARY 2, 2008**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the Minutes of the January 2, 2008 meeting as amended.

**OFFICER CHRIS KILMER**

Chris Kilmer, Northern Vice President Local 3657 and Canaan Chapter Chair, appeared before the Board to explain the next step in the grievance procedure concerning holiday pay. It was necessary for the Board to formally deny the grievance by signing the official grievance form. After a brief explanation, the Board voted to authorize the Chairman to sign the form denying the grievance.

**2008 Warrant Articles**

The Board discussed the following as potential Articles and voted 3-0 to recommend passage at the 2008 Town Meeting:

Article 2. "Are you in favor of updating the town's floodplain ordinance, as proposed by the planning board as follows: update and re-enact the current town floodplain ordinance adopted as Article 19 at the 1988 Town Meeting to comply with the requirements of the National Flood Insurance Program?"

Article \$161,109 for Water Sewer Operations paid out of user fees

Article for \$45,000+ to replace heating system of the Town Library and Town Offices

Article for \$10,000. to repair tomb stone in Canaan cemeteries

Article to raise \$5,000 for a Transfer Station Capital Reserve Account

Article to raise \$30,000 for Fire Truck Capital Reserve Account

Article to raise \$25,000 for Bridge Capital Reserve Account

Article to establish a Police Detail revolving fund.

Article to raise \$30,000.for a Highway Equipment Capital Reserve Account

Article to raise \$25,000 for the purchase of a sidewalk tractor plow

Article to make Police secretary a full time position

### **2007 Budget Adjustments**

The Board reviewed the 2007 Budget expenditure and agreed that the application of the Highway Block Grant monies to cover the over expenditures of other line items in the Highway Budget would be appropriate. With these adjustments, it is projected that approximately \$70,000 of the Highway Block Grant will be carried into the 2008 budget year. This should result in a \$40,000 overall surplus for 2007.

### **HOUSEHOLD HAZARDOUS WASTE COLLECTION**

The Board reviewed the letter of commitment from the Upper Valleys Lake Sunapee Regional Planning Commission to participate in the hazardous waste collection to be held in Lebanon on May 17<sup>th</sup> and September 20<sup>th</sup> from 9 AM till Noon. The Board voted to authorize the Chairman to sign the letter of commitment to participate on behalf of the Town of Canaan.

### **Interviews**

The Board reviewed their plans for the Wednesday, January 9<sup>th</sup> interviews with five candidates for the Town Administrators position. The interviews are scheduled to be conducted at the Local Government Center in Concord beginning at 9:00 AM.

### **Water Study Review**

The Board had received copies of the Wright – Pierce report outlining options for improving the Disinfection by-products reduction for the Canaan water system.

The Board will set up a meeting with Wright-Piece to discuss the options and time table for the implementation of suggested options. DES will be invited to this meeting.

**Non Public Session (RSA 91-A.3©)**

Selectmen Burnett moved, Selectmen Hudgens seconded, and the Board voted to go into non public session to discuss a personnel issue at 9:20 PM.

The Board returned to Public Session at 9:40 PM and the meeting was adjourned.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, January 15, 2008**

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: Ellie Davis, Al Posnanski, Alice Shori, Kate Brooks, William Chabot, Jamie Jukosky, David Shinnlinger, Aaron Allen, Curtis Shepard and Phil Salvail.

**Continuation of Public Hearing on Class VI Road Building Permit**

Chairman Reagan re-opened the continued public hearing from the December 18, 2007 meeting on a request for a building permit for property on May Street, a class VI road. The Board reviewed a memo from Fire Chief Bill Bellion outlining the requirements for meeting the minimum requirements for the delivery of an emergency response to that location.

Erin Darrow, representing the property owners, presented the Board with a copy of the recorded "Notice of the Limits of Municipal Responsibility and Liability for Non-Maintained and Private Roads (As required by RSA 674:42-1)". After a brief discussion the Board voted 3-0 to authorize the issuance of a Building permit noting the requirements of the Fire Chief.

**Acceptance of Minutes of the January 8 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the Minutes of the January 8, 2008 meeting as amended.

**Conservation Commission Concern**

Members of the Town's Conservation Commission appeared before the Board to inform the Selectmen of a violation of the Conservation Easement dated December 4, 1990 between the Town and Brownlee McKee. A parcel of the land in the easement was sold in 2007. This action violated Article 1, B: "The property shall not be subdivided or otherwise divided into parcels of separate distinct ownership." After additional discussion, the Board directed Mr. Bucklin to contact the parties involved and request them to attend the January 29, 2008 Selectmen Meeting to review the easement requirements.

**Cross Country Assessing Contract**

The Board reviewed the proposed contract with Cross Country Appraisal Group, LLC to continue to provide the Town with the annual pick ups, current use penalties, current assessments and other assessing functions as required. After a brief discussion the Board signed the contract.

**UVLSRPC Appointment**

Selectman Hudgens informed the Board that at the January 10, 2008 meeting of the Planning Board, the Planning Board voted to recommend to the Selectmen to appoint Tim Josephson as the Town's representative to the Upper Valley Lake Sunapee Regional Planning Commission. Selectman Hudgens moved, Selectman Burnett seconded, and the Board vote 3-0 to appoint Mr. Josephson to fill the vacancy.

### **Advance Transit Board Member**

The Board was reminded that the Town has not appointed a representative to the Board of Advance Transit. Notice of the vacancy will be noted on the Web site and could be noted at Town Meeting.

### **Bond Release**

The Board reviewed a letter from Andrew Musz, Chairman of the Planning Board, that construction of the roadway known as Lindsey Lane, off West Farms Road, had been completed to meet the required standards established by the Planning Board and that the required escrow account could be returned to Carrington Investments, LLC. The Board signed a letter to Treasurer Kendra Withington authorizing the return of the escrow funds plus interest.

### **2007 Tax Collections**

The Board reviewed the year end Tax Collector's Report provided by Vicky McAlister. It was noted that by year end 93% of the property taxes had been collected.

### **Communications**

Board members were provided the following;

- Letter from DRA introducing the new auditor for the Town of Canaan, Shelley Gerlarneau

- In progress status of the Budget Committee's MS 7, outlining 2007 appropriations and expenditures and the proposed 2008 budget.

- Timeline for SB2 March Town Meeting

- A copy of the draft of the 2008 Town Meeting Warrant

The meeting adjourned at 8:40 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen



**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, January 29, 2008**

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: Ellie Davis, Al Posnanski, Alice Shori, Ed Labrie, Russell Lester, Chuck Townsend, Erin Darrow, Curtis and Caryn Shepard, Shirley Packard, Bill Wanner, David Shinnlinger, Aaron Allen, and John Bergeron.

**Acceptance of Minutes of the January 15, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the Minutes of the January 22, 2008 meeting as amended.

**Warrant Article Assignment**

In preparation for Saturday's deliberative session, the Board reviewed the Articles and each Selectman assigned articles that each would speak on during the session.

**Public Hearing – Building Permit on a Non Maintained Road**

In accordance with RSA 676:4 Chairman Reagan opened the Public Hearing on the application for approval of a building permit on a non maintained town road. Charles Townsend raised a point of order and questioned whether the meeting had been incorrectly warned. He claimed that the access in question is not a non maintained road but a Right of Way; and this distinction requires additional land owners to be notified. John Bergeron, a member of the Planning Board also questioned the wording of the Selectmen's notice. Mr. Townsend provided a copy of a Grafton Superior Court stipulation that Article 8 of the 1962 Town Meeting was effective to completely discontinue Bear Pond Road from property identified as Map-&n, Lots 5 & 6 to the property identified as Map 3, Lot 20-B.

Erin Darrow, representing the property owners, stated that the Planning Board held a Public Hearing and voted that the Board had no objections to application for a building permit so long as the application is not in conflict with all applicable regulations and statutes.

After additional discussion, it was the position of the Board of Selectmen that the questions raised should be reviewed by Town Counsel. The Board voted to continue the Public Hearing at 7:15 PM, Tuesday February 5<sup>th</sup>, 2008.

## **Conservation Easement**

As requested by the Board, Charles Hutchinson and Cynthia Raubens appeared before the Selectmen to discuss the apparent violation of the Conservation Easement when a portion of the land was purchased by Mr. Hutchinson. Specifically section B which states that “the property shall not be subdivided or otherwise divided into parcels of separate distinct ownership.” Mr. Hutchinson read a statement from his lawyer, Stebbins Bradley Harvey Miller & Brooks, PA. “At the time of the sale, we reviewed these provisions and reached the conclusion that this sale did not violate the easement deed. Route 4 is a public highway dividing the property and is owned by the State. The seven parcels on the two sides of the highway are already separate and distinct both in the easement deed and on the Town tax maps, so this transaction did not result in a division of the premises.”

Stephen Walker, Stewardship Specialist with the State’s Conservation Lands Stewardship had been in touch with the Attorney General’s Office to get their opinion of the intent of the easement but as of the meeting that opinion had not been received. The following e-mail from Bill Chabot after his conversation with Mr. Walker was read: “I just spoke to Steve Walker and in reiterated the fact that the property (no matter how many tracts) is considered one unit for the purposes of the easement and is indivisible. Mr. Bucklin also pointed out section 6, C of the agreement (Breach of Easement) states “If said Grantor fails to take such curative action, the Grantee, its successors or assigns, may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including Grantee’s expenses, court costs and legal fees shall be paid by the said grantor, provided the said Grantor is determined to be directly or indirectly responsible for the breach.” Upon receipt, the Board would provide copies of the Attorney General’s position on the transaction to Dr. Hutchinson and Cynthia Raubens.

## **Personnel Policy – Job Description**

The Board reviewed the job description for the position of Town Administrator. The present job description was modified to include more specific direction in informing the Board of Selectmen on all aspects of Town affairs. The lines of communication between the Administrator and the Board are of major concern to the Board. Mr. Bucklin will modify the draft as suggested by Board members.

## **Other Business**

**Senior's Valentine Day Party**

Mr. Bucklin discussed with the Board a request to sponsor a Senior's Valentine Recognition party at the Senior Center on Sunday February 17<sup>th</sup>. Jackie Lary and the Crusaders would prepare for and run the function that would be open to Canaan Seniors and, space permitting, surrounding communities. Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to authorize the function as an extension of the Town.

**Town Report Cover**

Mr. Bucklin inquired if the Board had suggestions for the cover of the 2007 Town Report. He stated that it had been suggested that a picture of the new Hardware Store on the Common would be appropriate. The Board agreed, and Mr. Bucklin will contact Mr. Dow and discuss the idea with him.

**Non Public Session (RSA 91-A.3 ©)**

At 8:45 PM Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to go into non public session to discuss a legal issue.

The Board returned to public session at 9:15 PM and the meeting was adjourned at 9:16 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, February 5, 2008**

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: Ellie Davis, Phil Salvail, Al Posnanski, Cassidy Robinson, Melissa Robinson, Ed Labrie, Erin Darrow, Curtis and Caryn Shepard, Bill Wanner, Gail Murray, Aaron Allen, and Bill Chabot.

**Acceptance of Minutes of the January 29, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to accept the Minutes of the January 29, 2008 meeting as amended.

**Amended Warrant For Posting**

The Board reviewed the amended Article as voted at the Deliberative Session on Saturday February 2<sup>nd</sup> and signed the Warrant for posting on February 8<sup>th</sup>.

**Political Advertising on Town Property**

Glenn had been asked if a candidate for Town Office could put a sign up at the Transfer Station. After a brief discussion, the Board determined that political signs would not be allowed to be placed on Town Property. The Board indicated that individuals could hand out material and could campaign on Town Property.

**Public Hearing – Building Permit on a Non Maintained Road**

In accordance with RSA 676:4 Chairman Reagan re-opened the continued Public Hearing on the application for approval of a building permit on a non maintained town road. In response to the point of order raised by Charles Townsend whether the meeting had been properly warned, the Board reviewed the position rendered by Town Counsel Tim Bates. Although Counsel did not agree with several points raised by Mr. Townsend, Tim did agree that “the public hearing should be done again with a corrected Notice that will state that the property is on a private right of way. He claimed that the access in question is not a non maintained road but a Right of Way; and this distinction requires additional land owners to be notified.

Erin Darrow, representing the property owners, again stated that the Planning Board had held a Public Hearing and voted that the Board had no objections to application for a

building permit and questioned the need to go through the process again. After additional discussion, it was the position of the Board of Selectmen that the Town should follow the recommendation of Counsel and have the Planning Board schedule a new hearing with the suggested Notice. The Board did vote to continue the public hearing to the next meeting to allow for the possibility that the legal questions raised could be resolved prior to the Planning Board meeting of February 28<sup>th</sup>. The Board indicated that Town Counsel would be invited to the meeting of March 4<sup>th</sup> in anticipation of legal questions that may be raised.

### **Conservation Easement**

The Board reviewed the January 31<sup>st</sup> letter from Stephen Walker, Steward Specialist, Conservation Land Stewardship Program, Office of Energy and Planning relative to the invalid land transfer of the McKee Conservation Easement. Mr. Walker states that “our office has reviewed the McKee Conservation Easement with our attorney at the Department of Justice relative to the transfer of ownership of tracts 5, 5a, and 6 from the conservation easement. We have found that said transfer is in violation of the terms of the conservation easement.” After a brief discussion the Board directed Mr. Bucklin to contact Town Counsel to determine the legal process the Town should follow to meet its obligation to the State to monitor the terms of this conservation easement.

### **Personnel Policy – Job Description**

Mr. Bucklin raised a question relative to the job classification for the position of Transfer Station Manager. It is unclear if this position is classified as an exempt or non exempt employee. As a supervisor and a Department head with interactions with State agencies and the requirements to attend meeting beyond the normal scheduled work day, it might be appropriate to classify this position as an exempt or salaried position. Before a final decision, there will be discussion with Glen to have his input relative to the classification.

### **Dealer – Inspection Station Application**

The Board reviewed a request from the Department of Safety, Dealer and Inspection Desk, relative to the issuance of a license for inspection station and repair/sale of vehicles to R & L Auto Towing & Recovery, 78 Andrew Lane, Canaan. A review of the property deed stated that “The property shall be used for single family residential purposes only.” Under the circumstances and after a brief discussion, Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to recommend that the applicant’s appointment be denied.

**Other Business**

Mr. Bucklin reminded the Board that there would be a public hearing, as required by Statute, during their meeting on February 19<sup>th</sup> to discuss Article 11 relative to creation of a Town Transfer Station Facility Revenue Fund. The Article as amended would restrict the first 25% of revenues from the sale of recyclables into this fund.

**Non Public Session (RSA 91-A.3 ©)**

At 8:40 PM Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to go into non public session to discuss a legal issue.

The Board returned to public session at 9:00 PM and the meeting was adjourned at 9:01 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, February 12, 2008**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Ellie Davis, Phil Salvail, Al Posnanski, Ed Labrie, Tim Lewis, Earl Smith and Matt Wilson.

**Acceptance of Minutes of the February 5, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Reagan seconded, and the Board voted 2-0 to accept the Minutes of the February 5, 2008 meeting as amended.

**Goose Pond Bridge Capital Reserve Transfer**

The Board reviewed the request from the Department of Transportation for the Town's 20% share of the completed work on the Goose Pond Road Bridge (#083/114) in December 2006. The Board signed a request to the Trustee of Trust to transfer \$11,566.81 from the Bridge Capital Reserve Fund to the Town for payment.

**Public Hearing – Building Permit on a Non Maintained Road**

At the conclusion of the Public Hearing at the last meeting on the application for approval of a building permit on a non maintained town road, the Board voted to continue the Hearing at the February 12<sup>th</sup> meeting to allow any new material to be introduced at that time. Since it is the intent of Mr. and Mrs. Shepard to schedule a hearing with the Planning Board on February 28, 2008 Chairman Reagan closed the continued Public Hearing.

**Conservation Easement**

The Board is waiting for direction from Town Counsel on the next step to address the apparent violation of the Conservation Easement on the Brownlee-McKee property. Counsel is in the process of reviewing all documents relative to this Easement.

**Department Memo**

**Snow in Streets & Sidewalks**

It has been brought to the attention of the Board that residents have been plowing driveways and depositing the snow on the Town Roads. The Board reviewed RSA 41:11, Regulation of Use of Highways, etc. that gives the Selectmen the authority to regulate the use of public highways. RSA 47:17 outline the areas of regulation covered including "the deposit of any waste or other thing whatever".

The Board signed a memo to Road Agent Morse referencing the Statute which prohibits the disposal of snow on public ways.

**Building & Equipment Maintenance**

The Board reviewed a memo to Department Heads reminding them that Tom and Larry should be contacted regarding maintenance of buildings and equipment to determine if

the repairs could be done in house as opposed to outside contractors. This memo will be circulated to all departments.

**Personnel Policy – Job Description**

The Board reviewed a modification of the Personnel Policy relative to the insertion of phase relative to compensatory time for exempt employees who might find it necessary from time to time to work more than forty hours during a week to complete work or attend a meeting. This is to clarify those salaried employees who are not eligible for overtime pay could be eligible for comp time. This option was in the old personnel policy but was omitted from the new Policy Book.

**Safety – Joint Loss Committee**

The State has been policing the activities of the Town’s Safety and Joint Loss Committee; requiring regular reporting practices. In response to a notice that the Town had two days to submit a required report to avoid a fine, Tom Guillette was able to submit the report on line in a timely manner. With his base of operation at the Town Hall, it was approved that Tom would take over as Chair of this Committee. Mr. Bucklin had discussed this appointment with David Heath, current Chair, who concurred with the appointment.

**Other Business**

There being no additional business, at 7:35 Mr. Hudgens moved, Mr. Reagan seconded, and the Board voted 2-0 to go into non public session to discuss a personal issue’

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

The Board returned to public session at 7:55 PM and the meeting was adjourned at 7:56 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen



**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, February 19, 2008**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectman Burnett, Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Phil Salvail, Al Posnanski, Ed Labrie, Tim Lewis, Earl Smith, Shirley Packard and Matt Wilson. Michael Capone, Administrator designee, was also present.

**Acceptance of Minutes of the February 12, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Hudgens moved, Selectman Reagan seconded, and the Board voted 2-0 to accept the Minutes of the February 12, 2008 meeting as amended. Selectman Burnett was not at that meeting and abstained.

**Current Use Tax**

The Board reviewed and signed 4 Land Use Change Tax applied to four properties that no longer qualified for current use assessment values.

**Taxi Bylaw Letter**

The Board reviewed and signed a letter responding to a request for information relative to a Town Bylaw for the licensing of taxi cabs. The letter stated that the Town of Canaan has no ordinance regulating the operations of a taxi services but that there are certain State requirements under RSA 376.

**Sand and Salt Memo**

The Board reviewed and signed a memo to Dale Morse, Road Agent, directing the highway employees to follow more closely his directions on the amount of salt and sand to be applied relative to the conditions. Supplies of both sand and salt are painfully low and timely delivery of additional amounts is questionable.

**Public Hearing on Article 11, Transfer Station Revenue Fund**

As required by statute, RSA 31:95-c, at 7:15 PM the Board opened the duly noticed public hearing on Article 11. "Shall we adopt the provisions of RSA 31:95-c to restrict the first 25% (twenty five per cent) of each year's revenue from the sale of recycled materials to expenditures for the purpose of equipment, repairs or improvements at the transfer station? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Town Transfers Station Facility Revenue Fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote of the town meeting from said fund for a specific purpose related to the purpose of the fund."

It was explained that the public hearing was necessary since this article takes revenues that could be used to reduce taxes and earmarks it for a specific purpose at a future time. After a brief discussion and no additional questions from the audience, the Board voted to close the Public Hearing.

### **Request for a Charitable Abatement**

The Board reviewed a request from the Mascoma Valley Masonic and Eastern Star Association for consideration for an abatement on the property tax on their Lodge located at 17 Canaan Street. After reviewing the written statement outlining the Lodge's charitable contributions to the community, the Board requested that a representative from the Lodge appear before the Board to elaborate on their charitable activities.

### **Administrative Contract**

The Board reviewed and signed copies of the contract offered to Michael Capone to become the Town's Administrator effective March 17, 2008. It is a three year contract, through April 1, 2011, with an initial salary of \$55,830. per year. Mr. Capone will review the contract and return a signed copy on Saturday.

### **Other Business**

Selectman Hudgens handed the Board copies of a draft Class VI Highway/Private Road Policy that the Planning Board would be discussing and voting on at their February 28, 2008 meeting. He requested Board members to review and the Board could discuss a recommendation at next weeks meeting.

### **Non Public Session (RSA 91-A.3 ©).**

At 8:00 PM Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted unanimously to go into non public session to discuss a personnel matter. The Board returned to public session at 8:10 PM and the meeting was adjourned at 8:11 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, February 26, 2008**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectman Burnett, Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Al Posnanski, Tim Lewis, and Ellie Davis.

**Acceptance of Minutes of the February 19, 2008 Meeting**

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 February 19, 2008 meeting as amended.

