

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JANUARY 13, 2009**

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, Richard Wheeler and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the December 30, 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 30, 2008 as written. The Board voted 3-0 in favor of the motion.

**Review of Warrant Articles for March 2009 Town Meeting**

Michael distributed a draft copy of the available Warrant Articles for the Boards review and comment. The Board discussed each article in the draft. Michael noted that since a number of the articles were received too late for DRA review, there may have to be changes in the wording or corrections made on Wednesday. The Board agreed that they should go through each of the draft articles and vote recommend or not recommend.

The votes were to:

**recommend** the 2009 Proposed operating budget. (3-0)

**recommend** the 2009 proposed water and sewer budget. (3-0)

**recommend** the cost items associated with the new collective bargaining agreement between the Town of Canaan and AFSCME Local 3657 Police Department Employees be approved. (3-0)

**recommend** replacing the River Road Bridge #123/126 over the Mascoma River. (3-0)

**not recommend** the purchase of a replacement fire engine. (3-0)

**recommend** the addition of \$30,000 to the Fire Truck Capital Reserve Fund. (3-0)

**recommend** the addition of \$30,000 to the Highway Equipment Capital Reserve Fund. (3-0)

**recommend** the addition of \$50,000 to the Bridge Repair, Replacement and Maintenance Capital Reserve Fund. (3-0)

**not recommend** the purchase of a replacement police cruiser. (3-0)

**not recommend** the paving of Reagan Road, School Street, High Street, Hill Court, Chiefs Drive and On the Common in the summer of 2009. (3-0)

**recommend** the use of credit cards for the payment of local taxes and charges generated by the sale of utility services or other fees. (3-0)

**not recommend** a petitioned article to provide \$5,000 for emergency repairs to the Town Museum Building. (3-0)

**not recommend** a petitioned article to provide \$8,000 to the Advanced Transit Inc. (3-0)

**not recommend** a petitioned article to provide \$8,000 to Grafton Senior Citizens Council. (3-0)

**recommend** a petitioned article to advise the Canaan Police Department to withdraw any and all support, be it financial or service related, from the Central New Hampshire Special Operations Unit. (3-0)

### **Review of Default Budget for 2009**

Michael presented a revised draft of the default budget for the Boards review and comment. The default budget for 2009 will be \$3,235,860.00 a decrease of \$121,154.00 from the 2008 default budget. Most of the decrease was due to reductions in debt service and workers compensation premiums. Michael briefly explained some of the changes he had made to the first draft of the default budget and asked the Board to review the document and let him know if there were any other changes to be made. The signed default budget must be available for the January 15 public hearing on the Proposed 2009 Operating Budget.

### **Budget vs. Actual – Review of 2008 Expenses**

Michael presented a budget vs. actual report that incorporates the final bills paid (not including encumbrances) for 2008. He noted that there would most likely be other adjustments made by the auditors when they review the Town's financials. In addition, the final adjusted balance of funds from the 2008 budget will hopefully help to offset Town's potential cash shortfall in the spring as well as help to replenish the unreserved fund balance that was used in the fall to help offset taxes.

### **Other Business**

The Board continued their discussion of how to best insulate the baler shed at the Transfer Station. There was general agreement that, if there were to be no further alterations to the building, foam insulation would be the best alternative. The Board also asked Michael to get a price on putting some insulation in the ceiling as well.

Michael mentioned that he was going to send out a notice for the first Department meeting which will be held on February 4, 2009 at 8 AM at the Fire Department.

Michael informed the Board that Town Counsel, Bernie Waugh, would be in attendance at the deliberative session on Saturday, January 31, 2009 at 1 PM in the Elementary School Gymnasium.

Michael mentioned that he had received an email from John Bergeron, asking the Board to amend the appointment of Brooke D'Entremont to the Historic District Commission. Selectman Borthwick made a motion to extend the term of Brooke D'Entremont to the position of alternate on the Historic District Commission until 2012. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor.

Al Posnanski asked if the Board had received any information from Glenn Carey to support the increase in the fee that would be assessed to the Town of Orange for allowing their residents to bring their recyclables to our Transfer Station. Michael informed AL that he had not received anything from Glenn.

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

With no further business before the Board, at 8:48 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 10:17 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 10:17 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 10:18 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JANUARY 20, 2009**

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

**Acceptance of Minutes of the January 13, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the Minutes of the meeting of January 13, 2009 as written. The Board voted 2-0 in favor of the motion.

**Discussion of Groundwater Discharge RFQ with Pathways Consulting LLC**

Scott Hazelton and Dana Arey from Pathways Consulting were present to present a brief overview of their proposal for investigating an increase to the Groundwater discharge permit for the Town's wastewater disposal facility. The presentation included a discussion of the proposed study methods as well as some ideas for funding the project. At the conclusion of their presentation, they took questions from the Board.

**Discussion of Groundwater Discharge RFQ with CLD Consulting Engineers**

Charlie Hirshberg and Will Davis of CLD Consulting Engineers were present to present a brief overview of their proposal for investigating an increase to the Groundwater discharge permit for the Town's wastewater disposal facility. The presentation included a discussion of the proposed study methods as well as some ideas for funding the project. At the conclusion of their presentation, they took questions from the Board.

**Other Business**

Michael briefed the Board members with regard to the Public Budget Hearing from last week.

Michael announced that the filing period for candidates will be from January 21, 2009 thru January 30, 2009. He also mentioned that the one dollar filing fee has been revoked by the State so there is no cost to the candidate.