**Delegation of Deposit Authority**

A change in the Statutes now requires a written approval by the Treasurer and the Board of Selectmen to authorize the Tax Collector to deposit Town Funds. This depository authority has been in effect for a number of years but is now required to be in written form. Board members signed the authorization.

**State Inspection Request Review**

Mr. Timmons had been informed that the Board could not sign off on his request to the State for an Inspection and Auto Repair license because of the deeded covenant limiting the property for residential dwellings only. He inquired if he was able to have owners in the subdivision grant him a waiver on this covenant would the Board be in a position to sign off on his request. After a brief discussion it was the position of the Board to sign off if all deeded owners signed the waiver request. Town Counsel suggested that such a waiver should be recorded with the Registry of Deeds.

**Source Water Protection Grant**

The Board reviewed and approved the following statement to be included in the minutes of this meeting. "This is to confirm earlier discussions in favor of the Canaan Board of Selectmen's support of the Source Water Protection Committee grant application for water testing of Canaan Street Lake. The Board has committed the Town to contribute \$200. toward the project and to join with Plymouth State University Center for the Environment and the Upper Valley Lake Sunapee Regional Planning Commission for the Grant funded by the NH Department of Environmental Services."

### **Conservation Easement Update**

The Board reviewed a letter from Town Counsel Tim Bates to John Stebbins reviewing his initial contact on the issue of the alleged violation of the Conservation Easement with his client's purchase of a parcel of the easement property. The Easement calls for the entire property to remain under a single ownership. More information to be forthcoming.

### **Planning Board Policy Draft**

The Board discussed the Planning Board's draft of a policy relative to issuance of building permits on Class VI town roads and private ways. The policy outlines the process to be followed when a property owner on a Class VI road or a private way seeks a building permit. There were several items that Board members would like reviewed and explained when the Planning Board discusses at its Thursday nights meeting.

### **Wright – Pierce Draft Proposal**

The Board reviewed the latest draft proposal to address the disinfection by-products reduction that the DES is requiring to be corrected. Proposed solutions range from a \$60,000 chloramination option to million dollar ground water option. The State is applying pressure on the Town to find a solution to this problem in a timely manner. Some concerns have been raised as to appropriateness of the chloramination options. Mr. Bucklin will schedule a meeting for March 19, 2008 with representatives from the State, Wright-Pierce, Water System Operators, and the Town to review options.

### **LGC Application and Participation Agreement**

Board members were provided copies of a three year agreement for the Local Government Center to provide the Town with Health Insurance and Liability Insurance. This three year agreement guarantees that premiums will not increase more than 9% per year over the next three years. The Board voted to authorize the Chairman to sign the agreement on behalf of the Town.

## **Other Business**

The Board reviewed a request from Christopher Kilmer to Gloria Koch copies of directives sent to her concerning rate of pay for police officers, especially concerning the rate of pay for outside details. The Board authorized the issuance of the minutes of the non public session held on February 5, 2008. The Board also signed a letter stating that any future requests for information relating to the present grievance (holiday pay) and the possible grievance on Outside Duty pay be directed to the Town Administrator with a copy to the Chairman of the Board of Selectmen.

The meeting was adjourned at 8:30 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, March 4, 2008**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectman Burnett, Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Al Posnanski, Tim Lewis, Ellie Davis, Ed Labrie, Phil Savail and Michael Capone.

**Acceptance of Minutes of the February 26 and 28, 2008 Meeting**

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 February 26 and 28, 2008 meeting as amended.

**Meeting House Report**

Selectman Burnett presented the Board with a Grant that had been awarded to the Town for continued restoration of the Old Meeting House. She introduced Jim Miller, Chairman of the Old Meeting House Committee to explain the Grant and the work completed to date. After a brief discussion, Selectman Burnett moved, Selectman Hudgens seconded and the Board voted 3-0 to authorize the Chairman to sign the LCHIP Grant in the amount of \$26,836. The Board thanked Mr. Miller and the Old Meeting Committee for their efforts.

**Dolliver Bill Request**

The Board reviewed a letter from Mr. and Mrs. Dolliver requesting a reconsideration of the Town's bill for forwarding 450 copies of assessment cards on over 200 properties. It took office staff over 4 hours to select the property cards and our standard charge of 25 cents per copy created a bill of \$223.60 including shipping costs. They thought the 25 cents per copy covered research time. After a brief discussion the Board concurred that the cost of researching was a valid charge and the total bill of \$223.60 should be paid.

**MCL Violation Notice Certification**

In response to a Department of Environmental Services letter sighting Env-Ws 382.16 that the Town must notify the public of the violations. The Town had been aware of the violation for the fourth quarter in December and had combined the third and fourth quarter violations in the same public notice. The Board authorized the Chairman to sign the certification letter.

## **Northeast Mailing System Contract – Stamp Machine**

The Board reviewed the one year renewal of the Town's agreement with Northeast Mailing System for use and maintenance of our postage machine. The cost of the yearly service is \$160. The Board voted to authorize the Chairman to sign the contract.

### **Other Business**

**Conservation Easement Update:** Town Administrator Michael Capone informed the Board of his phone conversation with Steve Walker stating that his office would give the other party another week to respond to the Town's concern. At that time his office would contact the Attorney General's office to determine a course of action.

Mr. Bill Tourville was concerned about the ice on Back Bay Road. He wondered why the Highway Department didn't use the grader to get the ice off the road. Chairman Reagan would contact the Road Agent to review the conditions on Back Bay Road.

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

There being no additional questions, at 7:45 PM Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to go into non public session to discuss a personnel matter.

The Board returned to Public session and the meeting was adjourned at 8:30 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Monday, March 10, 2008**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Senior Center. Selectman Burnett, Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Tim Lewis, Phil Savail, Michael Capone, Chief Bellion, Chief Frank, Attorney Laura Spector, Attorney Ed Philpot, Curtis and Caryn Shephard, Mrs. Valley, David and Nary Ann Heath, Bill Wanner.

**Acceptance of Minutes of the March 4, 2008 Meeting**

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 March 4, 2008 meeting as amended.

**Review of Vacation Carry over from 2007**

Mr. Bucklin explained to the Board that there appeared to be some confusion on the part of some Town employees as to how long they had to use their carry forward vacation time. It was the connection to the anniversary date that added to the confusion. The interpretation by some employee was that the carry forward vacation time had to be used by the anniversary date and would be lost if not used by that date. After further discussion the Board agreed that the employee, no matter what the anniversary date, had until December 31, 2008 to use the carry over vacation time plus any accrued vacation time earned in 2008. The policy limiting future carry forward vacation time to five days is effective at the end of 2008.

**Road Posting**

Under the authority of RSA 41:11 and RSA 231:191 Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted, that "all town roads in the Town of Canaan will be posted temporarily prohibiting all vehicles weighing in excess of (6) six tons from traveling on these roads until further notice".

**Projects in Progress**

In response to a request from the Board in preparation for Town Administrator Michael Capone's appointment, Mr. Bucklin presented a list of projects that are in various stages of completions. After review, Selectman Hudgens requested that the completion of the Planning Board policy on building on Class VI and private roads be included in the unfinished list.



### **Budget Preparations Post Election**

Mr. Bucklin asked the Board if they would be able to meet on Friday should the voters reject Article 3 and the Town would need to proceed with the Default budget. If necessary Mr. Bucklin and Mr. Capone would meet with Department heads and prepare proposed budget adjustments for the Board to consider. The need for such a meeting would be determined on Wednesday.

### **Deeded Property Update**

Mr. Bucklin reminded the Board that they had set a date of March 15, 2008 as the deadline for the repurchase of a tax deeded property. Since that date is Saturday would the Board extend that date until Monday March 17, 2008. The Board said yes.

### **Appointment of a Police Officer**

Police Chief Sam Frank appeared before the Board to submit his choice to fill the vacancy in the Police Department. After completing the required background checks, the Chief is recommending that Ryan Palmer be hired effective March 31, 2008 as a Patrol Officer for the Town of Canaan. After discussion, Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to appoint Ryan Palmer as a patrol officer.

### **Public Hearing on Building Permits on a Private Road**

At 7:30 Chairman Reagan opened the public hearing to consider the issuance of a building permit on a Private Road (Hall Road) to Mr. and Mrs. Shepard. Attorney Ed Philpot, speaking on behalf of the Shepards, reviewed the public hearing of the Planning Board and the recommendations of the Fire Chief Bellion. He questioned whether the Shepards could agree to requirements that may be placed into a policy that final requirements had not yet been formulated. The Shepards would abide by the standards of the State Fire Safety codes as outlined by Chief Bellion. After further discussion, Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to authorize the building inspector to issue a building permit to the Shepards.

Having appeared before the Planning Board and having agreed to the requirements of the Fire Chief, Mrs. Valley appeared before the Board at the properly noticed public hearing to request a building permit for her property on Hall Road. After further discussion Selectman Hudgens moved, Selectman Burnett seconded, and the Board voted 3-0 to authorize the building inspector to issue a building permit to the Valleys.

Chairman Reagan closed the public hearing at 8:00 PM.

**Other Business**

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

There being no additional questions, at 8:05 PM Selectman Burnett moved, Selectman Hudgens seconded, and the Board voted 3-0 to go into non public session to discuss a personnel matter.

The Board returned to Public session and the meeting was adjourned at 8:30 PM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Friday, March 14, 2008**

The meeting was brought to order at 9:00 AM by Chairman Reagan at the Fire Department. Selectmen Burnett, Selectmen Hudgens and acting Interim Administrator Dexter Bucklin were also in attendance. Others present: Tim Lewis, Phil Salvail, Michael Capone, Dennis Salvail, Scott Borthwick, Shirley Packard, Alex Crate, Bob Scott, Duane Mansur, Eleanor Davis, Charles Neily, Elwin Neily, John Bergeron.

**Acceptance of Minutes of the March 10, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectmen Burnett moved, Selectmen Hudgens seconded, and the Board voted 3-0 to accept the Minutes of the March 10, 2008 meeting as amended.

**Review of Default Budget**

Chairman Reagan informed attendees that the purpose of this meeting was to review a draft of the default budget that had been prepared by Mr. Bucklin and Mr. Capone. The draft default budget was prepared because the proposed budget had been defeated at Town Meeting on March 11. Since there is a statutory requirement that the default budget be reported to the State within 20 days of Town Meeting, it was important to begin the review process immediately.

In order to prepare the draft default budget, Mr. Bucklin and Mr. Capone conducted a meeting with representatives from the Highway Department, Police Department, Fire Department, Ambulance, Library, Transfer Station, Cemetery Department, Welfare Administrator and Finance on Thursday morning, March 13, 2008. At that meeting, representatives from the departments proposed reductions to the original operating budget to bring it in line with the default budget amount.

Chairman Reagan proceeded through the budget and presented the proposed changes. Mr. Capone and Mr. Bucklin provided explanations for those changes and the Board took questions from those in attendance with regard to some of the proposed reductions. Based on the input received from those in attendance, the Board instructed Mr. Capone to gather additional information with respect to some of the proposed reductions. The review of the draft default budget could continue at the next Selectmen's meeting.

With no further business before the Board, Selectmen Burnett moved to adjourn the meeting. The motion was seconded by Selectmen Hudgens and by a vote of 3-0 the meeting was adjourned at 10:37AM.

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Robert Reagan

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Kristina Burnett

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Thomas Hudgens  
Canaan Board of Selectmen

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, March 18, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Denis Salvail, Shirley Packard, Alex Crate, Duane Mansur, Eleanor Davis, Al Poznanski, Ellen Marie Wilson, MaryAnn Heath, David Heath, Craig F. Lawler

**Election of Chair**

Selectman Borthwick made a motion to nominate Selectman Reagan for another term as Chairman. The motion was seconded by Selectman Lewis. The Board voted 2-0 in favor with one abstention to nominate Selectman Reagan as Chairman. The Board then voted 2-0 in favor with one abstention to elect Selectman Reagan as Chairman.

**Acceptance of Minutes of the March 14, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Chairman Reagan moved, Selectman Lewis seconded, and the Board voted 3-0 to accept the Minutes of the March 14, 2008 meeting as written. Included with the minutes were copies of emails from the outgoing Selectmen approving the minutes as written.

**Discussion of Default Budget**

Chairman Reagan asked for additional comments from the Board with regard to the default budget. Selectman Lewis mentioned that the Town Clerk/Tax Collector, Vicky McAlister had informed him that there may be \$1,000.00 in her budget for a printer that could be taken out because the State was going to supply one to the office. Mr. Capone said that he would verify that information for the Board.

Mr. Capone also informed the Board that the Library Trustees would be discussing possible reductions to their budget at their meeting on Monday, March 24, 2008.

The Board then answered questions with regard to the Budget from those in attendance. It was decided that there would be no further action on the Budget until the March 25, 2008 meeting.

### **Cardigan Mountain School Property**

Mr. Capone presented the Board with a copy of a letter from David McCusker, Headmaster of the Cardigan Mountain School, to the Canaan Historical Society in which he offered the "Howe House", also known as "Twin Gables", to the Historical Society. The Board discussed the property and requested that Mr. Capone attend the meeting with the Cardigan Mountain School and the Canaan Historical Society to obtain more details for the Board.

### **Sign for Residential Sand**

Mr. Capone presented a quote for the preparation of a sign for the residential sand pile. The sign would inform everyone that the sand was for Canaan residents only and also limit the amount one could take from the pile. There was discussion among the Board with regard to this topic and a suggestion from Duane Mansur that perhaps the pile could be placed at the Transfer Station where it could be monitored more closely. The Board took the issue under advisement.

### **Letter from Darrow Civil Engineering**

The Board reviewed a letter from Erin Darrow of Darrow Civil Engineering, PLLC informing the Board that she is no longer representing two Minimum Impact expedited dredge and fill permit applications.

### **Deed for the Adams Property**

The Board reviewed a Quitclaim Deed Without Covenants for a property located at 66 West Farms Road. Selectman Borthwick made a motion to accept and sign the deed. The motion was seconded by Selectman Lewis and voted 3-0 in favor.

### **Discussion of firm for Groundwater Permit**

Mr. Capone informed the Board that he had spoken with Alan Hill of Water System Operators regarding the Groundwater permit for July of 2008. Alan was inquiring as to whether or not the Board was going to utilize the services of Wright Pierce Civil and Environmental Services for this project or put the project out to bid. After some discussion, it was the opinion of the Board that a project of this size should go out to bid. Mr. Capone said that he will follow up with Alan in regard to this matter.

### **Discussion of new fee for Incoming Septage**

Mr Capone informed the Board that Alan Hill of Water System Operators had requested that the Board increase the fee for incoming septage from 8 cents to 10 cents per gallon in an effort to bring the fee more in line with surrounding communities. Selectman Borthwick made a motion to increase the fee. The motion was seconded by Selectman Lewis and voted 3-0 to approve the increase.

### **Update on the River Road Bridge Project**

Mr. Capone informed the Board that he had spoken with Jim Karmozyn of H.E. Bergeron Engineers with regard to the River Road Bridge Project. Jim is waiting for an approval of the design phase documents he had submitted to the State before proceeding on to the next phase of the project. Once the State approves the submitted documents, one half of the State funds available for the Project will be released to the Town to defray expenses.

### **“Exemption from Participation” Form**

Pursuant to RSA 100-A:22, Mr. Capone submitted to the Board for their signature an “Exemption from Participation” form to be submitted to the State that will exempt Mr. Capone from mandatory participation in the New Hampshire State Retirement System. Selectman Borthwick made a motion to approve and sign the exemption. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

### **Class VI Road Policy**

Mr. Capone introduced a copy of the Class VI Road Policy that had been submitted by the Planning Board. They are requesting that the Board review and approve the document at a future meeting. Mr. Capone will make additional copies available so Board members can review the Policy prior to discussing it at a future meeting.

### **Committee Assignments**

The Board discussed the ex-officio assignments to various Town Boards and Committees and decided on the following:

Chairman Reagan – Library Trustees, Parks and Recreation, Cemetery Trustees, Trustee of Trust Funds and Water Source Protection Committee

Selectman Borthwick – Budget Committee, Capital Improvements Committee, Historic District Commission

Selectman Lewis – Planning Board, Conservation Commission

Mr. Capone offered to sit in on the Transfer Station/Recycling Committee meetings and be the point of contact for the Canaan Street Lake Association.

### **Other Business**

Al Poznanski asked if the Board knew the status of payment of an outstanding invoice from Orange with regard to recycling services and the status of the vote Orange took to pay the fee this coming year. Mr. Capone informed the Board and those in attendance that the payment from last year had been received. He was not aware of the status of next years fee, but would check into it.

Al Poznanski also asked about the issue of ongoing enforcement of the use of stickers at the transfer station. Mr. Capone informed the Board and those in attendance of some of the discussions he had undertaken in an effort to educate residents with regard to getting stickers and possible enforcement options.

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

With no further business before the Board, at 8:20 pm Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters. At 10:01 PM Chairman Reagan made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and voted 3-0 by the Board. At 10:02 Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Chairman Reagan made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 10:03PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, March 25, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Shirley Packard, Alex Crate, Al Poznanski, Ellen Wilson, Craig F. Lawler, Tom Guillette

**Acceptance of Minutes of the March 18, 2008 Meeting**

Having reviewed the minutes the Board voted the following: Selectman Lewis moved, Chairman Reagan seconded and the Board voted 3-0 to accept the Minutes of the March 18, 2008 meeting as written.

**Discussion of Default Budget**

Michael distributed the "2008 Default Budget Worksheet" (see attached) to the Board and those present. The purpose of this worksheet was to outline what adjustments the Board of Selectmen would need to make to the voted default budget to more accurately reflect the actual expenditures anticipated for the year. The authority to make adjustments is given to the Board under RSA 32:10 with the requirement that the discussion and vote be at a Selectmen's meeting. The Board reviewed the Worksheet and took questions from those in attendance with regard to the adjustments. After considerable discussion, Selectmen Borthwick made a motion to accept the adjustments to the budget as presented on the Worksheet. The motion was seconded by Selectmen Lewis and the Board voted 3-0 to accept the adjustments as presented.

**Other Business**

Michael asked if the Board would like to add the review and approval of the Class VI Highway/Private Road Policy to the agenda for the 4/1/08 meeting. The Board agreed and Michael said he would notify the Planning Board so they would be available to answer questions.

Michael wanted to let the Board know that he would like to schedule a discussion with regard to Tax Deeded property for an upcoming meeting.

Tom Guillette mentioned that there was an issue with a small leak in the Senior Center in an area still under construction. It was something that needed to be looked at, but since Denis Salvail had been donating a lot of the work, Tom was reluctant to bother him with it. There was a brief discussion of how to address this issue and Phil Salvail said that he would mention it to Denis.

Michael mentioned to the Board that he had received an email from the Mascoma Valley Health Initiative (MVHI) inquiring as to who was going to represent the Board at the MVHI quarterly meeting on Wednesday. Michael volunteered to attend the meeting and get some idea of the level of involvement that would be required by the Board.

Chairman Reagan wanted to have the Board discuss the issue of purchase order review and approval. After a brief discussion amongst the Board with regard to what level of review of purchase orders was necessary Selectman Lewis made a motion to have \$500.00 be the dollar amount of a purchase order requiring review by the Board. The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of the motion.

Michael reported that he had been contacted by Alan Hill of Water System Operators in regard to some water testing results. Alan reported that the Town had passed its lead and copper water tests for the third month in a row.

Ellen Wilson asked about possible changes to the operating hours of Transfer Station. There was considerable discussion of this topic. It was mentioned that there were a number of issues under review for the Transfer Station. Michael said he would bring the issue up at the April 1, 2008 Transfer Station meeting.

Selectman Reagan brought up the issue of the cost of the uniform cleaning contract for the Highway department. There was a discussion with regard to contracts in general and Michael said that a review of all Town contracts was on his project list. He was going to get a copy of the uniform cleaning contract and look it over.

Michael mentioned that he had been contacted by Chief Frank with regard to an opportunity to purchase a used phone system for the Police Department. This was a fairly new system that was no longer in use by the Hanover Police Department. Chief Frank felt that it may be a way for the Police Department to upgrade its current phone system with something that would better meet the department's needs. The Board requested that Michael obtain more information on the system and look at other options as well.

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

With no further business before the Board, at 8:17 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters. At 10:36 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 10:37 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Chairman Reagan made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 10:38PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Wednesday, March 26, 2008**

The meeting was brought to order at 8:30 AM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Larry Brabant, Wally Medeiros, David Heath, Amy Thurber, Nelson Therriault, Glenn Carey, Bob Scott, Vicky Mc Alister, Gloria Koch, Chief Bellion, Chief Frank, Cindy Neilly.

**Discussion of default budget**

Chairman Reagan explained to those in attendance that the purpose of this meeting was to review the revised default budget that had been voted by the Board at the Tuesday, March 25, 2008 meeting. This budget reflected the changes proposed by the departments after the original operating budget had been voted down at Town Meeting. Each department head had been supplied a worksheet that contained their new budget plus a list of actual expenditures to that budget as of the manifest of 3/25/08.

Chairman Reagan went through each department budget and took questions and comments from the department heads with regard to actual and anticipated expenditures. There was also considerable discussion with regard to how to address some of the continuing contractual obligations of the Town.

Other topics discussed included street lighting, fuel and propane costs, payments to area agencies and the amount of prepaid gravel still available to the Town.

**Other business**

The Board informed the Departments that they were going to need a signed purchase order from the Board for any expenditure over \$500. The departments were concerned that this process may impact them for emergency purchases. The Board said that there would be no delays given the fact that the Board members were in the office every day and would be able to respond quickly to emergency requests.

There was also a discussion of how to defer expenditures for the first half of the year in an effort to lower the amount of Tax Anticipation Notes the Town would need to meet expenses prior to the tax bills going out. Among the suggestions offered were deferring payments to agencies and holding off on the purchase of equipment until June 1, 2008.

Chief Frank brought up the issue of the change to the vacation policy and the possible impact it would have to the Police Department.

Having no other business to be brought before the Board, Chairman Reagan made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 9:50 AM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

## **CANAAN BOARD OF SELECTMEN'S MEETING**

**Tuesday, April 1, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Shirley Packard, Alex Crate, Al Poznanski, Craig F. Lawler and John Bergeron

### **Acceptance of Minutes of the March 25, 2008 and March 26, 2008 Meetings**

The Board reviewed the minutes and voted the following: Selectman Lewis moved, Chairman Reagan seconded and the Board voted 3-0 to accept the Minutes of the March 25, 2008 and March 26, 2008 meetings as written.

### **Review and Approval of Class VI Highway/Private Road Policy**

Michael explained that the Board needed to vote to approve this policy for the Town. John Bergeron, a member of the Planning Board was present to answer questions. After a brief discussion Selectman Borthwick made a motion to approve the Policy as written. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

### **Request from Chief Bellion to establish set hours for Home inspections**

Michael explained that Chief Bellion wanted to establish set hours when he would be available for inspections. The Board asked Michael to get more information from the Chief regarding the types of inspections he was doing prior to granting his request.

### **Discussion of enforcement issues at the Transfer Station**

Michael advised the Board that there have been ongoing enforcement issues at the Transfer Station. There was discussion with regard to what level of enforcement is required and who should be given enforcement authority. The Board suggested that the Transfer Station Manager prepare a document that would outline his authority as the Selectmen's agent to enforce public adherence to disposal rules at the Transfer Station. The Board could review the document at a subsequent meeting and vote to give the Transfer Station Manager the authority to act as their agent to enforce regulations at the Transfer Station. Michael said that he would contact Glen to have him prepare a document for review by the Board.

## **Discussion of Change in Meeting Schedule**

Michael brought this topic up for discussion. Given the number of issues presently before the Board, they decided to continue meeting weekly for the next few months. Also, there would be a budget versus actual review and discussion by the Board at every other meeting. This would allow for increased public discussion of the operating budget.

## **Other Business**

Michael mentioned that he had been contacted by Alan Hill with regard to quotes received for fence work around the Water plant. The prices were in the 18K to 19K range which was far in excess of the \$4500 in grant money available for the project. Some other alternatives for security were discussed and the Board determined that the issue would require further review.

Selectman Borthwick brought up the issue of the rental fee being paid to store material from the Library basement at a facility in Orange. Michael informed the Board that he had spoken with Tom Guillette and the material was going to be removed from the storage facility and any material to be retained was going to be moved to the garage at the Cozy Corner.

Selectman Lewis brought up the issue of the status of Town owned property and the disposition of properties taken by Tax deed. Michael mentioned that he was putting together a folder for the Board to review at an upcoming meeting.

Chairman Reagan brought up the issue of some potential logging at the Transfer station and the status of a parcel of land of undetermined ownership. There was a brief discussion of both issues and it was determined that they would require further review.

Shirley Packard asked about ongoing projects in Town. Michael informed her that he had been compiling a list and would present it at a future meeting.

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

With no further business before the Board, at 8:33 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 10:01 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 10:02 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Chairman Reagan made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 10:03PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, April 8, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Shirley Packard, Alex Crate, Al Poznanski, Craig F. Lawler, John Bergeron, Jackie Lary, David Heath, Mary Anne Heath, Glenn Carey

**Acceptance of Minutes of the April 1, 2008 Meeting**

The Board reviewed the minutes and voted the following: Chairman Reagan moved, Selectman Lewis seconded and the Board voted 2-0 to accept the Minutes of the April 1, 2008 meeting as written.

**Discussion of Sweeping on Goose Pond Road**

Mr. David Barney of the Goose Pond Lake Association explained to the Board that given the severity of the winter, the Goose Pond Lake Association was willing to pay up to \$1000 to contract with a company to sweep Goose Pond Road. This would minimize the cost to the Town for working on the Road. Their only request was that a Town truck and driver be available for the day so the sweeper would have something to empty the sand into. There was some brief discussion on this topic and the Board agreed to provide a vehicle provided that sufficient notice was given to the Road Agent to schedule the truck. It was agreed that the Goose Pond Lake Association would pay for the sweeper service directly.

**Budget vs. Actual review and discussion**

Michael presented the Board members with a report that showed year to date expenses for each line of the operating budget as of April 7, 2008. The Board went through the report and took questions from those present. Expenditures were at 25% of the overall budget to date. Michael mentioned to the Board that this report would be posted in the Town Office so it would be available for review. Michael was also looking into posting the report on the Town website.

**Discussion of proposed changes to Transfer Station hours**

Michael presented the Board with two proposals for changes to the Transfer Station operating hours. One had been suggested by the Transfer Station Manager, Glenn Carey. The other was submitted by the Recycling Committee. Glenn presented the Board with a corrected copy of his suggested hours. The objective was to make more efficient use of operating time within the Transfer Station while still maintaining hours that would be convenient for residents. After some discussion, there was a new schedule proposed.

Tues. 2-6PM    Weds. 10AM -2PM    Thurs 2-6PM    Fri. 10AM-2PM    Sat. 8AM-2PM

Michael suggested that Selectman Borthwick, be allowed an opportunity to review the changes before adopting this schedule. In addition, it was determined that the new schedule, if approved, should be put into effect on June 1, 2008. This would allow time to inform residents of the change.

### **Discussion and approval of Water Protection Grant**

John Bergeron presented the Board with the details of a \$19,424.00 local source water protection grant the Town had received from NHDES. The grant would provide for comprehensive water testing, septic system management planning, watershed boundary signs and an education and outreach program. Chairman Reagan made a motion to enter into and approve a grant agreement with the DES in the amount of \$19,424.00 to Canaan and to authorize Town Administrator, Michael Capone, to sign paperwork associated with such a grant on behalf of the Town. Selectman Lewis seconded the motion and the Board voted 2-0 in favor of approval.

### **Request from Chief Bellion to establish set hours for Home inspections**

Michael explained that Chief Bellion wanted to publish set hours when he would be available for inspections of public facilities such as daycare facilities, schools and foster homes. This would allow him to make more efficient use of his time. The Board granted his request.

### **Discussion of Safety Audits**

Michael presented the Board with a copy of the Memo that had been sent to all Town departments with regard to the safety audits members of the Joint Loss Management Committee would be conducting. This activity is required by the Town's insurance providers and the State and is designed to improve workplace safety.

### **Other Business**

Michael mentioned that Tom Guillette had received a corrected quote for fencing around the water plant. The new quotes were in the \$12,000 range which was still outside of the \$4,500 available in grant money. Chairman Reagan mentioned that Alan Hill of Water System Operators was going to look at ways to minimize the fencing required to see if the quotes could be brought into line with the available funding.

Michael mentioned that a request had been received by the Town for a refund on two burial lots. David Heath mentioned that the request had just been received that afternoon and he did not see a problem with refunding the money, but he would check with the Cemetery Trustees.

Al Poznanski asked the Board if the Town could make a truck available to the 4H club for their May 10, 2008 community roadside pickup. The Board agreed to provide the vehicle and David Heath said that he would follow up with the Highway department.

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

With no further business before the Board, at 8:10 PM Selectman Lewis moved, Chairman Reagan seconded and the Board voted 2-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:10 PM Selectman Lewis made a motion to come out of non-public session. The motion was seconded by Chairman Reagan and voted 2-0 by the Board. At 9:11 PM, Selectman Lewis made a motion to seal the minutes of the non-public session. The motion was seconded by Chairman Reagan and the Board voted 2-0 in favor of the motion. Selectman Lewis made a motion to adjourn the meeting that was seconded by Chairman Reagan. The Board voted 2-0 in favor of adjournment at 9:11PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, April 15, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Ellie Davis, Al Poznanski, Craig F. Lawler and Matt Wilson

**Acceptance of Minutes of the April 8, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 to accept the Minutes of the meeting of April 8, 2008 as written.

**Review and sign "planning services agreement" for Household Hazardous Waste Collection**

Michael explained the program to members of the Board and others present at the meeting. There was discussion with respect to how many collection days the Board felt were appropriate and Selectman Lewis made a motion to approve only the August 23, 2008 date. Selectman Borthwick seconded and the Board voted 3-0 to approve participation in the August 23, 2008 date at the Lebanon Solid Waste Facility.

**Review and approval of proposed changes to the Transfer Station operating hours.**

Michael explained that the vote had been put off at the last meeting to afford Selectman Borthwick the opportunity to review the proposed changes. There was no additional discussion on the topic. Selectman Borthwick made a motion to approve the changes as discussed and implement the new hours on June 3, 2008. Selectman Lewis seconded and the Board voted 3-0 to adopt new operating hours for the Transfer Station. The new hours will be: Tuesday 2-6PM, Wednesday 10AM-2PM, Thursday 2-6PM, Friday 10AM-2PM and Saturday 8AM-2PM.

**Review of request from Friends of Canaan Village for the Canaan Farmers Market**

Michael presented a request to the Board from the Friends of Canaan Village to utilize the Common this season for the Canaan Farmers Market. The market hours will be on Sundays from 10AM to 1PM and the season will run from May 25, 2008 thru October 12, 2008. The Market will not operate on Old Home Days in August. The Board granted the request.

## **Discussion of use policy for the Town Common**

Chairman Reagan brought up the issue of securing permission for use of the Town Common by individuals or groups. He mentioned that a committee had been set up to explore a way to do this, but he was not sure of its status. Al Poznanski said that he knew a couple of the members of the original committee and offered to contact one of them to get in touch with Michael as to what had been done to date to address this issue.

## **Other Business**

Al Poznanski asked about the status of the enforcement letters being prepared for Transfer Station violators. Michael mentioned that he received information from Glenn Carey, the Transfer Station Manager, that he was reviewing and would prepare a draft document for review by the Board.

Ellie Davis asked about the status of the year end Audit. Michael mentioned that he had contacted the Auditing firm and they were supposed to have contacted Gloria last week. That did not happen so he is going to call them again.

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

With no further business before the Board, at 7:36 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:47 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:47 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Chairman Reagan made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 9:48PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Tuesday, April 22, 2008**

The meeting was brought to order at 7:00 PM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Ellie Davis, Al Poznanski, Jackie Lary, Bertha Shepard, Shirley Packard, Alex Crate, Ed Lary and John Bergeron. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the April 15, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 to accept the Minutes of the meeting of April 15, 2008 as written.

**Mason's request for Property Tax Abatement**

The Mason's Lodge had submitted a request for a property tax abatement to the Board of Selectmen in February of 2008. The Board had requested that representatives of the Mason's come before them to explain more about the organization and the charitable work they do. Mr. Lary and Mrs. Shepard discussed the many charitable efforts supported by the Lodge including support of burn victims, educational scholarships and the free use of the Lodge for charitable events, all activities that are consistent with other organizations receiving abatements. Selectmen Reagan made a motion to grant the Lodge a sixty five percent abatement. The motion was seconded by Selectman Lewis. The Board voted 2-0 in favor of granting the abatement with Selectman Borthwick abstaining.

**Budget vs. Actual Review**

The Board reviewed the Budget vs. Actual report for April 22, 2008. Michael explained the new format for the report including a column that showed what percentage of each line item was still available. Michael mentioned that overall about 30% of the budget had been spent. Since the Town is seventeen weeks, or about one third of the way, through the fiscal year, the overall number was looking good so far. The Board reviewed the report and took questions from those in attendance. The budget vs. actual report will be reviewed again in two weeks.

**Review of Uni-First Contract**

Michael reported that he had obtained a copy of the Uni-First contract. This contract covers Uni-First supplying and cleaning entry and hallway runners for the Police Building and the Town Office. The Board wanted to look into purchasing our own runners for these buildings in an effort to save money for the Town. Michael has been pricing replacements for the runners supplied in the contract and was going to look into canceling the contract with Uni-First.

### **Timber Cut at the Transfer Station**

Selectman Lewis presented an outline for a proposed timber cut at the Transfer Station. This selective cut would provide for good forest management and help to address some maintenance issues as well as allow for some clearing in areas where there may be good sources material for the road crew. The Board requested that Michael contact some area Foresters to quote on preparing a plan for the cut.

### **Pad for dry hydrant on Jones Hill Road**

Michael reported that he had been contacted by the Road Agent, Bob Scott, with a request from a resident for the Town to supply material for a loading pad for the dry hydrant that had been put in on Jones Hill Road. This request was made as part of an agreement the resident had with the Town in regard to placing the dry hydrant on his property. The Board discussed what would be required and instructed Michael to contact the Road Agent to get the material for the pad.

### **Other Business**

There was a request from the Historic District Commission for the Board to approve two new appointments to the HDC. Selectman Borthwick made a motion to appoint Andrew Mulligan as a regular member. Selectman Lewis seconded the motion and the Board voted 3-0 in favor of the appointment. Selectman Borthwick made a motion to appoint Tom Hudgens as an alternate member. Selectman Lewis seconded the motion and the Board voted 3-0 in favor of the appointment.

Michael reported that notices were going out to all departments with regard to a meeting with the Board on April 30, 2008 at 8 AM. This is to be the second in a series of meetings with departments to review the Budget and discuss issues of mutual concern. Shirley Packard asked if this was a public meeting. Michael replied that it most certainly was.

Michael mentioned that a Planning Board member had come to the Town office requesting the password for access to the Town account at the Registry of deeds for the purpose of doing research. Michael felt that the Board should decide if the password should be released. There was a brief discussion of the need for the Planning Board to have access when materials were available to them at the Town office. Chairman Reagan asked Michael to get an opinion from the Local Government Center with respect to this issue.

Chairman Reagan mentioned that the Town had an opportunity to utilize the services of a Bobcat with a power broom attachment to assist with the sand clean up down town. A local contractor was offering the unit for \$65/hour which would save the Town on overall labor costs for the project. The Board took the issue under advisement.



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

With no further business before the Board, at 8:17 PM Chairman Reagan moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:34 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:34 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 9:35PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN MEETING  
TUESDAY, APRIL 29, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail, Al Poznanski, David Heath, Joe Frazier, Craig Lawler, Paul Mirski and Mary-Anne Heath. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the April 22, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of April 22, 2008 as written.

**Request from NH Legal Rights Foundation**

Paul Mirski of the New Hampshire Legal Rights Foundation (NHLRF) appeared before the Board to request their support for a lawsuit to be filed with regard to having population be a qualifying factor for towns to have independent representation in the NH House. The NHLRF is not looking for financial support from the Town as the lawsuit is not seeking damages. Mr. Mirski outlined some of the history behind the effort to achieve the original objective set out in the 2006 Constitutional amendment which was supported by the residents of the State. Mr. Mirski took questions from the Board and those present. After some discussion, Selectman Borthwick made a motion to join the lawsuit. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

**Other Business**

Michael supplied the Board with an agenda for the department meeting for Wednesday, April 30, 2008. The Board reviewed the agenda and had nothing to add to it.

Michael also had a reminder with regard to the meeting he will have with NHDES, Water System Operators and Wright-Pierce to review their proposal for disinfectant byproduct reduction in an effort to meet the new disinfectant byproduct regulations. The meeting will be on Friday, May 2, 2008 at 10:30AM at the Town office.

Michael asked the Board if they had any thoughts on which foresters should be contacted regarding an RFP for the timber cut at the Transfer Station. Chairman Reagan suggested that an ad be placed soliciting bids.

Michael received a request from the Meetinghouse Restoration Committee for a Selectmen's representative. Jim Miller had suggested that Selectman Borthwick be appointed because of his construction background. Michael mentioned that he had spoken with Selectman Borthwick who said he would be happy to serve on the Committee. Selectman Lewis made a motion to appoint Selectman Borthwick to be the Selectmen's representative to the Meetinghouse Restoration Committee. Chairman Reagan seconded the motion and the Board voted 2-0 in favor with Selectman Borthwick abstaining.

Selectman Lewis mentioned that he had discussed some improvements to John Roberts Road with the Road Agent, Bob Scott. Bob will be meeting with a representative from NHDOT with regard to the road.

Chairman Reagan reported that he had attended a meeting at Plymouth State to review some of the testing that will be done at Canaan Street Lake as part of the recently approved Grant for that purpose.

Al Poznanski mentioned that the Transfer Station Committee will be meeting on Tuesday, May 6, 2008 at 5PM in the Town Office conference room.

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

With no further business before the Board, at 7:36 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 8:41 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 8:41 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 8:42PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN MEETING  
WEDNESDAY, APRIL 30, 2008**

The meeting was brought to order at 8:05 AM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Police Chief (Sam Frank), Fire Chief (Bill Bellion), Road Agent (Bob Scott), Transfer Station Manager (Glenn Carey), Mechanic (Larry Brabant), Cemetery Sexton (David Heath) and Al Poznanski. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Review of Budget vs. Actual**

Chairman Reagan led the review of the current budget vs. actual report and took questions and comments from those in attendance. The overall expenditures were in line with projections.

**Review of Purchase Order Procedure**

Chairman Reagan reviewed a memo with regard to purchase order procedures that had been distributed to all departments. There were no questions with regard to the memo.

**Capital Improvements Program (CIP)**

Michael distributed a memo and project sheets for the next round of the CIP. All department heads present expressed concern with working on this project if it was not going to be funded. There was some discussion with regard to just doing a review/update for this year until a determination could be made as to how and when to fund the CIP. Michael suggested that he provide copies of the CIP to the Board and have a discussion about it at an upcoming meeting.

**Other Business**

Al Poznanski commented on the good working relationships that exist between departments.

Larry Brabant expressed concern with the old John Deere that is in use at the Transfer Station. Glenn Carey mentioned that they usually run it when no one is around to minimize risk to anyone. Everyone felt that the best long term solution for this issue would be to replace the tractor at some point.

Chairman Reagan reminded those present that one Selectman has no authority to make decisions to change policies or implement new ones. Just because someone has a discussion with a Selectman and that Selectman expresses an opinion with regard to something does not make it Town policy. Nothing is official until it is approved by majority vote of the Board of Selectmen.

With no further business before the Board, at 9:20 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 in favor of adjournment at 9:20AM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN MEETING  
TUESDAY, MAY 6, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Shirley Packard, Al Poznanski, Alex Crate, Ellie Davis, Larry Gaudette, Jim Karmozyn. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the April 29, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of April 29, 2008 as written.

**Meeting w. H.E. Bergeron Engineers: Update on River Road Bridge**

Jim Karmozyn, PE of H.E. Bergeron Engineers was in attendance to update the Board on the River Road Bridge Project. Jim presented the Board with an overview of the bridge repair/replacement process. He also reviewed the Engineering Study prepared for the bridge with the Board. There was a discussion of the three options available for the type of bridge decking and guardrails. Selectman Borthwick made a motion to approve alternative three, which is the precast voided slab deck with steel guardrails, because of the lower maintenance costs. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of alternative three.

**Parks and Recreation: Update on Projects**

Wally Medeiros, head of the Parks and Recreation department, made a presentation to the Board with regard to some improvements he wanted to make at the Cozy Corner to make the building usable year round and expand the user base. The improvements included replacing the overhead doors and winterizing the facility. It would also include adding pool and ping pong tables so there would be more activities available for everyone. Although, Wally felt that there would be volunteer labor and some donations available for the project, there was still money needed from the budget. Chairman Reagan asked Wally if he had an estimate on the cost. Wally thought it might be around five thousand dollars. There was some discussion among the Board and those in attendance as to where in the budget the money should come from, but everyone was generally receptive to the idea of making improvements to the building. Selectman Reagan asked Wally to prepare a more detailed estimate of cost for the Board to consider.

## **Vendors at Canaan Street Lake**

Also included in the Parks and Recreation discussion was a request received from someone who wanted to set up a hotdog stand at Canaan Street Lake. Chairman Reagan asked if this was something that the Historic District Commission needed to review. There was also discussion about how to limit vendors if they were to be allowed at the Lake. The Board felt that more information was needed before making a decision on this matter.