Michael mentioned that Gary Woods from the Friends of Canaan Village had stopped by the office with a short list of items the group would like to discuss. Among the items were winter sidewalk maintenance, work on the common and work on the Library lawn. Michael informed the Board that he would meet with the group sometime in the next few weeks.

Michael informed the Board that the US Census Bureau would be at the Fire Station on Friday, January 23, 2009 to take applications for census taker positions for the 2010 census.

Michael mentioned that he had received an email from a resident commenting on how helpful the transfer stations attendants were.

Michael informed the Board that there had been a large increase in requests for transfer station permits now that strict enforcement of the Transfer Station Ordinance had been enacted. Michael mentioned that he had sent some procedural information for Town Counsel to review prior to issuing the first civil fines for illegal dumping.

Michael informed that Board that the first payment of 2009 Highway Block Grant money had been received from the State. The full amount of \$26,766.05 was received. The Board expressed concern that future quarterly installments from the State may be below projections which would impact Town revenues.

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

With no further business before the Board, at 8:36 PM Selectman Lewis moved and Chairman Reagan seconded a motion to enter into non public session. The Board voted 2-0 by roll call vote to go into non public session to discuss advice from legal counsel and a personnel matter. At 9:54 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 roll call vote. At 9:54 PM Selectman Lewis made a motion to seal the minutes of the non public session. The motion was seconded by Chairman Reagan and voted 2-0 by roll call vote. At 9:55 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Chairman Reagan and voted 2-0 by the Board.

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Robert Reagan, Chairman

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JANUARY 27, 2009**

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, Chris Turgeon, Scott Hazelton and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the January 20, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the Minutes of the meeting of January 20, 2009 as written. The Board voted 2-0 in favor of the motion with Selectman Borthwick abstaining.

**Discussion of Groundwater Discharge RFQ with Wright-Pierce**

Neil Cheseldine and Gary Smith of Wright-Pierce were in attendance to present an overview of their firms' qualifications and outline their plan for evaluating a possible increase to the Town's Groundwater Discharge Permit. They took questions from the Board and those in attendance.

**Review and Approval of Cardigan Mountain Raffle Request**

The Board reviewed a request from Cardigan Mountain School to conduct a benefit raffle at the School on February 7, 2009. The Board is required to approve the request under RSA 287-A. Selectmen Lewis made the motion to grant the request. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor. The Board then signed a letter that Michael had prepared to forward to Cardigan Mountain School.

**General Discussion of Deliberative Session presentations**

Michael mentioned that he was preparing copies of the warrant articles, the MS-7 (Budget form to be submitted to the Department of Revenue Administration by towns with an Elected Budget Committee) and a copy of the Default Budget as handouts for the Deliberative Session on Saturday, January 31, 2009. He had discussed the matter with Dave Mc Alister, Chairman of the Budget Committee, who was in agreement that those handouts would be sufficient for the meeting. Ellie Davis suggested that the budget worksheet be included as part of the handouts in case any of the details of the budget needed to be discussed. She felt the MS-7 would not be adequate for that purpose. After a brief discussion, the Board decided that the MS-7 would be sufficient for that purpose.

## **Other Business**

The Board reviewed and discussed the information submitted by Glenn Carey, Transfer Station Manager, regarding justification for the increase in the recycling fee that the Town would charge to Orange residents for bringing their recyclables to the Transfer Station. Selectman Lewis made a motion to increase the fee charged to the Town of Orange for the disposal of recyclables at the Canaan Transfer Station in 2009 to Three Thousand Dollars (\$3000.00). The motion was seconded by Selectman Borthwick and the Board voted 3-0 to approve the motion. Michael will prepare a letter to send to the Orange Selectmen.

Michael provided the Board with an update on enforcement of illegal dumping at the Transfer Station. He had sent a copy of the enforcement procedure to Town Counsel for review. He had also spoken with Chief Frank regarding Police enforcement of situations in which individuals do not pay their civil fines. Michael noted that he expected a reply next week with regard to the civil procedure and would prepare samples of enforcement letters for the Boards review and comment.

Michael asked the Board if they would like to resume a bimonthly review of the Budget vs. Actual Report to monitor spending on the proposed budget. The Board was in favor of beginning the review starting with February 10, 2009 meeting.

Michael presented the Board with a copy of a resolution for the Board to consider with regard to extending the three year Workers Compensation Premium agreement presently in place with Primex. This would extend the 5% discount we receive on our premiums through 2012. Selectman Lewis made a motion to accept the agreement. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor. Selectman Lewis then made a motion to have Chairman Reagan sign the agreement on behalf of the Board. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor.

Michael mentioned to the Board that he had received a request from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) to participate in the 2009 Household Hazardous Waste Program. He was going to speak with the Commission to see if we could participate as a non member and if so, how it would affect the fee charged to the Town.

Michael also reported that he had received an offer of assistance from the UVLSRPC for an update of the Town's Hazard Mitigation Plan. He was going to get more details on the program and report back to the Board.

Scott Hazelton asked if Water System Operators inspected the Septic Tanks on the Town's Water and Sewer system for leaks when pumping them. He thought that might be a source of inflow to the system that could be fixed. He also suggested the Town look at manhole covers and soil vents for inflow. Michael noted that these were items that had been discussed with the Granite State Rural Water Association and would be addressed in some of the work they would be doing with the Town.

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

With no further business before the Board, at 8:40 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 a personnel matter. At 9:50 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 9:50 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 9:51 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

**CANAAN BOARD OF SELECTMEN MEETING  
WEDNESDAY, FEBRUARY 4, 2009**

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), Dale Morse (for Highway Department), Transfer Station Manager (Glenn Carey), Mechanic (Larry Brabant), Cemetery Sexton (David Heath), Welfare Director (Nelson Therriault), Building Inspector/Health Officer (Bill Wilson).