## **Budget vs. Actual Review**

The Board reviewed the Budget vs. Actual report for May 6, 2008. Michael mentioned that overall about 33% of the budget had been spent. Since the Town is nineteen weeks, or more than one third of the way, through the fiscal year, the overall number was looking good so far. The Board reviewed the report and took questions from those in attendance. The budget vs. actual report will be reviewed again in two weeks.

## **Other Business**

Michael reported that a building permit had been received for an equipment shed to be built at Mascoma Valley Regional High School for the storage of athletic equipment. Since this part of the MVHS athletic program is not supported by taxpayer funds, there was a suggestion made that perhaps the Town could waive the permit fee. There was some discussion of the amount of the fee and it was determined that it was either \$25 or \$100 depending on how the building was classified. Selectman Borthwick made a motion to waive the permit fee up to a limit of \$100. Selectman Lewis seconded the motion and the Board voted 3-0 in favor of the motion.

Larry Guadette asked about the status of Tax deeded property sales. Michael informed him that he was working on the list for the Board to review and would have it ready for a future meeting.

Al Poznanski asked about the role for the Police Department in enforcement at the Transfer Station. Michael explained that he had spoken with Chief Frank, and the Chief said that the Police role would be to cite violators who failed to pay their civil penalties to the Town.

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

With no further business before the Board, at 8:52 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 10:20 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 10:21 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 10:21PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN MEETING  
TUESDAY, MAY 13, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Ellie Davis, Craig Lawler and Pop Cantlin. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the April 30, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of April 30, 2008 as written.

**Acceptance of Minutes of the May 6, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 to accept the Minutes of the meeting of May 6, 2008 as written.

**Other Business**

Michael mentioned to the Board that the Town will have to revisit the issue with the exposed force main. He wanted to get a sense from the Board as to how they would want to approach covering it so he could contact NHDES and begin to get the necessary approvals to work in the river. The Board felt that encasing the main in cement would be the best approach to take. Michael will contact DES and get the necessary approvals.

Michael asked the Board if they would like to begin the review of heating system quotes for the new system. The Board asked Michael to set up the review.

Michael mentioned to the Board that he had posted the notice for the new transfer station hours in the office and was going to have a notice put in the local papers and posted at other locations around Town. Al and Ellie mentioned that Glenn had already posted a sign at the Transfer Station.

Michael notified the Board that he was going to change to the Selectmen/Assessor hours on Monday, Wednesday and Friday to 8AM – 4PM. This would align them with the Tax Collector hours and other employee hours and also eliminate the situation where one employee would be left alone in the office. The Board was in agreement and asked Michael to post the change effective June 2, 2008.

Selectman Lewis brought up a request from the Planning Board to allow them to review commercial building applications in an advisory capacity prior to any action by the Selectmen. The Board took public comment from those in attendance with regard to their concerns with this level of oversight. Members of the Board were supportive of the idea noting that having another level of review, albeit informal, would provide the Board with additional input that would aid them in their decisions. The Board felt that this issue required further review and discussion.

Chairman Reagan mentioned that he was going to get some information together for a review of how to address some of the drainage issues on Goose Pond Road. Al Poznanski asked if any data had been collected with regard to winter maintenance expense for this road. Chairman Reagan said that he thought the Highway Department had kept some data on this. Michael mentioned that he would check with the Road Agent to see what information was available.

Al Poznanski asked about the status of the rewrite of the transfer station ordinance. Michael said that he had spoken with Glenn earlier in the day and was told that the Recycling Committee had not finished the review at the last meeting and they were going to finish it next month. Al responded that the review was essentially complete and he would get the updated information to Michael so the rewrite could continue.

Al also thanked the Board and the Highway Department for the use of the truck for the 4-H trash collection project.

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

With no further business before the Board, at 7:38PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 8:40 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 8:40 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 8:41PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN MEETING  
TUESDAY, MAY 20, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Ellie Davis, Shirley Packard, Alex Crate, Matt Wilson, Lola Baldwin, Christine Walker, Kurt Gotthardt and Tim Josephson. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the May 13, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of May 13, 2008 as written.

**Christine Walker, Director, Upper Valley Lake Sunapee Regional Planning Commission**

Christine wanted to come before the Board to introduce herself and explain the role of the Commission and the types of services they could provide to the community. She reviewed an informational packet that had been provided to Board members and took questions from those present with regard to the activities of the Commission.

**Kurt Gotthardt, Mascoma Watershed Conservation Council**

Kurt made a presentation to the Board with regard to efforts of the Watershed Council to have the Mascoma established as a “designated river”. The effort would require the support of local officials and residents and would recognize the river for its outstanding natural and cultural attributes. Once designated, a management plan would be developed to protect those natural and cultural attributes. Kurt took questions from the Board and those in attendance with regard to the project. Concerns were raised with regard to the increased level of oversight leading to increased restrictions in access to the river.

## **Budget vs. Actual Review**

Michael presented an overall assessment of the operating budget to date. As of the May 20, 2008 manifest, expenditures are at 37%. We are 40% through the calendar year, so overall budget expenditures were in line with the calendar period. Michael expressed some concern with the Gasoline and Diesel expenses which were running at 60% of the budgeted amount for the year. Michael also mentioned that in addition to being posted in the front lobby of the Town office, the report was now on the Town website. It will continue to be updated weekly at both locations. The Board took questions from those present and noted that the budget will be reviewed again at the meeting on June 10, 2008.

## **Discussion of Meeting Schedule**

Michael noted that the Board had mentioned in April that they wanted to revisit the topic of changes to the meeting schedule in May. After a brief discussion, it was decided by the Board that they would change their meeting schedule for the months of June, July and August. The meetings would be scheduled for every other week. Michael will post a meeting schedule on the website calendar, the Town office and the Town Crier outside of the Library.

## **Other Business**

Michael mentioned to the Board that he had been contacted by State Representative Peter Solomon who wanted to inform the Board that he would not be seeking reelection for another term in Concord due to health issues. Members of the Board expressed their regret at hearing the news, their thanks for his years of service to the District and wished Representative Solomon well.

Michael informed the Board that he had been contacted by a resident who was looking for information with regard to selling crafts on the common. Chairman Reagan mentioned that there was a group of residents that had been looking into developing a policy for use of the common in an effort to better coordinate the diverse uses of that area of Town. It was suggested the Michael contact Gary Wood to see what progress had been made to date.

Selectman Lewis asked to continue the discussion with regard to the Board of Selectmen granting the Planning Board the authority to review commercial building applications in an advisory capacity. There was further discussion of the topic and Selectman Lewis made a motion to grant the Planning Board the authority to review commercial building applications in an advisory capacity. The motion was seconded by Chairman Reagan and the Board voted 2-0 in favor of the motion with Selectman Borthwick abstaining.

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

With no further business before the Board, at 8:49PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:26 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:26 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 9:27PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MAY 27, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Ellie Davis, John Bergeron, Jackie Lary, Road Agent-Bob Scott and Matthew Scott. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the May 20, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of May 20, 2008 as written.

**Other Business**

Michael mentioned to the Board that he had been contacted by the Road Agent Bob Scott with regard to a purchase he wanted to make for the Highway Department. Because of the timing involved, Michael asked Bob to attend the meeting and make his request to the Board. Bob had prepared a purchase requisition to have an additive mixed with the road salt he was having delivered on Wednesday morning. Mark Scott, a representative from NH Ice Melt, was present to discuss the additive which will increase the effectiveness and mitigate the corrosive effects of the salt used on the roadways. After reviewing the information supplied by Mark and taking questions and comment from those present, the Board approved the requisition.

Michael presented the Board with a document from Richard and Lear Timmons which contained a list of signatures from the residents of Andrew Lane. The previous Board had required that Mr. Timmons obtain to permit to operate a service garage from his home. One of the requirements was that Mr. Timmons get signatures from the residents of Andrew Lane in support of his request. Having secured the required signatures, the Board asked Michael to prepare a correspondence for Mr. Timmons.

Michael confirmed the summer meeting schedule with the Board. The meetings in June will be on the 10<sup>th</sup> and the 24<sup>th</sup>. The meetings in July will be on the 8<sup>th</sup> and the 22<sup>nd</sup>. The meetings in August will be on the 5<sup>th</sup> and the 19<sup>th</sup>.

Chairman Reagan asked that the issue of vendors at Canaan Street Lake be added to the June 10<sup>th</sup> agenda. He requested that the vendor and perhaps Wally Medeiros, head of the Parks and Recreation Department should be present.

Selectmen Lewis mentioned that he had received an inquiry with regard to the damaged aluminum docks in the Town yard from someone who was interested in purchasing them.

John Bergeron noted that other inquiries had been made with regard to the docks. Chairman Reagan suggested that the Board look at the docks and make a decision with regard to their value and perhaps put them out to a purchase bid.

John Bergeron was present to note that the Source Water Protection Committee was looking for individuals to assist with water sampling at Canaan Street Lake.

John also mentioned that the Historic District Commission would be taking orders for markers to be placed on homes and buildings in Town as part of the Canaan Historic House marker program. Information would be available on the Town Website and at the Town office.

John also asked if a page could be added to the Budget update section of the website explaining some of the acronyms used for the various sections of the budget. Michael said he would prepare something and put it up on the site.

John also mentioned that there was a broken link to the May 13, 2008 minutes on the website. Michael said he would fix it.

Al Poznanski asked about the rewrite of the Transfer Station Ordinance. Michael noted that he would have the revisions completed prior to the next Transfer Station Committee meeting so it could be reviewed by the entire committee.

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

With no further business before the Board, at 8:02PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:40 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:40 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 9:41PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen





**CANAAN BOARD OF SELECTMEN MEETING  
WEDNESDAY, MAY 28, 2008**

The meeting was brought to order at 8:00 AM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Police Chief (Sam Frank), Road Agent (Bob Scott), Transfer Station Attendant, Steve McKinney, Cemetery Sexton (David Heath), Library Director (Amy Thurber), Town Clerk/Tax Collector (Vicki McAlister), Welfare Director (Nelson Therriault) and Al Poznanski. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Review of Budget vs. Actual**

Michael noted that while, overall, budget spending was inline with projections, there were some specific areas of concern. Most notably was the diesel and gasoline line, which was close to 60% spent with 60% of the budget cycle remaining. Two other areas of concern were the building heating line and the postage line. Vicki mentioned that some of the postage from that line should be reallocated to her department. Michael said he would check into making that change. With regard to the heating oil and propane line, Michael noted that he was speaking with area companies in an effort to secure possible fixed price contracts for fuel. Chief Frank asked if the Town was going to offer the fixed prices to employees as they had done in the past. The Board asked Michael to look into this option.

Chairman Reagan thanked the departments for their efforts to limit expenditures. So far the Town had not had to borrow any money in Tax Anticipation Notes. Michael explained that if the tax bills made it out in early June, there was a possibility that the Town may not have to borrow money in the first half of the year.

**Capital Improvements Program (CIP)**

Michael mentioned that the CIP committee would be meeting on June 9, 2008 to review the CIP process for this year. He also noted that among the topics to be discussed would be the necessity of having the departments prepare new requests for projects given the lack of funding for the CIP.

**Other Business**

Chairman Reagan requested that all Departments begin to look at budget requests for next year. The Board would like to have budgets submitted by August 1, 2008.

Al Poznanski asked about the status of the review of the Goose Pond Road Salt Policy. Chairman Reagan noted that this issue would be discussed at some time in the near future after the Board had a chance to review some of the information it has received from departments.

The Board and the Town Administrator continued the meeting over at the Town gravel pit, where they went to look at the old aluminum town docks and discuss their potential scrap value. There was discussion of putting the docks out to bid for salvage. The Board also took a look at other scrap materials in the area and will ask the Road Agent to have the material salvaged for scrap.

With no further business before the Board, at 9:20 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 in favor of adjournment at 9:20AM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

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

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

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

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

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

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

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

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

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

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

## **Vendors at Canaan Street Lake**

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

## **Parking for Meeting House Events**

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

## **Discussion of Budget Adjustments**

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

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

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

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

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

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

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

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

### **HDC Appointment**

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

### **Other Business**

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

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

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

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

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

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

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JUNE 24, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Ellie Davis, Phil Salvail, Jim Miller, Shirley Packard and Alex Crate. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the June 10, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of June 10, 2008 as written.

**Discussion of Revised Transfer and Recycling Station Ordinance**

The Board had reviewed the draft revision of the ordinance which had been provided to them by Michael. Al Poznanski and Shirley Packard, members of the Recycling Committee, were in attendance to answer questions. There was general agreement among the Board that the revisions to the document were acceptable. Selectman Lewis asked if the document had been reviewed by a legal representative. Michael mentioned that he wanted to get agreement from the Board and the Recycling Committee and the Transfer Station Manager on the content prior to having it reviewed. After a brief discussion regarding the intent of the document and some of the enforcement provisions it was suggested that it receive legal review prior to being enacted by the Board.

**Budget vs. Actual Review**

Michael mentioned that the Budget was now posted weekly on the Town website and also posted in the lobby of the Town Office. Forty four percent (44%) of the total budget had been spent as of June 23, 2008, twenty six weeks into the budget year. The issue of fuel oil and gasoline and diesel remained of primary concern. Michael presented a brief status on possible fixed pricing options for fuel and indicated that those markets remained in flux and some vendors were still not ready to discuss pricing. Michael mentioned that he was going to bring up this topic for discussion at a regional administrator/managers meeting on Friday.

Michael reviewed some other items in the budget report and took additional questions from those in attendance. Given the fact that some of the budget lines will exceed projections there was a brief discussion of how adjustments will be made to the budget to accurately reflect where the money was spent.



## **Review of Agreement to Operate document for Canaan Street Lake**

Michael presented the Board with a draft document for their review. The document outlined the provisions under which a vendor could operate at the public beach area on Canaan Street Lake. The Board reviewed the document and approved its use. Jim Miller asked about charging fees for the vendors. Selectman Borthwick noted that there would be no fee charged. Jim also asked about the necessity of maintaining the beach as a public beach open to non residents given the fact that the boat launch area was no longer provided. The sense of the Board was that the area should remain open to the all. Michael mentioned that he would try to locate information with regard to whether the Town even had the option of changing the status of the beach.

## **Location of Water Source Protection Committee information booth for Canaan Old Home Days.**

Chairman Reagan mentioned that the Water Source Protection Committee would like to set up their booth on Canaan Street at the Library. The Board approved the request.

## **Other Business**

Michael provided the Board with an agenda for the Department meeting to be held on Wednesday at 8AM in the Fire Station.

Selectman Lewis informed the Board that he had spoken with a representative from Papa Z's gas station with regard to providing diesel for the Town Vehicles. The fuel could be provided minus the taxes with an additional two cent per gallon discount. Billing would be done twice a month and usage slips could be provided to track fuel consumption by department. The Board felt that fueling at that location would eliminate congestion and create a safer traffic situation downtown at the Expressmart where the vehicles presently get their fuel. Michael said he would follow up and see how best to implement the program.

Jim Miller asked about repairs to the Meetinghouse roof. His understanding was that the meetinghouse committee was going to provide \$10,000 for roof repairs and the Town was to provide the balance. Michael noted that he had spoken with Tom Guillette who had a vendor available to work on the roof. There was some discussion over where the additional funds were to come from. Michael will check on available funding and report back to the Board.

Selectman Borthwick mentioned that he had been asked about swimming area buoys being placed at the beach. The line used to be set between the docks, but since the docks were no longer going to be put out, some other method needed to be considered. Michael commented that he had spoken with Tom Guillette and they would come up with some method to place a line out in the water to keeps boats from approaching swimmers.

Al Posnanski mentioned that the Recycling Committee would be meeting on Monday, July 7, 2008.

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

With no further business before the Board, at 8:20PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 9:36 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 9:36 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 9:37PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
DEPARTMENT MEETING  
WEDNESDAY, JUNE 25, 2008**

The meeting was brought to order at 8:00 AM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Road Agent (Bob Scott), Transfer Station Manager (Glenn Carey), Mechanic (Larry Brabant), Cemetery Sexton (David Heath), Welfare Director (Nelson Therriault), Tax Collector (Vicky McAlister), Finance Director (Gloria Koch), Library Director (Amy Thurber), Building Inspector (William Wilson IV), Fast Squad Director (Jim Rancore), Fire Department (Brent Stevens) and Al Poznanski.

Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Review of Budget vs. Actual**

Michael presented an overview of the budget to date. Overall expenditures were in line with projections, but the fuel and heating costs are over projections. Vicki asked if anyone was aware of any federal assistance available to communities to help deal with this issue. Michael said that he would look into it. Chairman Reagan led the review of the current budget vs. actual report and took questions and comments from those in attendance.

**Next six months**

Michael commented on preliminary cash projections for the second half of 2008. They indicate potential cash flow issues in October and November. This situation will have to be monitored on a weekly basis so the Town can make informed purchases.

**Budget Reminder**

Michael noted that budgets are due on August 1, 2008 and to contact him if you want a soft copy of your budget worksheet.

**Capital Improvements Program (CIP)**

Michael mentioned that he had updated the Police, Fire and Highway CIP project list based on his discussions with the department heads. He had not had a chance to speak with Larry or Glenn. The CIP Committee will be contacting Police, Fire, Highway and the Mechanic (Larry) to attend a July 7, 2008 meeting to review their lists.

## **Other Business**

There was some discussion about the uniform contract and whether or not it will be extended next year. Michael mentioned that the Board was looking into options to be discussed during the budget cycle.

Larry Brabant mentioned that the grader will be coming off of warranty soon.

Larry asked about repairs to the door at the Highway garage. There was concern about potential heat loss. Jim Rancore mentioned a similar issue with the fire station doors. The Board said they would look into it.

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

With no further business before the Board, at 8:54 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 in favor of going into non public session to discuss personnel matters and advice from legal counsel. At 10:14AM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 10:14AM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 10:15AM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JULY 8, 2008**

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

**Acceptance of Minutes of the June 24, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of June 24, 2008 as written.

**Acceptance of Minutes of the June 25, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of June 25, 2008 as written.

**Review and Discussion of Library Heating System Proposal with Partridge Family Heating LLC**

Bob Partridge of Partridge Family Heating LLC reviewed his proposal with the Board. The original quote of \$39,092.00 would remain the same as no changes had been made to the proposal which had been given to the Town in January of 2008. Bob discussed some of the components and features of the system and took questions from the Board with regard to the system. Bob noted that he would need about three weeks to complete the project.

**Budget vs. Actual Review**

Michael noted that at 28 weeks into the budget year 53% of the budget had been spent. While the overall budget numbers remained in line with expectations, Michael reviewed some of the areas of concern. The fuel oil and gasoline line has the potential to exceed projections by forty to forty five thousand dollars. The heating oil line may be exceeded depending on how soon the weather cools down. The property/liability insurance line will be exceeded by over two thousand dollars due to adjustments in our policy coverage. Adjustments will have to be made to expenditures in other areas to compensate for these and other items that may exceed budget projections.

## **Review and Discussion of Library Heating System Proposal with Enfield Plumbing and Heating**

Ken Hill of Enfield Plumbing and Heating reviewed his proposal with the Board. He noted that the manufacturer had lowered the price on their system and as such his revised price on the project would be \$40,000.00. Ken outlined his installation plan and discussed some of the features of the system components. He noted that he would need four to five weeks to complete the project. Ken also provided some references on completed installations that the Board could contact.

## **Preliminary discussion of changes to building permit guidelines**

Selectman Lewis wanted to discuss this issue with regard to how to better define what projects require building permits. There was concern expressed that the current guidelines do not provide enough guidance as to what projects need permits. Selectman Lewis made reference to a 1989 amendment to the Building permit process that tied one of the requirements for obtaining a permit to the price of the project. After some discussion on the issue, Michael offered to review some other ordinances to provide examples for the Board to discuss at a future meeting.

## **Other Business**

Michael requested that Board members let him know by July 14 if they plan to attend the Goose Pond Lake Association meeting on July 20<sup>th</sup>. He will notify Dave Barney of who will be attending.

Michael also asked the Board to let him know if they are going to attend one of the election training sessions being conducted in July. We need to notify the State by July 15 if any of the Board members plan to attend the July 21, 2208 session in Lebanon.

Michael asked the members of the Board if they had decided on whether or not they were going to release the funds in the Budget to pay dues to the Upper Valley Lake Sunapee Regional Planning Commission. The dues are payable in July. Selectman Borthwick noted that he felt given the likely shortfalls in the budget, the Board should consider not paying dues this year. Chairman Reagan wanted to check to see if that would create a conflict with some of the grant work being done by the Water Source Protection Committee before asking for a vote.

Selectman Lewis asked for the Board to consider all of the budget lines in this section of the budget to determine if the Board will be able to make the contributions requested by the agencies. He felt that it would be better to inform agencies now, so they would not be planning on money that would not be coming to them. Selectman Borthwick agreed. The Board went through each line and made the following votes:

Grafton County Senior Center: \$8,000- Motion by Selectman Lewis to deny funding. Second by Selectman Borthwick. Board voted 3-0 in favor of the motion.

Advanced Transit: \$7,000- Motion by Selectman Lewis to withhold funding. Second by Selectman Borthwick. Board voted 3-0 in favor of the motion.

Headrest: \$2,500 - Motion by Selectman Borthwick to withhold funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Listen Center: \$1,000- Motion by Selectman Lewis to withhold funding. Second by Selectman Borthwick. Board voted 3-0 in favor of the motion.

WISE: \$2,100- Motion by Selectman Borthwick to withhold funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

West Central Services: \$2,000- Motion by Selectman Borthwick to withhold funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

ACORN: \$300-Motion by Selectman Borthwick to withhold funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Goose Pond Lake Assoc: \$1,000-Motion by Chairman Reagan to fund \$500. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Canaan Street Lake Assoc: \$1,000-Motion by Chairman Reagan to fund \$500. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Mascoma Visiting Nurses: \$15,250- Selectman Lewis suggested the Board obtain more information with regard to this request prior to making a decision on funding. The other members of the Board agreed. Michael will get more information for the Board.

CASA: \$500.00-Motion by Selectman Borthwick to withhold funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Mascoma Health Initiative: \$2,500- Selectman Borthwick suggested the Board obtain more information with regard to this request prior to making a decision on funding. The other members of the Board agreed. Michael will get more information for the Board.

Al Posnanski inquired about the status of the revised Transfer Station ordinance. Michael replied that he was checking with an attorney in regard to a legal review of the ordinance.

Phil Salvail expressed concern with the number of 91-A sessions the Board has conducted. Michael explained that given all of the changes with new Board members a new administrator and other changes in personnel it has been necessary to hold more of these sessions than usual while everyone is brought up to speed with regard to pre existing and ongoing legal and personnel issues. Selectmen Borthwick noted that it is everyone's wish that there will be less activity in this area soon.

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

With no further business before the Board, at 9:22PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 10:40 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by the Board. At 10:40 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 10:41PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JULY 22, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Dennis Salvail, C.F. Lawler, Lois Longley; Dave Barney and Frank Kopczynski. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the July 8, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of July 8, 2008 as written.

**Budget vs. Actual Review**

Michael noted that at 30 weeks into the budget year 54% of the budget had been spent. The overall numbers are in line with expectations, but areas of concern are present. Pending legal activity has the potential to exceed budget expectations. We only have money for about sixty to seventy hours of legal activity available in the budget. The fuel oil and gas lines continue to move towards exceeding their budget amounts. Michael noted that he has been speaking with the SAU, other Towns and suppliers about combining purchases and developing fixed pricing plans for fuel oil. He also mentioned that he is working with the State on a plan to have the Town Highway trucks fuel up at the State maintenance shed on Rte. 118 to take advantage of lower fuel costs.

There were questions from those in attendance about adjustment to the budget based on votes by the Board to reduce or reassign dollars from areas of the budget, most notably the area of charitable organizations. Michael mentioned that the funds would be reassigned as we get a clearer picture of where they will be needed.

Chairman Reagan asked about the postage lines in the budget. Michael mentioned that further adjustments will be made to those lines after the review of last years expenditures is completed.

### **Timber Cut at the Transfer Station: Discussion of next steps**

Michael informed the Board that there had been no response to the RFP that was posted in the paper in June. The only proposal currently in hand was a proposal submitted by Lay of the Land Foresters as part of the original planning for the cut. Selectman Lewis had a concern with the pricing of that proposal, but suggested that given the low price for timber at present, that perhaps the Board should hold off on pursuing a cut at this time. Chairman Reagan proposed further review in early fall around the first of October and the other Board members agreed.

### **Heating System Bids: Discussion of bids received and possible vote on awarding contract**

Michael reported to the Board that he had contacted one of each of the references provided by the bidders and had received a favorable response regarding the systems installed and the installers. Also, after comparing the scope of work detailed by each bidder, the pricing was only about two hundred dollars apart.

Selectman Lewis made a motion to select the bid submitted by Enfield Plumbing and Heating based on the quality, support and warranty provided by the boiler manufacturer. The motion was seconded by Selectman Borthwick. The Board voted 3-0 in favor of selecting the bid of Enfield Plumbing and Heating.

### **Department Meeting: 7-30-08: Discuss a reschedule to August**

Michael asked the Board if they wanted to have the monthly department meeting on July 30, 2008. It was the opinion of the Board that given the fact that Departments are currently working on their budgets and there were no pressing issues to discuss collectively, it would be a better use of everyone's time if there was no meeting in July. The next department meeting will be held in August when proposed budgets will be available to discuss.

### **Other Business**

Lois Longley of Follansbee Road spoke with the Board regarding the condition of her water. Her property is located at one of the ends of the water system pipeline. The condition of her water has been an ongoing concern and she has spoken with Alan Hill of Water System Operators about possible corrective measures. Lois feels that more action needs to be taken to address this issue. She provided the Board with photographs of the water in her tub and some objects stained by residue from the water. The Board told Lois that they will have a sample of the water taken and brought to a lab for analysis and contact Water System Operators prior to taking any additional action.

Michael mentioned that he had spoken with Dave Barney about having the Board review the winter maintenance information prior to scheduling a meeting to discuss Goose Pond Road. Dave will get any other pertinent information to Michael for distribution to the Board. A review and discussion of this topic will take place at the August 19<sup>th</sup> meeting.

Michael reported that the legal review of the Transfer Station Ordinance is back from the Town Attorney. He has given a copy to Al Posnanski and will get a copy for Glen Carey, the Transfer Station Manager, to review. The information will be discussed at the next meeting of the Transfer Station Committee on August 5, 2008.

Michael mentioned that a representative from NH Department of Environmental Services (NHDES) will be here on Wednesday, July 23, 2008 to review and discuss a request to site a well at the Water Treatment Plant on Fernwood Farms Road. The Town is seeking a waiver of the well radius requirements, due to the fact that the well water will be blended with water from Canaan Street Lake and treated at the plant prior to entering the system.

Michael reported that representatives from NHDES are reviewing the Towns' request for expedited review of the repairs necessary to the Force Main in Orange Brook. He is expecting feedback from NHDES in the next week or so.

Michael also reported that he had spoken with a representative from the Granite State Rural Water Association in regard to conducting a smoke test of the water and sewer system in September. The goal is to identify sources of inflow and infiltration into the system that may be impacting flow volumes. Notice has been sent to system users and newspaper ads will be run prior to the test.

Chairman Reagan asked the other Board members and those present if anyone had any other items to present under new business. There were no other issues brought to the attention of the Board. With no further business to come before the Board, Selectman Lewis made a motion to adjourn. The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of adjournment. The meeting was adjourned at 7:58 PM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, AUGUST 5, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Phil Salvail, Nelson Therriault, Phil Carter, Pat Carter, Denis Salvail, Gayle Germain, Lois Longley, Brenda Souza, Beth Wolf, Ellen Rocke, Marvin Rocke, Karen Wolk, Police Chief Sam Frank, Cindy Neily and Amy Thurber. Selectman Lewis was not present. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the July 22, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Chairman Reagan seconded and the Board voted 2-0 to accept the Minutes of the meeting of July 22, 2008 as written.

**Roberta Berner, Executive Director, Grafton County Senior Citizens Council, Inc.-  
Discuss Funding**

Roberta expressed her concern to the Board at having the funding for the seniors council removed from the budget. She mentioned that the center provides services for about  $\frac{3}{4}$  of the seniors in Canaan. She noted that the Town had been supportive of the work of the Center in the past.

Chairman Reagan noted that the decision to not fund the Senior Citizens Council was a difficult one for the Board. With the Town in the second year of a default budget, there is little money left for contingencies. High fuel costs were going to impact the budget and would require money to come from other areas of the budget. Chairman Reagan mentioned that the Council had the use of a Town building valued at over \$270,000 and paid no taxes which is an additional savings of over \$5,700. The Town had supported warrants in 2004 and 2005 for \$60,000 worth of improvements to the building. In addition, the Town provided ongoing maintenance and repair services in the building which have totaled over two thousand dollars so far this year.

Chuck Townsend also spoke in support of Roberta's request asking that the Board to consider making any extra funds available, no matter how small, to support the Seniors and possibly be used to secure matching funds.

Roberta asked if the Board would consider making funds available should there be money available at the end of the year. Selectman Borthwick commented that the Board would consider her request.

### **Library Trustees – Discuss Library Renovations**

Beth Wolf, Chairman of the Trustees, was present to update the Board and the Public on the status of the upcoming phase of Library renovations. Beth mentioned that all of the money from this project had come from donations. The Trustees had met with the architect and he was preparing bid documents to be sent to potential vendors. The project would be coordinated between the Trustees and the Board of Selectmen.

### **Cemetery Sexton- Discuss new equipment for Cemetery**

Cemetery Sexton, David Heath was present to discuss a requisition he had placed for a cyclone rake for leaf clean up in the Cemeteries. David noted that he felt this was the only equipment for the job and there were no other options available. Phil Carter, Chairman of the Cemetery Trustees requested that the Board not act on this requisition until after the Trustees meeting next week, so alternatives could be discussed. The Board agreed not to act on the requisition until after the Cemetery Trustees had their meeting on August 13, 2008.

### **Bill Bellion, Fire Dept. Chief-Discuss Hose and Pump Testing**

Chief Bellion was present to discuss a requisition that had been placed by the department for hose and pump testing. He noted that the purpose for doing the testing was to meet ISO requirements to maintain a rating for the department. This rating would impact insurance rates for commercial and residential properties in Canaan. Selectman Borthwick asked how it would impact insurance rates. The Chief explained that should the Department rating be lowered due to non compliance, insurance rates could increase for properties in Canaan. The Board will consider the input from the Chief prior to acting on the requisition.

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

Michael noted that at 32 weeks into the budget year 61.5% of the budget had been spent. Once again, the overall numbers are in line with the total dollar amount of the budget, but lingering areas of concern remain. Even with departments doing what they can to conserve fuel, the budget line for gasoline and diesel will most likely run out of funding by the end of September. This will require funds to be taken from other areas of the budget to pay for fuel in the last three months of the year. Michael noted that he was in the process of establishing accounts for the Highway and Fire Departments to use the State fueling station at the Maintenance shed on route 118 to take advantage of the lower pricing the State typically offers for their fuel. It will provide another option for the Town. The heating oil line may be exceeded depending on how soon the weather cools down. Michael mentioned that there had been recent reductions in fix pricing offered for fuel oil by area heating companies. Industry reports indicate that these prices may go lower, but he will continue to monitor the situation and advise the Board.

## **Other Business**

Michael informed the Board that the Towns' Groundwater Discharge permit had been renewed by NHDES. The new permit is valid until July 27, 2013.

Michael mentioned that he would post a draft of the revised Transfer Station Ordinance and notice a public hearing for the next Board meeting on August 19, 2008. At that time the Board could take public comment and possibly vote to adopt the revised ordinance.

Michael informed the Board that the meeting with Water System Operators to review their agreement with the Town was scheduled for Tuesday, August 12, 2008 at 8:00AM in the town office conference room. This would be a public meeting and would be posted as such in a least two public places.

Michael mentioned that he was continuing his discussion with NHDES in regard to the force main in Orange Brook. He hoped to have drawings available for DES to review next week.

Lois Longley was present to express her continued concern with the quality of the water at her home. She was expecting the Board to have determined a course of action to present to her tonight. Chairman Reagan noted that the Board had not been able to meet with Water System Operators as of yet. Michael mentioned that he had not yet received the results of the independent water sample the Board had him take at the Longley residence. Chairman Regan explained to Lois that she would hear from either the Board or a representative from Water System Operators early next week.

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

With no further business before the Board, at 8:21PM Selectman Borthwick moved, Chairman Reagan seconded and the Board voted 2-0 to go into non public session to discuss personnel matters and advice from legal counsel. At 8:50 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Chairman Reagan and voted 2-0 by the Board. At 8:50 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Chairman Reagan and voted 2-0 by the Board. Selectmen Borthwick made a motion to adjourn the meeting. The motion was seconded by Chairman Reagan and the Board voted 2-0 in favor of adjournment at 8:51PM.

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Robert Reagan

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Scott Borthwick

Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, AUGUST 12, 2008**

The meeting was brought to order at 8:05 AM by Chairman Bob Reagan in the conference room at the Town Office. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance.

Michael informed the Board that Joe Damour, President of Water System Operators was going to be late, so the Board proceeded to other business.

**Other Business**

Selectman Borthwick informed the Board that the CIP Committee had finished their discussions with departments and other groups and were preparing a draft of the 2009 - 2014 CIP.

Michael informed the Board that he was going to track the costs associated with the well drilling at the Water Treatment Plant against the Engineering and Planning line in the Water budget. The Board had no objection.

Michael mentioned that he had a Request for Proposal prepared to send to well drillers for the above mentioned project. Michael was planning on contacting at least three companies to submit proposals. The proposal would go out via e-mail this week with an 8/15/08 response deadline.

Michael informed the Board that he had posted a public hearing on the Revised Transfer Station Ordinance for Tuesday, August 19, 2008 at 7:15PM at the Fire Station.

Michael informed the Board that FEMA representatives would be in Canaan on Wednesday, August 13, 2008 to perform a preliminary assessment of damage caused by the heavy rains of the past few weeks.

**Meeting with Water System Operators (WSO) – Joe Damour, President**

The Board had asked Joe to join them to discuss the operating agreement between WSO and the Town. Michael had been looking through the files and had not been able to locate a copy of the existing agreement. Joe did not have a copy of the agreement with him, but promised to fax or email a copy this week.

Joe explained the levels of service provided to the Town by WSO. Much of what they do is defined in State and Federal regulations. That includes testing, operations and maintenance as required by law.



There was discussion with regard to some of the general maintenance that is performed including the flushing of lines, water sampling and treatment. The Board asked if there was a job description for the System Superintendent. Joe mentioned that, like the overall agreement, most of the job responsibilities center around required testing and reporting.

In addition, there was some general discussion of the water system infrastructure and possible upgrades to the system. There was also a brief discussion of water and sewer rates.

The Board provided Joe with an update on the concern expressed by Ms. Longley with regard to her water. Joe was going to compare the results obtained from the independent sample the Board had taken with some of the results from their sampling. In addition he was going to go up to her house and evaluate what steps, if any, would be necessary to alleviate her concerns.

With no further business to come before the Board, Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adjournment at 11:22 AM.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, AUGUST 19, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Poznanski, Phil Salvail, Denis Salvail, Pop Cantlin, JoAnn Poloean, Lynn Wheeler and John Bergeron. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the August 5, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of August 5, 2008 as written.

**Acceptance of Minutes of the August 12, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of August 12, 2008 as written.

**Lynn Wheeler/Candidate for Registry of Deeds**

Lynn had asked to come to the meeting and introduce herself to the Board. She outlined her qualifications and her reasons for seeking office. In addition, Lynn took questions from the Board and those in attendance.

**Discussion of Fall Meeting Schedule**

Michael asked the Board if they had considered continuing with their current meeting schedule or wished to return to meeting every week. After a brief discussion, the Board decided to meet next on September 2, 2008, and resume their weekly meeting schedule beginning on September 16, 2008.

**Public Hearing on Revised Transfer Station Ordinance**

At 7:15PM Chairman Reagan opened the Public Hearing on the revised Transfer Station Ordinance. Michael read a portion of a letter received from Eric Hiltunen who was concerned that the changes to the ordinance would force recycling on the residents of Canaan. Michael explained that he had spoken with Eric and explained that the changes were to help with enforcement of existing regulations at the transfer station.

Chairman Reagan asked if there was any additional public comment. Hearing none, the public hearing was closed at 7:22PM. Michael mentioned that since the comments received required no changes to the proposed ordinance, the Board could vote to adopt the Ordinance at this time. Selectman Borthwick made a motion to adopt the Ordinance as written. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adoption.

Al Posnanski, Chairman of the recycling committee, asked if the Selectmen and the Police Chief would meet with them to discuss enforcement of the ordinance. Chairman Reagan suggested that they could discuss this topic after the department meeting on August 27.

### **Dave Barney-Goose Pond Lake Association – Winter Maintenance of Goose Pond Road**

Dave Barney, President of the Goose Pond Lake Association was present to discuss winter maintenance of Goose Pond Road. He outlined the history of efforts to limit salt use on the road and asked the Board to consider adopting a policy that was written in 2006 by the Road Salt Working Group. In addition he was requesting that repairs be made to parts of Goose Pond Road where there is increased risk of ice build up.

Chairman Reagan asked Dave if he had looked at septic systems in the area to see if they may be contributing to conductivity readings in the pond. Dave had not looked into it.

Al Posnanski asked if there were additional costs associated with this type of road maintenance. It was noted that in the spring, seventeen truckloads of sand had to be removed from Goose Pond Road. Selectman Lewis noted that information from a 1994 pilot study of low salt application on State Roads in Nashua had shown that “application of additional sand in test sections had created environmental concerns due to sediment deposition, but these impacts were not measured.” This study also noted that while there were savings on salt and reduced chloride levels in monitoring wells, additional costs were incurred for clean up for lawns, drainage ditches and culverts.

Chairman Reagan told Dave that the Board would speak with Road Agent, Bob Scott to get his input on this issue. In addition, they would have Bob review the list of road repairs requested by Dave.

## **Budget vs. Actual Review**

Michael noted that at 34 weeks into the budget year 65.3% of the budget had been spent. The major concern with the Budget was that the Gasoline and Diesel line would be out of funds by the first week in September, sooner than previously thought due to extra work undertaken by the Highway Department during the heavy rains of the last few weeks. This means that even with normal, and in some cases, reduced vehicle use by Town Departments, the Gas and Diesel line would most likely still need \$35,000 to \$40,000 dollars in funding through the end of the year. Money will have to come from other areas of the budget to fund these expenditures. Michael mentioned that the program to have the Town vehicles that run on diesel start using the State maintenance shed for a fueling station should be starting in a few weeks. This should result in lower fuel costs for these vehicles.

In addition, there are potential shortages in other areas of the budget including legal expenses, insurance, mechanics parts and supplies and heating oil. This may require shifting funds from other areas of the budget to cover these expenses.

Michael mentioned that there had been further reductions in fixed pricing offered for fuel oil by area heating companies. He will continue to monitor the situation and advise the Board of any further reductions.

## **Discussion of Budget Adjustments**

Selectman Lewis asked that the Board consider making further adjustments to the budget so additional funds would be available for gasoline and diesel. The Board reviewed three lines in the Regional Association section of the budget and voted the following:

Upper Valley Lake Sunapee Regional Planning Commission: \$4,048- Motion by Selectman Borthwick to deny funding. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Mascoma Visiting Nurses: \$15,250 – Motion by Selectman Lewis to reduce the amount of funding to \$5,250. Second by Selectman Borthwick. Board voted 3-0 in favor of the motion.

Mascoma Health Initiative: \$2,500 - Motion by Selectman Borthwick to reduce the amount of funding to \$500. Second by Selectman Lewis. Board voted 3-0 in favor of the motion.

Selectman Lewis asked Michael to total the amount of these changes as well as the changes voted from the July 8, 2008 meeting. Michael noted that the amount of the reductions in this section of the budget was \$40,448. Selectman Lewis made a motion to transfer \$40,448 from the Regional Associations to the Gasoline and Diesel line of the operating budget. Second by Selectman Borthwick. The Board voted 3-0 in favor of the motion.

Dave Barney asked if the Board had acted on the request of The Goose Pond Lake Association (GPLA) that they not receive the \$500 in funds voted on at the July 8, 2008 meeting. They were asking that those funds be given to the Grafton County Senior Citizens Council, Inc. (GCSCCI). Selectman Lewis made a motion that the Board not fund the \$500 set aside for the GPLA. The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of the motion. The Board did not vote to move the funds to the GCSCCI pending further review.

### **Other Business**

Given the recent increase in the price for pine, Selectman Lewis thought this might be a good time to initiate the timber cut at the transfer station. Michael will contact Jim Burnett about getting the contract started so the cut can be done in October.

John Bergeron expressed concern with the number of temporary no parking signs that are placed on Canaan Street to help control traffic at the meeting house poetry readings. He asked if we could decrease the number of signs or possibly use cones to designate the no parking areas. Chairman Reagan will contact the Road Agent to see what he would like to do.

Bill MacDonald had a list of questions for the Board regarding the involvement of the Canaan Police Department in the Central New Hampshire Special Operations Unit. The Board asked that Bill provide them with a list of questions for them to review and comment on.

Joanne Poloean was present to ask about vehicles blocking lines of sight on Route 4. Michael noted that the Town had been working with NHDOT to have a truck and flatbed trailer removed from the shoulder westbound. As of today, that vehicle had been removed. Other encroachments are being looked into and will be addressed as time and resources permit.

With no further business before the Board, at 8:34PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 to adjourn the meeting.