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

**2009 Proposed Budget and Warrant**

Michael reviewed a copy of the 2009 Proposed Budget and Warrant with those in attendance. He mentioned that the copies provided included the changes discussed at the deliberative session on Saturday, January 31, 2009.

**Health Insurance Update**

Michael informed the departments that the Town was considering new health insurance programs. He noted that informational meetings would be set up to provide employees with information regarding the new plans prior to implementing any changes.

**Work Orders**

The Board informed the departments that they would like to implement a more formal procedure for tracking repairs to Town vehicles and equipment. They distributed a simplified repair order form that departments could use to submit repair requests to the Town Mechanic. The use of a standard form by all departments would allow for more accurate record keeping and provide information with regard to the overall condition and maintenance costs of the Town's vehicles and equipment that could be used to help make replacement purchase decisions. In addition, the Board felt that maintaining better records would be helpful in the event the Town needed to demonstrate the level of preventative maintenance done on the equipment should a liability claim be brought against the Town.

There was considerable concern expressed by the Town Mechanic with regard to the effectiveness of this system. He felt that the present system was adequate to make those types of decisions. The Board disagreed and in addition to restating the previous benefits also noted that it would be an effective tool to evaluate the most efficient use of employee labor hours.

Michael mentioned that he would draft up a procedure to be used in conjunction with the forms and get them distributed to the departments next week.

## **Other Business**

Michael mentioned that he was preparing a letter to be sent to residents who were using the Transfer Station without a permit. He would circulate it for review next week. In addition he had received clarification from Town Counsel with regard to the proper enforcement procedure to follow.

Larry asked the Department representatives present if they were happy with the level of service received from the Town Mechanic. Those present responded in the affirmative.

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

With no further business before the Board, at 9:24 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to enter into non public session to discuss a personnel matter. At 10:58 AM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by a roll call of the Board. At 10:58 AM, 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 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 10:59 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, FEBRUARY 10, 2009**

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 and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the January 27, 2009 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 January 27, 2009 as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the report with the Board and those present. He mentioned that this was still not an approved budget and as such was subject to revision pending the outcome of the Town meeting vote on March 10, 2009. Overall the total expenditures for the first six weeks of the year were in line with the original estimates with just a few exceptions. The bill from the Grafton County Prosecutor for 2009 was about \$1,600 below the 2008 amount. The dues for NHMA were about \$100 below projections. However rental assistance expenditures from the Human Services budget were up from last year.

**Transfer Station Enforcement**

Michael mentioned that everyone who had reviewed the draft of the enforcement letter was in agreement that it was OK to send out. The Police department was going to have to check license plates to get names and addresses for mailing.

Michael briefly discussed with the Board the option of mailing a permit sticker with each letter, but the Board felt it was unnecessary.

**Crown Uniform Contract**

Michael suggested that discussion of this issue be continued to next weeks meeting. He had not received the pricing information he had requested from Crown.

**Other Business**

Michael mentioned that he was going to schedule an informational meeting for employees with regard to some new health insurance policies under consideration.

Michael informed the Board that the new work order procedure and work order forms had been forwarded to the Highway, Police ,Fire, Transfer Station and Cemetery departments for them to begin using.

The Board reviewed the meeting schedule and agreed that the March meetings would be on the 3/17, 3/24, 3/31. Michael will amend the posted schedules to reflect the change.

Michael informed the Board that he was contacted by Bill MacDonald with regard to some issues with the Assembly of God parking lot. Michael will meet with church representatives to get a sense of what the issues are and who should address them.

The Board reviewed a request from the Friends of Canaan Village Inc, to use the Town Common for the weekly Farmers' Market. The 2009 market season will begin on May 24 and run through October 11. There were concerns expressed with regard to maintenance of the common area and the use of electricity, but the Board was in favor of allowing the group to use the common. Michael said that he would review the Boards concerns with representatives of the group to determine to what level they will assume responsibility for maintenance and electricity.

Michael informed the Board that he had completed the 2009 Fire service and Recycling billings for Orange. They have been sent to Charlie Sova in Orange.

Michael mentioned that he had been contacted by the insurance company representing the Trucking firm that damaged the light at the intersection of Canaan Street and Route 4 in August of 2008. They agreed to a settlement of \$2,067.00. Michael and Tom Guillette had reviewed the pricing for the repairs and were in agreement that the payment would cover the costs.

Selectman Lewis suggested that given the deteriorating economic conditions, the Board consider a freeze on hiring new employees as well as replacing employees that leave. Selectman Borthwick and Chairman Reagan were in agreement and asked Michael to draft a memo to send to all departments.

Al Posnanski asked if the Town Mechanic has any kind of planned maintenance schedule for Town vehicles and equipment. Selectman Lewis replied that there was no formal schedule, but at the department meeting on February 4, 2009, the Board discussed a new procedure for the use of work orders to track repairs and maintenance on all Town vehicles and equipment. The new process would help address this issue because departments could develop a maintenance schedule and request the work be done by the Town Mechanic through the repair order process.

Ellie Davis asked if the Board could request that yearly mileage usage on the vehicles be tracked. Michael mentioned that the repair order form had a place on it to track mileage.

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

With no further business before the Board, at 8:21 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a personnel matter. At 8:51 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 8:51 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 8:52 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, FEBRUARY 17, 2009**

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: Bob Scott, Earl Smith, Ellie Davis, Al Posnanski and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the February 4, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the meeting of February 4, 2009 as written. The Board voted 3-0 in favor of the motion.