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Robert Reagan

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Scott Borthwick

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Tim Lewis

Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN MEETING  
WEDNESDAY, AUGUST 27, 2008**

The meeting was brought to order at 8:05 AM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Police Chief (Sam Frank), Deputy Fire Chief (George Lazurus), Road Agent (Bob Scott), Transfer Station Manager (Glenn Carey), Mechanic (Larry Brabant), Cemetery Sexton (David Heath), Town Clerk/Tax Collector (Vicki McAlister), Finance Director (Gloria Koch), Library Director (Amy Thurber) Welfare Director (Nelson Therriault), Trustee of Trust Funds (Cindy Niely) and Al Poznanski. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Review of Budget vs. Actual**

Michael went through the budget to highlight areas of concern and potential funding shortages. The gasoline and diesel line was the biggest issue. There was little money left available in that line, so the Board voted to move funds from other areas of the budget to cover the shortfall. In addition Michael noted that there were known shortages to the property and liability insurance line and potential shortages in Heating Oil and propane, Mechanics repairs and supplies and Highway overtime. The Board took questions from those in attendance. Vicki questioned why there were no charges against the auditing line in the budget. Michael commented that despite calling three times, the Town had not received a bill from the Auditor. Larry asked about money for repairs to the damaged wall in the Highway Garage. Chairman Reagan noted that the Board would take that issue under advisement.

**Discussion of 2009 Budget Schedule**

Michael reviewed copies of the preliminary budget committee meeting schedule with those in attendance. He asked that departments let him know of any scheduling conflicts, so he can contact the budget committee to make the necessary adjustments. Larry mentioned that he was going to have to make a change in one of his submitted budget lines because of an increase in petroleum products

## **Discussion of personal use of cell phones**

Gloria had recently attended a conference where one of the chief topics of discussion was the personal use of items supplied by employers. Among the items mentioned were cell phones, clothing and vehicles. What was discussed was the monitoring of the use of these items and the assessment of what value would be assigned to them if they were used by employees for something that was not work related. More information will be made available once Gloria and Michael have had an opportunity to review and evaluate the practical application of what was presented. There was considerable concern expressed by everyone present that this was not practical and would cost the Town money to provide this level of oversight. Michael, once again, noted that he and Gloria would be reviewing the issue to determine what the Town will be responsible for monitoring. Further updates will be provided to departments as more information becomes available.

## **Other Business**

Al Poznanski mentioned that the revised Transfer Station Ordinance had been approved by the Board. He asked if there was going to be a discussion with regard to enforcement of the ordinance. Chairman Reagan noted that it was the next topic on the agenda. He asked those who wished to stay at the meeting to be involved in the discussion to remain.

Al, Glen, Chief Frank and the Board continued the discussion regarding enforcement of the Transfer Station Ordinance. There was a review of the best method to get stickers to all residents. It was agreed that the primary method for getting stickers should remain with the Town Clerk. If there were instances when it was not possible for a resident to obtain a sticker from the Town Clerk, the Transfer Station could issue one.

It was determined that the next three months should be devoted and working out the final enforcement details so that proper enforcement of the ordinance with the support of the Board could begin by January 1, 2009.

Chief Frank expressed his concern with the change to the amount offered for the health insurance buyout. He asked the Board to consider alternatives. Michael mentioned that he would review what surrounding communities are doing and make a recommendation to the Board.

Chief Frank also expressed his concern with regard to the change in the buyout of unused vacation time from employees. The Board mentioned that they had been advised by the Auditors to eliminate this option for employees because of the potential for unplanned payroll expenses. Also, the point in making vacation time available to employees was so they could take time off during the year for their well being. The Chief saw it as a problem for him in that he would have to pay employees overtime to cover shifts while people were on vacation.



The Board asked Chief Frank to be available for the September 2, Selectmen's meeting so that he could answer questions from residents regarding the recent inquires about the Central New Hampshire Special Operations Unit (CNHSOU).

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

With no further business before the Board, at 10:52 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call to enter into non-public session to discuss a personnel matter.

At 11:16 AM Selectman Borthwick made a motion to come out of non public session. Selectman Lewis seconded and the Board voted 3-0 by roll call to come out of non-public session.

At 11:16 AM Selectman Borthwick made a motion to seal the minutes of the non public session. Selectman Lewis seconded and the Board voted 3-0 by roll call to seal the minutes of the non-public session.

At 11:17 AM Selectman Borthwick made a motion to adjourn the meeting. Selectman Lewis seconded and the Board voted 3-0 in favor of adjournment.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 2, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Police Chief Sam Frank, Al Poznanski, Phil Salvail, Denis Salvail, , JoAnn Poloean, Craig Lawler, Russel Lester, Michael Batten, Shirley Packard, Earl Smith, Dwayne Mansur, James Rancore, Bill MacDonald and Robert Crotty. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the August 19, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of August 19, 2008 as written.

**Bill Mac Donald: Questions regarding the Central New Hampshire Special Operations Unit (CNHSOU)**

Bill Mac Donald was present and read a list of questions he had prepared with regard to this topic. Chief Frank was present to help answer some of the questions as well. The Board was asked if they had read the Police manual in its entirety. The answer was no. The Board was asked if they had signed off on the police policy manual considering the fact that it is one of their duties. Bill asked Michael if he was aware of a policy regarding this and Michael replied that he had not signed off on any police policy while a Selectman in Canterbury and was not aware of any requirement to do so. Chief Frank noted that there was no law requiring such a sign off.

The Board was asked when they became aware that Chief Frank was a member of the group that was being sued. Chairman Reagan replied that it was when it first came out in the newspaper. Chief Frank noted that Canaan had been involved with the CNHSOU since 2004. At that time, the funding had been reviewed as part of the budget process. Chief Frank was asked if he was involved in any of the incidents that resulted in lawsuits. He said no.

The question was asked about oversight of the different departments which furnish personnel for the group. Chief Frank responded that all activities are guided by State Police Standards and Training. There is also a nine member advisory Board for the CNHSOU of which the Chief is a member.

The Board was also asked if they require notification when a Canaan officer is involved in a situation outside of Canaan. The answer is no. As a follow up, it was asked if the

Board planned to institute a policy with regard to the aforementioned question. The Board noted that the issue was under review.

A question was asked with regard to revisions to the mutual aid policy. Chief Frank explained some of the revisions to the mutual aid policy (RSA105:13) that had been enacted in the last year

A question was asked with regard to how Canaan officers respond to calls outside of their jurisdiction and when they do, are they and the Town covered by our insurance. Chief Frank explained that they will not respond unless requested by dispatch. Should a Canaan officer encounter a situation outside of their jurisdiction, they will not respond until they contact dispatch and receive the approval to do so.

During the course of the discussion Chief Frank suggested that if residents have concerns with regard to Law Enforcement issues they should contact him directly first to see if he can provide them with any information they may require. That may help to alleviate any concern or confusion when issues arise.

Dennis Salvail asked where the money for the CNHSOU appeared in the budget. The Chief replied that it was in the training line because most of the money went to specialized training.

### **Review and discussion of quote received for blending well project**

Michael explained to those present that the Town has been exploring compliance options for an issue with regard to disinfectant by-products (DBP) in the Town water. These DBP's are a result of treating our water with chlorine. The Board was pursuing a plan that would involve drilling a well at the site of the drinking water treatment plant. If acceptable water was found, it would be blended with the source water from Canaan Street Lake reducing the amount of chlorine needed to treat the water and lowering the DBP levels. This would bring us into compliance with State and Federal regulations.

The Board reviewed three quotes supplied by area well drillers and took questions from those present. Selectman Borthwick made a motion to select Contoocook Well Company for the project. Selectman Lewis seconded and the Board voted 3-0 in favor of the motion. Michael will contact Contoocook Well and make arrangements to move the process forward.

### **Review and discussion of Force Main project**

Michael mentioned that the Board had received the necessary permits from New Hampshire Department of Environmental Services to proceed with repairs to the force main. He noted that we would have to wait thirty days to see if the Army Corps of Engineers had any comments on the project. In that time, the Board should consider getting a contractor for the job so they will be ready to move forward in late September.

## **Budget vs. Actual Review**

Michael noted that at 36 weeks into the budget year 69.2% of the budget had been spent. The major concern with the Budget remains the gas and diesel line. It was now out of funds originally budgeted and would be using the money voted by the Board at the August 19, 2008 meeting to hopefully get through the rest of year.

Other areas of potential shortfall in the budget were in the property and liability insurance line, town attorney fees, fire department vehicle maintenance, mechanics repairs and supplies and highway department overtime.

## **Other Business**

Michael mentioned that he had received a request from the President of the Goose Pond Lake Association to place additional trash barrels up at the Boat Launch. Chairman Reagan noted that it was a State boat launch and as such the request should go to the State. Michael said he would look into it.

Joanne Poloean was present to express her concern to the Board in regard to vehicles located at a residence on the corner of Bruce Road and Route 4. In addition she expressed concern with outside storage of materials at Auto Ware on the corner of Route 4 and Depot Street. She also had a concern with the outside storage of appliances at a property on Route 4. Chairman Reagan asked the Joanne submit her concerns in writing to the Board.

Dwayne Mansur expressed concerns with the condition of some of the roads and asked when they would be graded. The Board noted that the road crew had been busy with paving and storm clean up projects, but they would pass his concern along to the Road Agent.

Al Posnanski mentioned that the Transfer Station would have to now charge a fee to accept microwaves.

Dwayne Mansur asked if the fee that the Town of Orange pays to bring their recyclables to the Canaan Transfer Station had been paid. Michael noted that it had. Dwayne also asked that the Board review how the charge is assessed to Orange.

Michael mentioned to the Board that the schedule for the Budget committee meeting had been set. The first meeting would be held on September 11, 2008 at 7PM here at the fire station. The schedule called for additional meetings on 9/18, 10/2, 10/16, 11/6 and 11/20 at the same time and place.

Michael mentioned that the Board would need to vote to authorize Chairman Reagan to sign, on behalf of the Town, the contract that was being drawn up with Plymouth State in regard to the source water protection grant. Selectman Borthwick made a motion to authorize Robert Reagan to sign a subcontract with Plymouth State University for services, so long as it is consistent with the NH DES 2008 Local Source Water Protection Grant previously awarded to the town, and all funds for this subcontract come from the above grant. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

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

With no further business before the Board, at 8:38 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 9:12 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 9:12 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 9:13 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

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Robert Reagan

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Scott Borthwick

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Tim Lewis

Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 16, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Matt Wilson, Denis Salvail, Robert Crotty, Fire Chief Bill Bellion and Police Chief Sam Frank arrived while the meeting was in progress. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

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

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

**Acceptance of Minutes of the September 2, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of September 2, 2008 as written.

**Discussion of Request for Stumpage Bids Draft Document**

The Board reviewed and discussed the bid process for the timber cut at the Transfer Station. Forester Jim Burnett had supplied the Board with a map of the cut area and a description of the process. An informational meeting will be held on Thursday, September 25, 2008 at 3PM in the Fire Station for loggers interested in bidding on the project. Public notices of the project will be posted and notices sent to area loggers informing them of the meeting. The Board asked Michael to check with Jim regarding the cut areas outlined on the map that appear to be across the Town line into Orange.

**Review and Discussion of Preliminary Budget**

The Board reviewed the General Government, Fire, Emergency Management, Police, Mechanic, Highway and Planning Board Budgets. Chairman Reagan noted that overall expenses for next year should be at or near the 2008 default budget levels. Selectman Borthwick and Selectman Lewis agreed that the operating budget should be level funded at best and perhaps reduced where possible. Additional sections of the Budget will be reviewed at the next meeting.

Chief Frank arrived at the meeting to express his concern that the Board was reviewing and making decisions on budgets without consulting department heads. Chairman Reagan noted that this was a preliminary review in advance of the Budget Committee meeting and not a final decision on the part of the Board. He also explained to the Chief that, in the opinion of the Board, next years total budget number would have to be at or below this years default budget number in order for the budget to be acceptable to the voters.

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

Michael noted that at 38 weeks into the budget year 66.7% of the budget had been spent. There are still many areas of concern given the lack of contingency funds. The bill for the financial audit was over one thousand dollars above the budgeted amount. With potential shortages in town attorney fees, fire department vehicle maintenance, mechanics repairs and supplies and highway department overtime the Board may have to reallocate additional funds within the budget to meet expenses.

### **Other Business**

Al Posnanski asked if the Board would vote to add a disposal fee of five dollars (\$5.00) for microwaves to the list of Transfer Station disposal fees. The fee was necessary because the amount of non-metallic material had increased in the units making them unsuitable for disposal as metal. Selectman Lewis made a motion to add the fee to the list. Selectman Borthwick seconded and the Board voted 3-0 in favor of the motion.

Michael mentioned that the cards had arrived from the State Dept of Transportation to allow the Town vehicles access to State facilities for fuel. He noted that the primary purpose will be for Town Highway and Fire vehicles to use the diesel pumps at the State Highway shed on Rte 118. Typically, the prices the State charges for fuel are lower than other area suppliers, so we anticipate a cost savings to the Town.

Michael informed the Board that notices had been posted in the Valley News and around Town with regard to the items the Town has for sale. Bids will be accepted at the Town office until September 26.

Michael mentioned that engine three had failed a pump test and would need some repair work. Chief Bellion was not certain at this time what the cost would be. Selectman Lewis noted that he had spoken with the Town Mechanic, Larry Brabant, to ask him to take a look at the vehicle to see if it might be a problem that he could fix. Chief Bellion said he would coordinate with Larry.

Michael mentioned that he was continuing to check on #2 fuel and propane pricing with area dealers in an effort to determine what the Town might pay for fuel this year. Prices continue to fluctuate for both types of fuel, although they are more stable in the propane market. Michael will continue to monitor the market conditions and report to the Board.

Michael mentioned that he had spoken with Dan Fleetham in regard to the involvement of the Historic District Commission with efforts to preserve the Kimball House. There were some funding issues that Dan thought the Board should discuss. Michael thought it might be an issue for the Board to consider at an upcoming meeting.

With no further business before the Board, at 9:18 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to adjourn.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis

Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 23, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail, Amy Thurber, Cindy Neily, Beth Wolf. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the September 16, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of September 16, 2008 as written.

**Library Trustees to discuss bids for Library Renovations**

Beth Wolf, Cindy Neily and Amy Thurber were present to update the Board on the Library basement renovation project. They have selected a vendor, Turnstone Corporation of Milford, New Hampshire, for the project. A draft of the contract will be prepared for the Board's review. Selectman Lewis made a motion that Chairman Bob Reagan be authorized to sign for the Town. The motion was seconded by Selectman Borthwick and voted 3-0 by the Board.

The Library Trustees also asked if they could use the conference room for book storage during the renovation work. The Board granted their request.

**Review and Discussion of Preliminary Budget**

The Board reviewed more of the preliminary budget. Generally, it was the opinion of Board members that funding should be kept near the 2008 default budget levels. Michael will prepare a revised worksheet for review based on changes discussed tonight and at the 9/16/08 meeting.

**Budget vs. Actual Review**

Michael noted that at 39 weeks into the budget year 68.05% of the budget had been spent. There still exists the potential for a number of budget lines to run over due to the lack of contingency funds. Michael reviewed some of the continuing areas of concern such as town attorney fees, fire department vehicle maintenance, mechanics repairs and supplies and highway department overtime. He also mentioned that he had received some very competitive fixed price quotes from Rymes for propane and #2 fuel oil. The Board asked Michael to check with other providers once more before proceeding with securing contract paperwork from Rymes for the Board to review.

Michael noted that he had received an inquiry from the Canaan Street Lake Association as to when they might receive the \$500 in funding that was in the budget. The members of the Board noted that they will not be in a position to make that determination until later in the year.

### **Other Business**

The Board discussed when they would like to have the next Department meeting. It was determined that it would be sometime in October after a further review of the 2009 preliminary budget.

Michael asked the Board if any of the members were going to be present at the meeting that forester Jim Burnett was holding for loggers interested in the timber cut on the Transfer Station property. It is to be held at the Fire Station on Wednesday, September 25 at 3PM. Chairman Reagan indicated that he would most likely be in attendance.

Michael noted that he expected to receive the last approval required from State agencies with regard to the work to be done on the Force Main in Orange Brook. Selectman Lewis indicated that he would follow up with Richard Remacle as to his availability for the project.

Michael asked the Board if they would like to consider changes to the November meeting schedule due to the fact that November 4<sup>th</sup> is Election day and November 11 is Veterans day. The Board members wanted to check their schedules for possible alternate meeting dates.

Selectman Lewis inquired as to when the Highway crew was going back to a five day work week. Michael mentioned that he thought it was the week of October 6, but he would check with the Road Agent.

Chairman Reagan mentioned that he would like to explore options as to how the Water Source Protection Grant money would be accounted for in the budget. Michael said that he would check with DRA to see how best to report the expenditure of those funds.

Ellie Davis asked about the new heating system in the Library and Town offices. She wanted to know if the new system has replaced all of the other heating elements (electric and propane) in those buildings. Michael responded that it had.

Ellie also asked about the status of revenues to date. Michael supplied her with his copy of the revenue report from 9/11/08.

With no further business before the Board, at 9:00 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to adjourn.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis

Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 30, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Duane Mansur, Keith Mansur, Wesley Mansur. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the September 23, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of September 23, 2008 as written.

**Open and review bids for Rinnai Heaters, Aluminum Dock and Pallet Jack**

Chairman Reagan opened the bids received for these items. The bids were:

**For the Rinnai heaters – 1 bid from Stephen Purcell for \$828.43 for one heater**

**For the Aluminum Docks – 1 bid from Justin Hammond for \$410.00  
1 bid from Marvin Roche for \$50.51  
1 bid from Tom Foote for \$615.00**

**For the Pallet Jack - 1 bid from FS Enterprise for \$150.00  
1 bid from Vincent Bianco for \$201.00  
1 bid from Peter's Auto Repair for \$425.50**

After reviewing the bids Selectman Borthwick made a motion to accept the bid of Stephen Purcell for one of the Rinnai heaters for \$828.43. Selectman Lewis seconded and the Board voted 3-0 to accept the bid.

Selectman Borthwick made a motion to accept the bid of \$615.00 from Tom Foote for the Aluminum Docks. Selectman Lewis seconded and the Board voted 3-0 to accept the bid.

Selectman Lewis made a motion to accept the bid of \$425.50 from Peter's Auto Repair for the pallet jack. Selectman Borthwick seconded and the Board voted 3-0 to accept the bid.

## **Review and discussion of #2 fuel oil and propane contract.**

Michael presented the Board with an overview of a contract proposal from Rymes Heating Oils, Inc for the 2008-2009 heating season. They were offering a fixed purchase price of \$3.689 for 7200 gallons of #2 heating oil and \$2.289 for 7500 gallons of propane.

Michael noted that the agreement contained a provision to guarantee a purchase of at least 80% of the contracted gallons. The Board discussed lowering the amount of gallons in the contracts to 6000 gallons for each commodity to minimize the chance of having to pay a penalty for not meeting the contracted amounts.

Rymes also agreed to provide the contract pricing to Town employees provided the Town would guarantee payment of any delinquent accounts. There was some discussion among the Board and those in attendance as to if this would be possible or practical. Michael noted that he did not think we could attach employee paychecks. He said he would speak with Gloria to see if there was some practical mechanism for meeting that requirement. He also said he would get back in touch with Rymes and see if they would honor the same pricing for the reduced number of gallons.

## **Other Business**

Michael informed the Board that he had received a request from a property owner that the Town pay for a broken window in her building. She claims that it was damaged by snow that the Town had piled up near the window. Michael mentioned that he had spoken with Tom Guillette in regard to this matter. Tom said that snow was placed in the area near the building, but we were not the only people who put snow there. In addition, it would appear that snow from the roof of the building next door could have caused snow to collect near the window. In any event, she had just come forward with the claim so it would seem impossible to determine who or what may have broken the window. The Board asked Michael to notify the property owner that the Town would not be paying for the window.

Michael reminded the Board that the next Budget Committee meeting was scheduled for Thursday, October 2 at 7PM.

Michael provided the Board with an update on the status of the North Lary Road Bridge. He noted that the State was reviewing the drawings he had provided for them for the replacement span. All of the residents on the road had been informed of the bridge closure and the road crew had put up barricades and bridge closed signs on either side of the bridge.

Selectman Lewis asked if we should have the State review plans for a replacement structure similar to the span that was presently in place. Michael said he would look into getting the information necessary to have the State undertake such a review.

Michael informed the Board that the Town now had all of the required permits from the State to begin work on the force main in Orange Brook. The next step was to schedule the contractor start date and coordinate with DES representatives so they would be present at the start of the repair work.

Deane Mansur was present to ask the Board why the culvert near his property on Fernwood Farms Road had not been cleaned. There was some discussion as to what specifically needed to be done. Selectman Borthwick mentioned that the Board would check with the Road Agent to be certain that he had scheduled a visit to that location.

Keith Mansur asked why there was a section of Fernwood Farms Road that had not been graded yet. Chairman Reagan mentioned that he would check with the Road Agent to see when that was scheduled for grading.