**Acceptance of Minutes of the February 10, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the meeting of February 10, 2009 as written. The Board voted 3-0 in favor of the motion.

**Road Agent Bob Scott – Discussion of Work Order Process**

The Board and the Road Agent discussed the new work order process to be certain there was no confusion over what should be captured on work orders. It was agreed that the replacement of items such as light bulbs and wiper blades would be captured on the inspection logs the drivers complete when they check over their vehicles. Work orders would be used to capture repairs. Parts costs could also be tracked on the work order.

While present, Bob reported to the Board that he was going to be trying a new road database (RSMS) that was under development by UNH for use by municipalities. This inexpensive system would allow Bob to build a database of Road information including length and width of roads, road surface types and condition. It would also allow for the mapping of culvert and sign locations. This information could be used to help the Highway department plan for road improvements.

Al Posnanski asked how the new treated road salt was working. Bob responded that it was working very well and had reduced salt usage by about 30%.

## **Crown Uniform Contract**

Michael presented the Board with an outline of some of the options he was reviewing to replace our current uniform contract. The existing contract, which included the laundering of uniforms, has become too costly. Among of the options presented were:

- Switch to a lease no wash program with a vendor where they would supply uniforms and replace damaged or worn pieces, but not wash any garments. This would require employees to wash their own garments.
- Have the Town purchase uniforms for the employees and replace worn items as required. Employees would wash their own garments.

Based on estimates provided by Crown, it would appear that it would be less expensive for the Town to switch to a lease no wash program rather than supply employee's uniforms. The Board asked Michael to contact other uniform providers and explore what other options might be available. In the interim, Michael will prepare a formal termination notice to be mailed to Crown cancelling our existing contract.

## **Town Report**

Michael informed the Board that he is reviewing a final draft of the Town report with the printer. If they stay on schedule, Town reports will be available by March 2, 2009.

## **Transfer Station Enforcement**

Michael informed the Board that he had received an updated list from the Police Department with names and addresses of residents who had dumped trash at the Transfer Station without permits. He is going to start sending out warning letters, but will not send them by registered mail unless the Board wants him to. The Board did not feel it was necessary to do that at this time. Michael will begin sending out the letters next week.

## **Other Business**

Michael informed the Board that Road Agent, Bob Scott, was sending out notices to residents with regard to tree cutting he was going to be doing on Town roads. Per RSA 231:145 and 231:146, he is required to notify abutters of any cutting he is going to do along the Town right of way.

Michael informed the Board that he had received a thank you letter from a resident who appreciates the effort the Highway crew has put forth to maintain a usable pile of sand for use by residents.

Michael provided the Board with a copy of the work order that Tom Guillette has been using for repair and maintenance projects requested by departments. Michael wanted the Board to review the form to see if they were OK with using it to track building maintenance and repair costs. The Board was fine with using the form.

Chairman Reagan mentioned that about 30 DVD's had been taken from the Library. The staff has take measures to better monitor the DVD collection to avoid future issues.

Selectmen Borthwick mentioned that due to scheduling conflicts, he would not be able to attend the March 17<sup>th</sup> and March 31<sup>st</sup> meetings.

Selectman Lewis mentioned that our Town Counsel, Bernie Waugh, will be at the March 12, 2009 Planning Board meeting to present a Municipal Law Update which includes major statute and case law changes for the year 2008. This is a free service that Attorney Waugh provides to the communities for which he serves as Counsel/

With no further business before the Board, at 8:05 PM 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, FEBRUARY 24, 2009**

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: Dave Barney, John Bergeron, Ellie Davis, Al Posnanski and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the February 17, 2009 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 February 17, 2009 as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the expenditures charged to date against the proposed operating budget. Dave Barney asked why we were not using the amended budget that was voted at the deliberative session. Michael replied that the only expenses that should be charged against the budget at this point are what the DRA terms “usual and customary” and should not included amended budget items.

Dave also asked if the Board was going to pay the \$315 towards the portable toilet that was used at Goose Pond this past summer. Chairman Reagan replied that the Board will pay the bill from last year, but would not be paying for any future expenses associated with the portable toilets at Goose Pond.

Continuing with the Budget review, Michael noted that overall expenses were in line with projections. Human Services rental assistance, Mechanics tools and Mechanics repair parts were running ahead of projections, but otherwise most other items were on target.

**Review Impact of Potential Reduction in State Revenues to the 2009 Budget**

Michael informed the Board of the potential loss of over two hundred thousand dollars in State Revenues for the 2009 Budget. The fact that these reductions were announced by the State after the Town budget had been voted on at deliberative session poses a problem. If other revenue sources cannot compensate for this loss of revenue, the money will have to be made up through further budget reductions.

Michael informed the Board that he will begin a review of the budget to see what else might be able to be cut or reduced. He will prepare a discussion document for the Board to consider at the meeting on March 17, 2009.

## **Discussion of Projects for Possible Stimulus Funding**

Michael informed the Board that he was working on pre-applications for water and sewer projects to submit to the New Hampshire Department of Environmental Services (NHDES) for stimulus funding. Among the projects included would be the well blending project, replacement of the raw main from the Lake to the water plant and the transmission main from the water plant to downtown, security fencing for the water plant, and some upgrades to the waste water treatment facility. Michael mentioned that he would be working with Wright-Pierce to develop cost estimates for these projects and would submit them to NHDES by Friday.

Dave Barney was present to ask the Board to submit a pre application for the Goose Pond Low Salt Area project. After a brief discussion, the Board agreed to submit a pre-application for consideration. Michael will contact Bob Scott to get some costs for the pre-application.

Selectman Borthwick expressed his concern with accepting stimulus funding for any of these submissions with the exception of the well blending project. Michael reminded the Board that there is no commitment to accept any funds for these projects. Given the size and scope of most of them, they would require Town meeting votes and the further review and understanding of any Federal requirements to secure the funding should it be approved.

## **Discuss request to meet with other municipalities in our School District to review the Governor's proposed budget and its effect on the District**

Michael reported to the Board that he had been contacted by Selectman Franz from Dorchester asking if the Board would be interested in issuing a joint statement with other members of the School District expressing concern with the size of the School District Budget and suggesting that voters consider rejecting it. Michael also mentioned that he had been contacted by the Town of Enfield asking if members of the Board could attend their March 2, 2009 meeting to discuss concerns with the State budget. Michael told the Board that he would be happy to attend the Enfield meeting on behalf of the Board. He could speak with Selectmen Franz from Dorchester as well since he would be at the Enfield meeting as well. Chairman Reagan said he would go to the Enfield meeting as well.

Michael informed the Board that the New Hampshire Municipal Association (NHMA) would be holding a meeting on March 2, 2009 to poll the member Towns with regard to what positions they would like NHMA to take towards some of the budget issues before the State Legislature. Michael will attend the meeting on behalf of the Board.

## **Other Business**

Michael mentioned that he will be picking up the 2008 Town Reports in the morning. They will then be distributed to various locations in Town for residents to pick up.

Michael reported that the initial round of Transfer Station letters will be mailed out on Wednesday. Fifty five letters will be going out. Michael will be submitting another list of plate numbers to the Police Department for address verification prior to sending out the next round of letters.

Michael mentioned that Chairman Reagan can be at the polls on Tuesday, March 10, 2009. The Board will each take a four hour shift so that a Selectman will always be present during voting hours and, after the votes are counted, to sign the ballot seal.

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

With no further business before the Board, at 8:31 PM Selectman Lewis moved and Selectmen Borthwick seconded a motion to enter into non public session. The Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 9:58 PM Selectman Lewis made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 9:58 PM Selectman Lewis made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 9:59 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Selectman Borthwick 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MARCH 17, 2009**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Dave Barney, Matt Wilson, Ellie Davis, Al Posnanski, Denis Salvail, Shirley Packard, Alex Crate, Bruce Prince, Philip Salvail, Grafton County Commissioner, Martha Richards and State Representative, Chuck Townsend. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the February 24, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the meeting of February 24, 2009 as written. The Board voted 2-0 in favor of the motion.

**Martha Richards, Grafton County Commissioner – Report to the Board**

Commissioner Richards thanked the Board for the opportunity to present an update on County activities to the public this evening. She acknowledged the letter the Board had sent regarding their concerns with County spending and the County budget. She mentioned that the public is invited to the weekly meeting of commissioners every Tuesday morning at 9 in North Haverhill. She also mentioned that residents could obtain information with regard to a variety of County services and events by accessing the County website at [www.graftoncountynh.us](http://www.graftoncountynh.us)

Commissioner Richards provided updates on a variety of County activities including the new jail, preparation of a new budget, the County Farm, the Drug Court Program, the County nursing Home and other Social Service programs available to residents including a discount prescription card. She also took questions from the Board and those present mostly with regard to the jail.

**Budget vs. Actual**

Michael provided a general overview of the budget for 2009. Overall spending was slightly below projections for the year to date. The biggest area of concern was the amount of Welfare rental assistance provided which was running ahead of last years numbers.

Dave Barney asked about the cut to the Mascoma Visiting Nurse Association. Michael informed him that the number in the budget worksheet needed to be corrected from \$1,500 to \$15,000 and there in fact had been no cut to that line. Michael will post the correction to the website and the copy of the budget posted at the Town office.

## **Update on State Budget Issues**

Prior to leaving, State Representative, Chuck Townsend, commented that there was a large turnout at a public hearing on the State Budget that was held in Claremont. The Representatives are fully aware of the concerns of the voters and Town governments and will work to restore budget cuts.

Michael provided an update on two recent meetings regarding the State Budget. On March 2, 2009, Michael and Chairman Reagan attended the Enfield Selectmen's meeting and had the opportunity to voice their concerns with regard to the State budget cuts to the three State Representatives and State Senator present. The Board will be joining the Boards of Enfield, Grafton, Orange and Dorchester to draft a letter to Governor Lynch requesting that he reinstate the revenues he has removed from the 2010/11 State Budget.

On March 11, 2009, Michael attended a New Hampshire Municipal Association Members meeting in Concord. At the meeting, representatives from more than sixty Cities and Towns discussed budget issues and provided direction to the Municipal Association with regard to their positions on the reinstatement of State revenues.

## **Update on Stimulus Funding**

Michael provided those present with an update on Stimulus Funding. The River Road Bridge Project is eligible for a new program that would qualify for stimulus funding. Presently, this project is eligible for 80/20 funding where the State would pay for 80% of the construction costs of the Bridge and the Town would pay for the remaining 20%. Under this new program, the bridge would qualify for 60/40 funding, where federal funds would pay for 60% of the construction costs and State Funds would pay for the remaining 40%. The Town has to submit a letter of intent regarding a willingness to participate in the program, which if approved could allow the Town to retain approximately \$130,000 in Bridge Capital Reserve Funds. Al Posnanski asked if there were any strings attached. Michael commented that he had attended at meeting on Friday, March 13, 2009 where representatives from the State and Federal Governments outlined the program. Based on what was presented at the meeting, Michael felt that the real impact would be to the contractors in terms of materials used, wage rates required to be paid and stricter construction oversight. Since this was a one time construction project and not a long term program, it would appear the exposure to the Town would be limited at worst.