Duane Mansur also asked if the Town Mechanic had a schedule for lubricating vehicles. Chairman Reagan told Dwayne he would look into the issue for him.

Al Posnanski mentioned that the Recycling Committee would be meeting on Tuesday, October 7, at 5PM in the conference room at the Town Office.

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

With no further business before the Board, at 7:53 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 8:55 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and approved 3-0 by roll call vote of the Board. At 8:55 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 by roll call vote in favor of the motion. Selectman Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 8:56PM.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis

Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, OCTOBER 7, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail, Alex Crate, Shirley Packard, Omer Ahern Jr. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the September 30, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of September 30, 2008 as written.

**Omer Ahern Jr. Candidate for County Commissioner**

Mr. Ahern addressed the Board and those present with regard to his background and qualifications for County Commissioner. He took questions from those in attendance.

**Status of Timber Cut – Jim Burnett**

Jim Burnett was present to update the Board on the status of the Timber cut at the Transfer Station. He provided an overview of the process to date for those in attendance. Jim noted that he had received four bids from area loggers for the timber in the area defined in the bid documents. All four of the bidders have the equipment and the experience to do the job to the Town's satisfaction. Jim noted that the only essential difference was in the bid price. His recommendation was that the Town select Gordon Coursey and Son LLC who submitted the highest bid for the timber. Selectman Lewis suggested that Jim secure a contract from Mr. Coursey for the Town to review. The other Board members agreed. Jim will contact Mr. Coursey and prepare a contract for the Board to review and approve.

**Discussion of #2 fuel oil and propane contract.**

Michael presented the Board with corrected contracts from Rymes Heating Oils, Inc for the 2008-2009 heating season. The amount of gallons for each contract was lowered to 6000. The fixed purchase price of \$3.689 for #2 heating oil and \$2.289 for propane was unchanged.

Michael noted that the Rymes was reviewing the request from the Town that they provide a price discount to Town employees in light of the fact that the Town would have no practical way to guarantee that it could cover delinquent accounts.

Selectman Lewis made a motion to accept the contracts as corrected. Selectman Borthwick seconded and the Board voted 3-0 in favor of the motion. Selectman Lewis then made a motion to have Chairman Reagan sign the contract on behalf of the Town. The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of the motion. Chairman Reagan signed the contracts on behalf of the Town.

### **Budget vs. Actual**

Michael reviewed the Budget worksheet for October 9, 2008. He noted that the amount of budget dollars remaining unspent was running slightly above projections. He also went through the report to highlight some additional budget lines that might be overspent before the end of the year. Among the areas of concern were the general government telephone and fax line, the Fire department salary line, the mechanics repairs and petroleum products line and the highway uniform line. He also noted that the engineering and planning lines and the capital improvements lines would be used to report expenditures for the well blending project.

### **Other Business**

Michael provided the Board with an update on the well blending project. The contractor finished the 8 hour pump test today and reported a pump rate of 18 gallons/minute. Gary Smith of Wright Pierce took water samples to be sent for testing.

The next step will be for Gary to start the paperwork the State requires for the long term (48 to 72 hour) pump test and await the test results for the samples. If all goes well, we should be able to conduct the long term pump test in three weeks.

Michael mentioned to the Board that there is a property on Canaan Street that had been taken by the Town for taxes in June of 2004. He noted that the remaining State Tax Lien issues were not an impediment to the Town selling the property. The Board discussed putting the property up for sealed bid. Michael will look into making the necessary arrangements for the process to go forward.

With no further business before the Board, at 8:07 PM Selectman Borthwick made a motion to adjourn that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 8:07PM.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen





**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, OCTOBER 14, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail, Alex Crate, Shirley Packard, Dave Barney, Elena Van Zandt and Police Chief-Sam Frank. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the October 7, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of October 7, 2008 as written.

**Discussion of RFQ for Groundwater Discharge Permit**

Michael informed the Board that he had completed a "Request for Qualifications" (RFQ) document for a study to explore the possibility of increasing the daily capacity for the existing Groundwater Discharge Permit at the Wastewater Treatment Plant. Securing an increase to the daily capacity would allow for additional hookups on the Town Sewer system.

The RFQ would be sent to engineering firms to solicit responses with regard their qualifications for completing the study and implementing any proposed solutions. Michael wanted to be certain that the Board was comfortable with the timing of the process prior to initiating a mailing.

**Discussion of Grant for Safety Building**

Elena Van Zandt from Catalena Consulting and Grant Services, LLC was present to request that the Board sign a letter of intent in support of the Canaan Fast Squad seeking grant funding for a possible building project in Town. She presented the Board with a copy of the letter for their review and comment. Chairman Reagan expressed some concerns with the project, most particularly, that there had not been a lot of information available with regard to the project to date. Chief Frank mentioned that the purpose of the letter was to express support for looking for grant funding and not to authorize anything. Selectman Borthwick was concerned with the general nature of the letter and the fact that it did not state anywhere that it was to support the Fast Squad seeking grant funding. Elena noted that the letter would be submitted with or without the support of the Selectmen. Elena took some questions from those in attendance explaining the intent of the letter was to support to pursuit of grant funding.

Selectman Lewis made a motion that Chairman Reagan sign the letter on behalf of the Board. Selectman Borthwick seconded the motion. Chairman Reagan asked Michael if he could contact the New Hampshire Municipal Association and get their opinion with regard to the matter. Michael said he would speak with them on Wednesday morning. Elena mentioned that she had a deadline to have material submitted by Wednesday afternoon at 3:00PM.

### **Other Business**

Michael mentioned that the Timber cut was underway at the Transfer Station. Chairman Reagan reviewed a minimum impact wetlands crossing application that had to be submitted to NHDES with the Board.

Michael informed the Board that he still had not received feedback from DOT with regard to the replacement bridge design he had submitted more than a week ago. Bob Scott was working with area DOT representatives to see if he could get them to approve some minor repairs to the bridge so we could open it up to traffic.

Michael mentioned that he was preparing an ad for a Town property on Canaan Street That the Board would like to sell by sealed bid.

Chairman Reagan reported that he had spoken with Richard Remacle about working on the force main in Orange brook. Richard said he would get back to Chairman Reagan with regard to his availability for the project.

Dave Barney mentioned that he would be meeting with Road Agent Bob Scott to review drainage work on Goose Pond Road.

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

With no further business before the Board, at 8:03 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 9:28 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and approved 3-0 by roll call vote of the Board. At 9:28 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 by roll call vote in favor of the motion.

### **Discussion of Grant for Safety Building (continued)**

Selectman Lewis asked to withdraw his original motion with regard to having Chairman Reagan sign the letter of intent for the Board. Selectman Borthwick seconded the request and the Board voted 3-0 in favor of Selectman Lewis withdrawing his motion.

Selectman Borthwick made a motion to have Michael rewrite the letter of intent on letterhead that did not have “*Office of the Selectmen*” on it and did not include a signature line for the Board to endorse. Selectman Lewis seconded the motion and the Board voted 3-0 in favor. Michael noted that he might have sent the wrong letterhead to the Chief which would explain the initial use of the “*Office of Selectmen*” letterhead, but regardless he would rewrite the letter on Wednesday morning.

With no further business before the Board, at 9:32 PM Selectman Borthwick made a motion to adjourn that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 9:32PM.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, OCTOBER 21, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail and Matt Wilson. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the October 14, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of October 14, 2008 as written.

**November Meeting Schedule**

The Board discussed the meeting schedule for November. The scheduled meetings will be on Tuesday, November 18 and Tuesday, November 25. Additional meetings will be scheduled as required.

**Budget vs. Actual**

Michael mentioned that, over all, expenses were running slightly below projections. He noted several areas where budget lines may be exceeded. They included the General Government Telephone and Fax line, Fire Department Salaries, Mechanics Repairs and Repair Parts, Street Lighting, Transfer Station Supplies and Human Services Rent Assistance. If these or any other lines were overspent, it would require the Board to move funds from another area of the budget to cover the cost. Michael also mentioned that the funds being spent for the well blending project would be reported in the Engineering/Planning and Capital Improvement lines of the water and sewer budget. The money to cover those expenses would come for the water and sewer fund surplus.

**Other Business**

Michael mentioned that he had spoken with Debbie Kierstead who was asking about the roofing project for the Meetinghouse. The Board directed Michael to contact Jim Miller to see what funds were available for that project.

John Bergeron had submitted a document to the Board from the Historic District Commission (HDC) supporting the appointment of Michael Roy as a regular HDC member and Mark Simon as an alternate member. Selectmen Borthwick made the following motion: To appoint Michael Roy as a regular member of the HDC with a term expiring in 2011 and Mark Simon as an alternate member of the HDC with a term expiring 2009. Selectman Lewis seconded the motion and the Board voted 3-0 in favor.

Michael informed the Board that he had a tentative date for DRA to meet with the Board on Wednesday morning, October 29, 2008 at 8:30AM to set the tax rate.

Michael mentioned that the ad soliciting bids for the property on 704 Canaan Street would run in the paper for two weeks starting on October 23. Michael noted that he had been to the property earlier in the day to get some sense of the overall condition of the grounds and the building. Selectman Lewis suggested that anyone who wanted to look at the property be accompanied by a Town employee. He also thought that copies of the assessment card and the tax deed should be available for prospective buyers. The deadline to receive sealed bids for the property will be 5PM on Monday, November 10, 2008.

Michael asked the Board if they would give some thought to when the next department meeting should be scheduled. Selectman Lewis suggested possibly the second or third week in November. A firm date will be set at a later meeting of the Board. Michael noted that he would like to provide the departments with at least two weeks notice for planning purposes.

Michael mentioned that he had not received the written documentation from the State with regard to the replacement bridge drawing they had submitted for No Lary Road, but he was expecting an email on Wednesday morning. He did have a conversation with two representatives from DOT who informed him the basic design was acceptable. Michael informed the Board that he would forward any information he received from DOT to the Road Agent, Bob Scott so we could move the process forward.

Chairman Reagan reported that he had begun a review of the manifest for the water and sewer system. His intent was to look at usage data in an effort to frame a discussion regarding water and sewer rates. Chairman Reagan will make copies of the document for other Board members to review.

Selectman Borthwick asked about the status of the Force Main project. Selectman Lewis noted that he had not heard from Mr. Remacle with regard to his availability. As a contingency the Board discussed what additional equipment and material would be needed for the Highway crew to do the work. The two major items needed would be a small excavator and some flat rocks to be used in part of the brook. Selectman Lewis mentioned the names of some places where the Town could rent an excavator. Matt Wilson mentioned that he had some flat rock in his backyard that the Town was welcome to if they could use it. Chairman Reagan said that he would visit with Matt to see if the material was usable.

Ellie Davis asked about the fiberglass docks at the Bath House on Canaan Street. Michael mentioned that the original donor asked to be contacted if the Town did not plan to use the docks anymore. He will look into returning them or having them moved from the Bath House.

**Non-Public Session (RSA 91 – A:2:I(a))**

With no further business before the Board, at 7:49 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to review and discuss information received from the Police Union. At 9:08 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and approved 3-0 by roll call vote of the Board. At 9:08 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 by roll call vote in favor of the motion. At 9:09 Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, OCTOBER 28, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail, Chief Bill Bellion, Chief Sam Frank, Carol Goodman, George Lazarus, Matt Wilson and State Representative Pete Solomon. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the October 21, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to accept the Minutes of the meeting of October 21, 2008 as written.

**Canaan Fast Squad: Collaborative Grant Project**

Carol Goodman, President of the Canaan Fast Squad spoke on behalf of the project. She noted that the reason they had taken a lead role in the project was that most of the grants they had considered needed to be pursued by 501(C) 3 not for profit organizations. While initially undertaking the project to meet the needs and objectives of the Fast Squad it quickly became apparent that there were opportunities available to pursue joint projects to provide more space for all three groups, Police, Fire and Ambulance to operate. The space was needed to meet planned growth objectives and Federal requirements for training, safety and emergency management. Carol provided a preliminary drawing of one possible configuration for a joint facility. Carol took questions from the Board and those in attendance with regard to the project. The Board had no issues with pursuing grant funding for such a project, but stressed that they needed to be kept in the loop with regard to any possible funding or commitment involving Town property or land. The Board thanked Carol for attending.

**Chief Bill Bellion: Discussion of Options for Engine 3**

The Board had begun a review of the options for Engine 3 with Deputy Chief George Lazarus while awaiting the arrival of Chief Bellion who was out on a call. Upon Chief Bellion's arrival, the discussion continued. The Chief presented the options available to the Town with regard to Engine 3. A preliminary estimate from Lakes Region Fire Apparatus was that \$11,000 in repairs would be required to Engine 3. The Chief discussed some recent correspondence he had received with regard to upgrading older equipment to meet NFPA guidelines which might affect Engine 3 as well. The issue would be should we spend money on an older vehicle or put money towards a newer one.



The Chief presented documentation he had received from Lakes Region Fire Apparatus regarding a 2007 Fire Engine that they have available and could outfit to meet the department's needs for \$281,875. Lakes Region would allow the Town to use this engine until a vote to purchase it could be brought to the voters at Town Meeting. There was a discussion of purchase options available to the Town. The Board decided to first review funding options before deciding whether to pursue a possible purchase of the new engine.

Selectman Borthwick asked about the status of the hose testing that had been done. The Chief mentioned that fourteen lengths of hose had failed. At Selectman Lewis' suggestion he had checked with some companies about reusing the couplings from the failed hose and just replacing the hose itself. The Chief had found a company that could do the job at a considerable savings to the Town. The Board requested that Chief Bellion submit a purchase requisition for the work for them to sign.

Mike Eastman asked about hooking up the two doors on the ambulance bays to the emergency generator so they would work during a power outage. The Board requested a requisition from Mike for the work.

### **Other Business**

Michael made note of the following meeting dates. The next scheduled meeting of the Board of Selectmen was Tuesday, November 18, 2008. The next budget committee meeting was scheduled for Thursday, November 6, 2008.

Michael mentioned that the steel and timbers for the North Lary Road bridge project had been ordered. The preliminary plan was for Barker Steel to prepare the span and have the road crew put it in place and deck it. Residents on the Road would be notified of the work date once the schedule is firmed up.

Michael mentioned that there have been a number of inquires with regard to the Town property for sale on Canaan Street. The deadline for receiving sealed bids is November 10, 2008.

Michael mentioned that he has received a bill for 2009 Software services for the Board to review. There is an option for early payment of the bill which would result in about a four hundred dollar savings to the Town. The bill will be available in the office for the Boards review and comment.

Police Chief Sam Frank was present to speak to the Board with regard to replacing a position that would be open in the department when Detective Chris Kilmer leaves in mid-November. He outlined his concerns with not filling the position and asked the Board for approval to begin the search process to fill the position. The Board discussed with the Chief some possible options for making changes to the level of coverage provided by the Town as well as the increased use of part time officers to fill shifts. The Chief felt that even if those changes were made he would still need to replace the position. The Board had no objection to going forward with filling the opening, but asked the Chief to explore some of the options discussed tonight.

Al Posnanski mentioned that the next meeting of the Recycling Committee would be on December 2, 2008 at 5PM in the Town Office conference room.

With no further business before the Board, at 8:54 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 to adjourn the meeting.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, NOVEMBER 18, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Poznanski, Phillip Salvail, Chief Bill Bellion, Duane Mansur and Keith Mansur. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

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

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

**Open and review sealed bids for 704 Canaan Street**

The Board opened the five sealed bids received for the property at 704 Canaan Street. The bids were: Raven Rock Properties LLC- \$12,704.00, David M. Zani and Patricia J. Sweetser - \$38,775.00, Elena M.S. Van Zandt - \$16,750.00, Corey Brabant - \$2,010.00 and Shawn J. Lamoureux - \$6,001.01

Selectman Borthwick made a motion to accept the bid of David M. Zani and Patricia J. Sweetser for \$38,775.00. The motion was seconded by Selectman Lewis and the board voted 3-0 in favor of the motion. Michael will contact David and Patricia and arrange for the sale to be completed.

**Budget vs. Actual**

Michael reviewed the budget worksheet of November 17, 2008 with the Board and those present. With six weeks left in the year there is about 18% of operating budget funds available. Michael noted some of the areas where expenses had exceeded the budget line. In the Government building custodial supply line Michael noted that the over expenditure was due to the purchase of floor mats/runners for the Town Office and the Police Department. Previously the Town had been paying a rental fee for mats and runners. The use of our own mats and runners will eliminate that expense from the budget. Michael also noted that the General Government telephone and fax line had been overspent. He noted that part of the overage was for expenses paid to AT&T for which we will receive a reimbursement. Michael noted that the Human Services rent assistance line had been overspent. He also noted that the electricity line and the postage line for the Sewer budget had been overspent. Further adjustments to the budget would be necessary to correct for these over expenditures.

## **Project Updates**

Michael provided the Board with brief updates on the status of a five projects currently underway. Work was continuing on the force main repair in Orange Brook. The Timber cut at the Transfer Station is complete with the exception of some clearing to be done along the brook. Wright Pierce is working with the State of New Hampshire on the small groundwater removal permit for next phase of the well blending project. Barker Steel is fabricating the bridge frame for North Lary Road. We are expecting to receive at least 3 proposals from engineering firms interested in the Groundwater Discharge Permit project at the sewer plant. Michael mentioned that he will keep the Board informed as to the status of these projects at future meetings.

## **Other Business**

Michael mentioned to the Board that they should probably consider a review of the Building Permit process as it applies to new construction on properties served by Town water and Sewer. NHDES has reaffirmed their directive that the moratorium on additional flow to the sewer system include not only physical hookups, but additions to buildings that effect occupancy. The Board agreed that a review was in order.

Michael and Chief Bill Bellion provided the Board with an update on the status of repairs to Engine 3 and/or the purchase of a new replacement fire engine. At this point, since there was no way to purchase the new fire vehicle prior to Town meeting, Chief Bellion had asked Lakes Region Fire Apparatus to provide a not to exceed estimate of the repairs they need to complete to Engine 3. The balance of the work needed on Engine 3 would be performed by the Town Mechanic.

Duane Mansur was in attendance to ask about the status of the repairs to Fernwood Farms Road. The Board informed Duane that they had directed the Road Agent, Bob Scott to make the necessary repairs to the Road. Duane also asked if the Road Agent could be at the next Selectmen's meeting so he could ask some questions. The Board informed Duane that they would ask Bob to attend.

**Non-Public Session (RSA 91 – A:3:II(b))**

With no further business before the Board, at 8:32 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to enter into non public session under RSA 91-A:3 II b to discuss a personnel issue with Police Chief Sam Frank.

At 9:45 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and approved 3-0 by roll call vote of the Board. At 9:45 PM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 by roll call vote in favor of the motion. At 9:46 Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, NOVEMBER 25, 2008**

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

**Acceptance of Minutes of the November 18, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved, Selectman Lewis seconded the motion to accept the Minutes of the meeting of October 28, 2008 as written. Chairman Reagan offered one clarification to page two. In the second sentence of the second paragraph he wanted to add the word "fire" in front of the word "engine" so everyone would know that we were discussing the new fire engine and not the engine on Truck 3. Selectman Lewis made a motion to accept the minutes as amended. The motion was seconded by Selectman Borthwick. The Board voted 3-0 in favor of the motion.

**Road Agent, Bob Scott**

Michael informed the Board that Road Agent, Bob Scott would not be available for the meeting. He had been out working on Town roads since midnight. Selectman Borthwick suggested that since all of the issues on Fernwood Farms Road had been addressed, there was no need to bring Bob to a meeting. The other members of the Board agreed with Selectman Borthwick's assessment.

**Discussion of the Water and Sewer Budget**

The Board reviewed the proposed Water and Sewer budget for 2009. Michael was going to check on the Telephone, Electricity and Lagoon dues line on the Sewer Budget to verify expenses prior to determining what the final budget amounts should be. It was noted that some of the project expenses for the well blending project would show up in the Water budget in 2009. This will skew the budget numbers, but it will be noted that the funds to cover the project expenses will come from the water surplus and not through taxation.

## **Discussion of School Payment**

The Board received notification from the SAU that the monthly school payment was going to increase from just under \$330,000/month to just over \$450,000/month. This was due to the increase in the school portion of the tax rate and the increase in apportionment that Canaan pays. Michael had spoken with George Caccavaro, the Business Administrator for the SAU with regard to this situation. George informed Michael that the Superintendent wanted to meet with the Board to discuss this issue. Michael will try to schedule the Superintendent for the next Selectmen's meeting.

## **Other Business**

Michael mentioned that he had been contacted by Glenn Carey, Transfer Station Manager with regard to providing heat to the balers in the recycling shed at the Transfer Station. There was a concern with keeping the hydraulic fluid warm enough to allow for proper operation of the balers. The Board discussed some possible options to explore in addition to what had already been suggested by Glenn and Tom Guillette. Michael will speak with both Glenn and Tom to see what the best course of action should be.