Michael also noted that pre applications had been submitted for some water and sewer projects under the stimulus programs being offered by New Hampshire Department of Environmental Services (NHDES). On the Wastewater side, he had been told that over 300 project application totaling \$500-600 million dollars had been received by NHDES. The total funding available for the program is only about 39 million, so the competition would be tough. Michael did not have figures from the water side, but had heard there was an equally large funding gap there as well.

## **Fire Billings for Orange and Dorchester**

Michael reported to the Board that the fire service cost sharing billings for 2009 had gone out to Orange and Dorchester. He noted that in preparing the 2009 billings he discovered that no billing had been done for 2007 and 2008. Those bills had been prepared and were sent out as well. Phil Salvail asked how much the billings were. Michael noted that they totaled over \$68,000. Chairman Reagan mentioned the Orange had asked to make installment payments for the 2007 and 2008 bills. Michael said he would contact them and make arrangements if the Board was in agreement that it would be okay for them to make installment payments.

## **Transfer Station Enforcement**

Michael provided an update to the Board with regard to this topic. Due to a misunderstanding as to what constituted a violation of the Ordinance, letters were incorrectly sent to many residents who had been notified of the need for a sticker, but still allowed to dump at the Station. As an example, Ruth Conwell, called to express concern that her husband had received a notice for a violation when he had not even been to the Transfer Station with his vehicle. She had been to the station and in fact had been told she could dump but needed to have a sticker displayed on her next visit. This situation was reported by a large number of residents who had received notices.

Michael noted that he had spoken with Glenn regarding this matter. Al Posnanski, mentioned that he had spoken with Glenn as well and he hoped the situation has been corrected.

Michael also mentioned that he had put notice out on the Town website and in the Town Office asking for the assistance with this program so we can eliminate illegal dumping.

## **Other Business**

Michael mentioned that he had received a request from Canaan Hardware for a road closure. They were asking the Selectmen to close "On the Common" for an event they would like to hold on a Saturday in May from 10AM to 2PM. The Board said they would review the request, but had concerns with closing that section of roadway on a Saturday morning. Dave Barney mentioned that there was a Lions event on May 16, 2009 at the Speedway that might pose a conflict if the Canaan Hardware event was on the same day.

Michael presented the Wright Pierce Waste Water Treatment Facility Evaluation and Groundwater Discharge Capacity Study Engineering Report Phase Contract for signature. Tim Lewis made a motion to accept the contract and authorize Chairman Reagan to sign on behalf of the Board. Chairman Reagan seconded the motion and it was approved by a vote of 2-0.

Michael noted that Town Counsel, Bernie Waugh had attended the Planning Board meeting on Thursday, March 12, 2009 and presented an update on some recent changes to pertinent municipal laws. If anyone would like a copy of the presentation they can contact Michael at the Town Office.

Selectman Lewis asked Michael to contact the Road Agent and have him prepare a list of projects for the coming year for the Board to review. This would afford everyone the opportunity to be informed with regard to what was planned and allow for a discussion of priorities should budget constraints dictate a cutback in work.

Ellie Davis asked if the auditor had been in yet. Michael informed her that the Auditors had informed Gloria that they would be in this month. Ellie expressed some concern with the delay.

Denis Salvail asked the Board to consider not taking any stimulus money for Town projects.

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

With no further business before the Board, at 9:10 PM Selectman Lewis moved and Chairman Reagan seconded a motion to enter into non public session. The Board voted 2-0 by roll call vote to go into non public session to discuss a tax abatement issue with a resident. At 9:19 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 roll call vote. At 9:20 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Chairman Reagan and voted 2-0 by the Board.

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Robert Reagan, Chairman

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MARCH 24, 2009**

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: Dave Barney, Ellie Davis, Al Posnanski, Cindy Neily, Wesley Mansur, Nate Deleault and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the March 17, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the March 17, 2009 meeting as written. The Board voted 2-0 in favor of the motion with Selectman Borthwick abstaining.

**Election of Chairman**

Selectman Borthwick nominated Chairman Reagan for another term as Chairman. The motion was seconded by Selectman Lewis. No other Board members were placed in nomination. The Board voted 3-0 by voice vote to elect Chairman Reagan to another term as Chairman.

**Committee Assignments**

Board members accepted the following Committee assignments:

Chairman Reagan – Cemetery Trustees, Library Trustees, Water Source Protection Committee and Recreation Committee

Selectman Borthwick – Budget Committee, Historic District Commission, Meeting House Committee

Selectman Lewis – Planning Board, Conservation Committee and Capital Improvements Program Committee

Town Administrator – available to Canaan Street Lake Association, Mascoma Valley Health Initiative and the Transfer Station Committee on and as needed basis.

## **ARRA Funding for Water Projects**

Michael reported to the Board that four of the five Water projects submitted for American Resource and Reinvestment Act (ARRA) funding had been placed on the NHDES preliminary funding list. These four projects would total over 5 million dollars in improvements to the Town water system.

The next step in the process would be for the Board to determine which projects they would select to submit for funding. Michael explained the funding mechanism for the projects. It would consist of a 50% principal forgiveness from the State in the form of a yearly payment to the Town. For example, if the Town were to borrow/bond 1 million dollars over twenty years it would be responsible for an annual principal payment of \$50,000/year plus interest. The State would make an annual payment of \$25,000 to the Town to help offset the principal payment on the note.

Dave Barney asked about the wastewater projects that had been submitted. Michael noted that they were not among the projects placed on the preliminary funding list.

Michael further explained that NHDES was requesting that prior to the April 3, 2009 Public Hearing on the preliminary funding list the Board advise them as to which project(s) they may want to pursue.

Michael mentioned that should the Town need to borrow/bond funds for any of the projects a Special Town Meeting would be required. At this time, no vote had been by the legislature on the bill designed to modify the requirements for a Special Town Meeting for this purpose.

In addition, there was discussion with regard to whether or not the entire Town or just the Water System users would be responsible for paying on the note. Michael mentioned that he was going to be speaking with DRA on Wednesday to find out how they would handle these special circumstances.

Those present asked what “strings” might be attached to the ARRA funding. Michael mentioned that NHDES informed him that as far as they knew at present there would be “buy American” provisions as well as “Bacon-Davis” wage rules in place similar to the requirements for the bridge projects.

There was consensus that more information was needed prior to reaching a decision. Michael will provide daily updates to the Board as more information becomes available.

### **Citizen Request Form**

Michael presented the Board with a copy of an existing Citizen Request form for their review. This was a form that was used previously in Town and he thought it might adequately address the Board's idea for documenting requests for information, suggestions or complaints from residents. Use of the written form would allow for a more permanent record to be available for reference. The Board thought the form would be sufficient for use and suggested that they be made available at the Town Office and the Transfer Station initially for residents to fill out.

### **Revised Health and Safety Manual**

Michael informed the Board Tom Guillette had planned to be at the meeting to present a revised Health and Safety Manual for the Board to review, but he was home sick. Michael will reschedule Tom for the March 31, 2009 meeting.

### **Maintenance and Grounds Discussion**

Board members took some time to discuss options to explore with regard to decreasing operating expenses in the buildings and grounds budget. One of the items of concern was the light bill for Williams Field. During the summer months there is a large increase in the amount of the bill due to use of the field into the evening hours by youth and adult baseball and softball programs. The Board wanted to explore ways to offset some of that expense by requiring these leagues to contribute to the expense. Wesley Mansur, who plays in the softball league, was present. He noted that until recently, the league had contributed to expenses for the field. He was going to have the league President contact the Selectmen's office to review this issue.

The Board also discussed their concerns with the Cozy Corner and the bathroom building at the Town Beach. They felt that due to their overall condition and limited use both buildings represented more of a liability to the Town than an asset. Selectman Lewis made a motion that both buildings be taken down. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Selectman Lewis suggested that a portable toilet with enough room for changing and handicap access be put in place during the summer.

Michael mentioned that he thought it might be useful to continue this discussion at a future meeting and have Tom Guillette present to offer his insights on this issue.

## **Fire Service Billings for Orange and Dorchester – Update**

Michael mentioned that both he and Chairman Reagan had met with Dorchester Selectmen John Franz and Artie Burdette earlier in the day to discuss billing for Fire Service. They discussed the original bill sent to Dorchester which was incorrect. Michael explained that in trying to reconstruct the billing he had missed a step in the formula that cut the Dorchester billing by 50% since we only provide fire coverage to half the Town.

Michael had prepared a corrected bill that he was going to send to Dorchester. Selectmen Franz and Burdette had also asked if the Board would consider some type of installment payment of the bill. They were hoping to pay the 2009 bill this year and divide the 2007 and 2008 payments over the next three billing cycles. The Board discussed their request and felt that although we had been remiss in billing in a timely manner, both Dorchester and Orange should have made provisions for the billing because it was an ongoing service Canaan provides. Orange had already inquired about paying the invoice off in installments during the year. Selectman Lewis suggested that both Towns could have the balance of the year to pay off the invoices, but any balance carried forward should have interest added, just like we would for our taxpayers. The other members of the Board were in agreement and asked Michael to draft a letter to accompany the corrected bill for Dorchester and to send a letter to Orange informing them of the Board's decision.

## **Transfer Station Enforcement – Update**

Michael noted that he had prepared a memo to send to Transfer Station Manager Glenn Carey clarifying that permits could be used for more than one vehicle. He had a resident stop by the Town Office to say that he was told he could not use this type of permit with the vehicle he had with him. Board members agreed that it should be permissible for a resident to use a permit for more than one vehicle.

## **Other Business**

Michael informed the Board that there was a kickoff meeting for the Groundwater Discharge Permit expansion project tentatively scheduled for Friday morning at the Waste Water Treatment Plant. Representatives from the Town, Water System Operators, Wright Pierce and NHDES would be present to discuss the project.

Michael informed the Board that he had been contacted by Kate Keating from the Senior Center to inform the Town that the Center was considering some improvements to the rear entrance of the building. Kate mentioned that an architect had offered some planning and design services for free and she did not know yet what the overall plan was, but she wanted to let the Board know that they were considering the improvement.

Michael reviewed the amended request from Canaan Hardware with regard to their plan for the May 16, 2009 event at their store. Canaan Hardware was looking for some direction from the Board with regard to limiting access to “on the common” road between 10AM and 2PM on that Saturday morning. The Board reviewed the plan and had concerns with limiting the width of the road and the problems it would create for larger vehicles turning onto Rte 118 and Route 4. They felt that given the large area around the side and the back of the Canaan Hardware building that could be utilized for the event it might be better to keep the road open to traffic.

Tim Lewis asked Michael if he could check with NHDOT to see if there was a seminar or course available to assist Fire Department volunteers in obtaining a CDL license for operating the Department vehicles. Michael said he would look into it and report back to the Board.

With no further business before the Board, at 8:38 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MARCH 31, 2009**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Tom Guillette, Earl Smith, Matt Dow, John Dow, Chris Dow, Ellie Davis, Al Posnanski, and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the March 24, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the meeting of March 24, 2009 as written. The Board voted 2-0 in favor of the motion.

**Safety Committee Presentation**

Tom Guillette, chair of the Joint Loss Management/Safety Committee, was present to update the Board on the status of the revised Health and Safety Policy that the group has been working on. Tom provided draft copies of the document for the Board to review. He provided an overview to the Board regarding what is included in the updated Policy. Tom noted that the document should be adopted by the Board at a subsequent meeting after they have had time to review it. Michael asked if the April 14, 2009 meeting would be soon enough. Tom thought that would be fine. He also asked the Board to contact him if they had any questions or changes they wanted to make in the Policy. The Board will review the draft document with the goal of adopting it at their April 14, 2009 meeting.

**Budget vs. Actual**

Michael reviewed the March 31, 2009 worksheet with the Board and those present. He noted that overall spending was slightly below projections for the year to date. After thirteen weeks we are one quarter of the way through 2009 and average budget expenditures should be at 25%.

Michael reviewed all the budget lines that were below 75% which is the average amount of funding that should be remaining. He explained the circumstances that account for some of the variations in spending. Among the expenses that were running above projections were the Welfare rental assistance, Welfare utility assistance, Mechanics Tools, Police Overtime and Building Maintenance.

Michael also noted that for now the money allocated for Police Salaries covered under Warrant Article 4 will be reported on the worksheet under the Warrant Article and not included in the operating budget.

### **Other Business**

Michael informed the Board the Matt Dow of Canaan Hardware was present to further discuss with the Board the business event they were planning for May 16, 2009. At an earlier meeting the Board expressed concerns with closing off “on the common lane” to traffic. Matt explained in more detail for the Board what the event would entail. There was discussion about using the Common for set up in an effort to minimize the impact to the road. This would allow for set up of booths and tables away from the road. The Board informed Matt that it would be okay to use the common if he would submit a formal request for the Board to approve. There was a discussion about placing some temporary signage on the road to help with traffic control. Michael mentioned that he would contact Road Agent, Bob Scott with regard to repairing the damaged storm drain at the edge of the road near the gazebo.

John Dow asked if the Board could provide him with a quick update on the status of the water and sewer system improvements. Selectman Lewis and Chairman Reagan reviewed all of the work that had been done during the past year and described the two projects that were presently underway to address the water and sewer issues. Michael provided some up to the minute information on the projects as well.

Michael informed the Board that he would be at the NHDES public hearing with regard to ARRA funding for water and sewer projects on Friday, April 3, 2009 in Concord. He was hoping to get some additional information to assist the Board with their decisions regarding moving forward with any of the proposed projects.

Michael reported that the Dorchester Selectmen would like to attend the April 14, 2009 meeting to discuss options with regard to payment of their 2007, 2008 and 2009 fire service cost sharing billings. They are concerned with interest provisions included with the payment plan. The Board asked Michael to add them to the April 14, 2009 agenda.

Michael mentioned that he had received a request from the Mascoma Valley Regional School District for the Board to provide a representative to the committee they will be establishing to study the “feasibility and suitability of the withdrawal of the Town of Enfield from the Cooperative School District” The Board will take the matter under advisement.

Michael informed the Board that the citizen request forms were put out in the front office lobby last week. We have already received one returned by a resident who complained that he was turned away at the dump despite having a valid sticker. Michael will look into the matter.

Michael asked if this would be an appropriate time to contact Remacle Construction with regard to completing the work in Orange Brook that was started last fall. Selectman Lewis said he would contact Richard and get the work scheduled for early summer when the water flow in the Brook is lower.

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

With no further business before the Board, at 8:36PM Selectman Lewis moved and Chairman Reagan seconded a motion to enter into non public session. The Board voted 2-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 9:59 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 roll call vote. At 9:59 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 by roll call to seal the minutes. At 10:00 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Chairman Reagan and voted 2-0 by the Board.

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Robert Reagan, Chairman

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Tim Lewis  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN'S MEETING**  
**Wednesday, April 8, 2009**

The meeting was brought to order at 8:00 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, David Heath, Nelson Therriault, Glenn Carey, Bob Scott, Vicky McAlister, Bill Wilson, Chief Bellion and Chief Frank.

**Budget**

Chairman Reagan noted that Michael had prepared copies of the year to date budget vs. actual report for those in attendance to review. Michael took some questions from those in attendance with regard to specific budget lines explaining that some of the expenditures that appear out of line with expectations were a result of up front payments that had to be made to honor contracts. These would include items like the Grafton County prosecutor and some of the software support contracts that require full payment at the beginning of the year. Also, most of the heating expenses would be higher during the winter months, but will drop off when it warms up. Michael did note that the Human Services budget lines for Rental Assistance and Utilities were running ahead of last years pace.

**Update on State Budget Process**

Chairman Reagan presented an update on the State Budget process. There are still a number of different options under consideration. It appears the final details of the budget will not be worked out until some time in June of this year. At present, the rooms and meals tax has been put back in, but shared revenues has not. If that remains unchanged, we would lose out on \$40,000 of State revenue we had projected to be in our budget. If the rooms and meals tax money comes out as well, we could lose an additional \$160,000 in revenue that would have to be offset somehow. It is because of the uncertainty surrounding these funds that the Board sent out the request to limit spending.

**Health Insurance**

Michael mentioned that he was going to schedule one or two informational sessions for employees with our new health insurance provider to explain the options available to employees. The sessions will be on April 22 and possibly April 23. This will allow time for employees to select a new plan that would most likely go into effect on June 1, 2009. Michael explained that one of the plans would be an HMO that would be paid for by the Town. The other plan would be