Michael informed the Board that he had been contacted by Vicky Davis from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) with regard to the household hazardous waste day. There were fifteen residents from Canaan who participated. The cost per household was \$45. Michael noted that two of the households attended a session not authorized by the Board, but they were not turned away by the UVLSRPC. The Board asked Michael to speak with UVLSRPC to find out why they were allowed to participate in an unsanctioned event.

Michael mentioned that he had reviewed a copy of the water quality report received from Wright Pierce for the blending well at the Water Treatment Plant. The test results were very good. There were no items that would impact going forward with the next phase of the project which will be the long term pump test. Wright Pierce is in the process of obtaining the necessary approvals from the State to conduct that test.

Michael asked the Board how they would like to proceed with regard to providing for snow removal on the Town sidewalks. There are three options that had been presented. The first was to purchase a snow blower and sander attachments for the Kubota tractor at the water plant. The second would be to repair the Ford Tractor and associated attachments. The third would be to sub contract sidewalk snow removal. The Board asked Michael to obtain pricing for repairs to the Ford tractor and get quotes for sub contracting sidewalk snow removal so we could compare them to the pricing already obtained for the Kubota attachments prior to making a decision as to how to proceed.

Michael asked the Board to consider when they would like to discuss the proposals received for the Ground Water Discharge Permit project. Proposals have been received from three firms. All three will be available to meet with the Board if necessary. The Board agreed to discuss this project at the next meeting.

Selectman Lewis suggested that the winter sand that is typically put out for residents should be placed at the Transfer Station so it could be monitored. This would prevent commercial users from removing large amounts of sand from the pile. The Board agreed this would be the best location for the sand.

Selectman Borthwick mentioned that during last weeks Budget Committee Meeting there had been a discussion with regard as to how to proceed with Capital purchases in the Budget. Should they be placed in the Capital Items line of the operating budget or be placed on the warrant as individual warrant articles. Michael noted that both methods were acceptable the Department of Revenue Administration. The Board felt that they should be placed on the warrant as individual warrant articles

Selectman Borthwick inquired about the Board's thoughts with regard to the purchase of a Mobile Screen for the Highway Department with funds from this years operating budget. Michael mentioned that funds could be voted into the Capital Items line of the budget from another line to pay for such a purchase if that was what the Board wanted to do. Selectman Lewis suggested that we defer the purchase because of the additional expenses we have incurred this year, such as the No Lary Road bridge. We could use funds from next year's budget if necessary to fund the purchase.

With no other business to come before the Board at 8:33PM Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 2, 2008**

The meeting was brought to order at 7:00 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Posnanski, Scott Hazelton, Phil Ferneau, Matt Wilson and Phil Salvail. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the November 25, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the Minutes of the meeting of November 25, 2008 as written. The Board voted 3-0 in favor of the motion.

**Discussion of RFQ's for Groundwater Discharge Permit**

Michael had placed this item on the agenda to allow the Board the opportunity to discuss the next steps in the process. Selectman Lewis suggested that the Board meet with each of the three firms that had submitted qualifications for the Board to consider. Chairman Reagan asked Michael to schedule the firms for meetings after next week.

**Budget vs. Actual**

Michael reviewed the latest budget report. He noted that there were a few more budget lines that had exceeded their funded amounts for the year. The Insurance and Property Liability Line, Police Department Overtime, Mechanics Repair Parts, Highway Department Uniforms and Welfare Rental Assistance. He suggested that later in the month the Board consider voting to reallocate funds from other budget lines to cover existing and future cost overruns. The Board reviewed the rest of the budget to get some sense of where funds might be available to cover these costs. This issue will be revisited at one of the meetings later in the month.

**Other Business**

Michael reminded the Board of the Budget Committee meeting scheduled for December 11, 2008 at 7PM.

The next negotiating session with the Police Union is scheduled for December 9, 2008 at 8AM (this is not a public meeting).

The School Administrative Unit is coming to the December 16, 2008 Board meeting to discuss the new monthly school payment and answer questions from the Board with regard to how the number is established.

Michael mentioned that he had reviewed the draft contract submitted by the F.A.S.T. Squad and had made some suggested revisions. He was going to send the contract back to the F.A.S.T. Squad for their comments. Michael suggested that the Board meet with the F.A.S.T. Squad to finalize the details of the contract prior to January 1, 2009. It was suggested that Michael contact the F.A.S.T. Squad to see if they could attend one of the December meetings.

Phil Ferneau, a resident of Gould Road was in attendance to discuss the issue of maintenance on scenic roads. He was concerned that the Town was allowing the Highway Department to cut trees on scenic roads without providing proper notice to residents. The Board reviewed the information provided to them by both Michael and Mr. Ferneau and agreed that there needs to be better coordination in the maintenance effort. Michael informed the Board that upon being notified earlier in the afternoon of the concern via an email, he had spoken with the Road Agent, Bob Scott and told him to suspend work on the all scenic roads until meeting with the Board to review proper procedures. Chairman Reagan thanked Mr. Ferneau for bringing the issue to the attention of the Board.

Ellie Davis asked why the replacement of tires on Police vehicles was not being handled by the Town Mechanic. Selectman Lewis noted that those tires required high speed balancing and the Town did not have the equipment necessary to accomplish this task.

Phil Salvail asked if an International dealer had been contacted with regard to the pump and/or transmission issue on Engine 3. The Board mentioned that other companies had reviewed the issue with the Town Mechanic and the Fire Department prior to sending the truck to Lakes Region Fire Apparatus.

Al Posnanski asked if the Board would consider establishing a fee for the disposal of fluorescent bulbs at the Transfer Station. The fee would be to cover the cost to the Town for disposal of the bulbs which contain mercury. The Board felt that it would be appropriate to establish a fee for this service.

Michael noted that a few other items had been discussed at the Recycling Committee Meeting earlier that evening. Two other issues that the Committee would ask the Board to consider would be if we need to have new dump permit stickers every year and would we need to provide residents from Orange with stickers so they could bring recyclables to the Transfer Station.

It was also suggested that the fee that Canaan charges to the Town of Orange for recycling be increased to \$3,000/year to cover increased costs for handling material. The Board asked that Glenn prepare a cost analysis for the Board to review.

Michael mentioned that the Committee had discussed some possible options to keep the building containing the balers in it warm enough for the equipment to operate efficiently. At the previous Selectmen's meeting the Board had discussed options for warming the oil in the balers. Glenn Carey had mentioned that it would be difficult to accomplish and had suggested some minor improvements such as insulation and a more permanent heat source. Michael noted that Tom Guillette had estimates of about \$2,000 to \$2,500 to fix up the building. The Board asked Michael to pursue the latter option.

With no other business to come before the Board at 8:42PM Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 9, 2008**

The meeting was brought to order at 7:02 PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Posnanski and Matt Wilson. Chairman Reagan led those in attendance in reciting the pledge of allegiance.

**Acceptance of Minutes of the December 2, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the Minutes of the meeting of December 2, 2008 as written. The Board voted 3-0 in favor of the motion.

**Review of 2009 Water and Sewer Budget**

Michael noted that he and Gloria had reviewed some of the issues raised by the Board with regard to the telephone and electricity expenses in the Water and Sewer Budget at the November 25, 2008 Board meeting and had concluded that the numbers were consistent with actual expenses. Michael had also spoken with Joe Damours of Water System Operators with regard to the proposed budget. Joe felt the numbers were representative of actual and anticipated expenses. Chairman Reagan asked about the \$2000 in legal expenses in the Water Budget. There was discussion of some past litigation which was cited as a fair reason to leave some funds in that budget line. The Board concluded that they would not make any changes to the budget submitted by Water System Operators.

**Other Business**

Michael had prepared a draft of the revised F.A.S.T. Squad contract for the Board to review. Michael mentioned that he had provided a copy of the draft for representatives of the F.A.S.T. Squad to review and they had no concerns with it. The only outstanding item was verification of the "non funding" provision in the contract as an OK to sign a multi-year agreement. Selectman Lewis expressed some concern with the contract fee and suggested that it might be better to have a flat fee instead of a "per capita" fee. He also suggested that since this was the first written contract for ambulance service, it might be better to put it in front of the voters at Town Meeting in March. He also wanted to see copies of the contract with Orange and Dorchester. Michael said that he would contact the F.A.S.T. Squad and see if they would be available to attend the December 16, 2008 meeting to discuss these issues.

Michael presented the Board with a purchase requisition from Fire Chief Bill Bellion for repairs to Engine 3. The requisition was to authorize up to \$3,300 for repairs to the pump and transmission for Engine 3. The Board reviewed the requisition to be certain it was consistent with their understanding of what work was to be done by Lakes Region Fire Apparatus before signing it.

Michael mentioned to the Board that he had received a phone call from Kate at the Grafton County Senior Citizens Council with regard to the possibility of obtaining grant funding for money to finish repairs at the Senior Center. There was an upcoming workshop by USDA on how to prepare grants for the funding and Kate thought a representative from the Town could attend. The Board asked Michael to check with Tom and review the list of what was left to be done to the building.

Chairman Reagan mentioned that he had been up at the Water Plant building and noticed that there was an issue with heat stratifying in the building. He suggested that we might want to install some sort of fan to circulate air in the building and move the warm air around the building to cut down on heating costs. Chairman Reagan was going to address the matter with Alan Hill of Water System Operators.

Chairman Reagan also reported that he been told by Alan Hill that there would be a bill for well monitoring coming in from Eastern Analytical. Although there was no option with regard to covering the expense, Chairman Reagan suggested that a requisition for the testing should be processed. The Board agreed. Michael noted that it would be useful to have a requisition on file so we could have a record of this recurring expense for future budgeting purposes.

Michael mentioned that Bob Scott was going to Barker Steel to pick up the steel frame for the No. Lary Road Bridge. He was going to take it back to the Highway Garage and work on the decking. Bob had mentioned to Michael that given the amount of frost in the ground, he was going to have to set the new bridge on top of the old bridge for now and work on a permanent installation in the spring.

Al Posnanski asked if Glenn had given any backup to the Board with regard to the fee for recycling fluorescent bulbs or the increase in recycling fees for the Town of Orange. Michael said he had not received anything from Glenn with regard to either topic.

Al also asked if the Police needed to be advised of the increased enforcement of dump stickers after the first of the year. The Board felt that sufficient notice had been given to everyone. It was also noted that Police involvement entailed citing people for failure to pay any civil fines imposed for illegal dumping at the Transfer Station.

With no other business to come before the Board at 8:10PM Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 16, 2008**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Posnanski, Phil Salvail, Cindy Neily, Bill Mac Donald, Scott Hazelton, Brenda Souza, Shirley Packard and Alex Crate

**Acceptance of Minutes of the December 9, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the Minutes of the meeting of December 9, 2008 as written. The Board voted 3-0 in favor of the motion.

**Discussion of School Payment with SAU**

George Caccavaro, Business Administrator for SAU 62 was present at the meeting along with SAU Staff Barbara Tremblay, Patrick Andrew, Stella Butterfield and members of the Mascoma Valley School District Board to discuss how the school payment the Town makes to the SAU is calculated. George presented a folder to each Board member that contained all of the information the SAU uses to calculate how much the Town pays for the schools each month. The amount of the monthly payment the Town makes to the school will vary from year to year based on the school portion of the tax rate and the percentage of students Canaan has in the district during a set period. Since the school fiscal year runs from June to July and the Town fiscal year runs from January thru December there is always a six month offset between when the change in payment is applied. This will lead to adjustments in the monthly payment to the school.

George took questions from the Board and those in attendance with regard to the process. The consensus was that while one could argue that the formula for funding schools is flawed the process under discussion here this evening has been applied consistently through the years.

George and members of the Administrative Staff took some additional questions from those in attendance with regard to the overall school budgeting process. The SAU staff noted that they are always available to answer questions and provide information to residents. Chairman Reagan thanked all of the SAU representatives for attending.

## **Budget vs. Actual**

Michael reviewed the Budget Worksheet of 12/16/08 with the Board noting the additional lines in the Budget that had been overspent since the last review. These lines included the General Government Postage line, the Fire Department Salaries line, the Highway Supplies line, and the Street Lighting line. Michael mentioned that the Board will have to vote to move money from other areas of the Budget to cover the over expenditures.

Michael also noted that next week's manifest would contain the payment on the last of the Reserve Lines for 2008. This will be the \$30,000 payment to the Highway Reserve. In addition, he noted that the over expenditure in the Water Budget in the Capital Improvements line was a result of using this line to record some of the payments to the engineering firm that is managing the DBP project for the Town. Michael reminded everyone that any over expenditures in the Water and Sewer budgets would be paid for from the Water and Sewer surplus funds and not raised through taxation.

Brenda Souza asked if the Board was going to consider making a payment to the Grafton County Senior Citizens Council if there were any funds available at year end. Chairman Reagan noted all of the ways in which the Town already contributes to the Senior Center including the use of the building, the \$70,000 of improvements made in the past few years and the use of our maintenance staff to assist with repairs. Selectman Lewis suggested that perhaps the Town could sell the building to the Council for \$1.00 and let them take over responsibility for the building.

## **Other Business**

Phil Salvail asked about the status of Engine 3. Michael mentioned that Chief Bellion had called earlier in the afternoon to let him know that they were going to pick Engine 3 up at Lakes Region Fire apparatus. Members of the Board asked what the cost was for the work that was done and Michael said that the bill had not been received yet.

Michael mentioned that the next Budget Committee Meeting will be on January 8, 2009 at 7PM in the Fire Station. The first public meeting on the annual budget will be held on January 15, 2009 at 7PM in the Fire Station. The Deliberative Session will be held on January 31, 2009 at 1 PM in the Elementary School.

Michael reviewed the proposal for winter sidewalk maintenance with the Board. The proposal will be considered against the other maintenance options the Board is presently reviewing prior to reaching a decision.

Michael reviewed the draft of a letter he had prepared for Clark Hill with the Board. The Board had no changes for the draft. Michael will prepare a final copy for signature by the Board and will send it along with a check to Clark Hill next week.



Michael provided the Board with an email from John Bergeron of the Historic District Commission. John asked the Board to consider the appointment of Brooke D'Entremont for the open position of alternate member for the Historic District Commission. Selectman Borthwick made the motion to appoint Brooke D'Entremont to the position of alternate member for the Historic District Commission. Selectman Lewis seconded the motion and the Board vote 3-0 in favor.

Michael provided the Board with a copy of a letter submitted by Bill MacDonald, Secretary of the Canaan Assembly of God. Mr. Mac Donald was concerned with winter maintenance of the church parking lot. Chairman Reagan noted that sometimes because of the timing of storms the plowing and sanding can not be done in a timely manner. Michael noted that he would bring the matter to the attention of the Road Agent, Bob Scott.

Chairman Reagan mentioned to the Board that he had discussed the asbestos abatement of the tiles in the basement of the Town Hall/Library with the Library Trustees. It was agreed that the cost of abatement would be shared by both parties and that the Town's portion would deducted from the balance of the funds the library pays the Town from the Library revenues.

Al Posnanski asked if the Board would adopt a minimum fee for recycling fluorescent bulbs. It was agreed that if the fee was fifty cents per bulb, the Town would only take bulbs in multiples of two so the fees could be collected in whole dollars eliminating the need to make coin change.

Al also asked if there was anything else that could be done with the Backhoe at the Transfer Station. The machine has only one or two working gears. The Board asked Al to have Glenn contact the Town Mechanic to get an estimate on what the repairs might cost.

Al asked about the status of the project to get heat put into the baler building at the Transfer Station. Michael informed the Board that Tom Guillette had been getting quotes for the work. Michael will follow up with Tom to see where he is on the project.

With no other business to come before the Board at 9:27PM Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 23, 2008**

The meeting was brought to order at 7:05PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Phil Salvail (arrived at 7:45). Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the December 16, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the Minutes of the meeting of December 16, 2008 as written. The Board voted 3-0 in favor of the motion.

**Review and possible acceptance of F.A.S.T. Squad contract**

The Board reviewed the copy of the revised contract that had been approved and signed by Carol Goodman, President of Canaan F.A.S.T. Inc. The only significant change to the original draft was to fix the price at \$55,000.00 per year for the three year term of the contract. With no further questions from members of the Board, Selectman Borthwick made a motion to have Chairman Reagan sign the contract on behalf of the Board. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. Chairman Reagan then signed the two copies of the contract, one for the Board to keep on file and the second for Canaan F.A.S.T. Inc.

**Other Business**

Michael and the Board discussed some of the concerns raised by residents with regard to winter sand. Complaints had been received that the pile was frozen and was only available during hours the Transfer Station was open. The Board agreed to have Michael speak with the Road Agent and have the pile checked to try to keep it from freezing. The Board also agreed that the pile should stay inside the Transfer Station to be certain the sand was only being used by Canaan residents.

The Board discussed some of the options under consideration with regard to sidewalk maintenance. They agreed that the Ford Tractor with a bucket attachment and the snow blower at the Transfer Station could be used for maintenance. If the clutch were to fail on the Ford Tractor it could be replaced at that time.

The Board also discussed some options for purchasing a portable screening device for the Highway Department. Selectman Lewis had suggested that having this equipment available at the Town Pit would greatly reduce the need to purchase materials for road maintenance such as gravel and sand, because we would be able to make our own from material dug out of the pit and put through the portable screener.

There was unanimous agreement that this would represent a cost savings to the Town with the potential for a one to two year payback on the investment on a piece of equipment that could last ten to fifteen years depending on what was purchased. The Board discussed some of the options available based on information supplied by Selectman Lewis, Bob Scott and Michael. They considered the outright purchase as well as a no interest or low interest one to two year purchase of a unit. The biggest issue was trying to determine what piece of equipment would be the best value for the Town. Selectman Lewis wanted to check with one of the local contractors to see what equipment they were using. Michael was also going to follow up with a couple of the other vendors he had contacted to get referrals from local contractors who might be using some of the equipment under consideration by the Board.

Chairman Reagan mentioned that he thought it might be a good idea to write a letter in support of the idea being put forth by other area Towns that this was not the time to be spending money on the new County prison. The Board agreed and Michael said he would draft a letter for the Board to sign in support of not building the prison at this time.

Chairman Reagan also asked members of the Board if the Town should consider having the Granite State Rural Water Association (GSRWA) assist the Town with an inspection of some of the catch basins in the sewer system to see if they might have developed leaks. Michael mentioned that he had previously discussed doing this with GSRWA, possibly in conjunction with the smoke test on the sewer system. The other Board members agreed that it was worth looking into. Michael will contact GSRWA.

Chairman Reagan also asked if the Board would support the purchase of a commercial grade portable heater for the baling shed at the Transfer Station that could be used until the more permanent solution of sealing and insulating the building can be accomplished. Other members of the Board were in support of the idea. Michael will follow up with Tom Guillette.

With no other business to come before the Board at 8:12PM Selectman Borthwick made a motion to adjourn the meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 30, 2008**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Posnanski. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the December 23, 2008 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the Minutes of the meeting of December 23, 2008 as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual and Budget Adjustments**

Michael mentioned that he and Gloria had been reviewing the budget and were going to make adjustments in the Fire Department budget for expenses that should have been applied to the payroll line, but instead were charged against the training and dry hydrant lines.

**Other Business**

The Board discussed the Selectmen's meeting schedule for the first quarter of 2009. The Board decided to skip only the first Tuesday of each month and meet on the remaining Tuesdays. Michael will post a meeting schedule.

The Board discussed implementing a department meeting schedule for 2009. It was suggested that department meetings be held on the first Wednesday of every other month beginning on February 4, 2009. Michael will create a schedule and distribute to department heads.

Michael asked the Board if they intended to require Board approval for all purchases over \$500.00. The Board answered in the affirmative.

Michael asked if the Board had reached a consensus on how to maintain the sidewalks for the winter. It was suggested that the highway crew utilize the Ford tractor with the bucket, the snow blower and the small trucks to keep the sidewalks clear.

Michael mentioned that he was preparing a list of Warrant Articles for the Board to consider at the meeting on January 13, 2009. At that time the Board could vote on their recommendations for each article.

The Board discussed some of the options available for pursuing having a portable screen available for the Highway Department to process their own road products, such as sand and gravel out of material in the Town Pit. There was discussion about what size screen would work best for our needs and whether we should purchase rent or lease a screen. Michael will continue to explore options and present them to the Board.

Michael mentioned that he had sent a letter to the Law Firm of HinckleyAllenSnyder LLP in response to correspondence the Town had received from an Attorney representing Clark Hill, Inc.

Selectman Lewis asked for the Board to consider possible options to present with regard to shift scheduling for the Police Department. The Board asked Michael to look into what options might be worth exploring so workable suggestions could be discussed with Chief Frank.

Al asked Michael when the individual department and committee reports would be due for the Town Report. Michael noted that he had requested the information by January 12, 2009, but in reality he would not begin reviewing them prior to January 19, 2009.

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

With no further business before the Board, at 8:21 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel and a personnel matter. At 9:20 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 9:20 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 9:21 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen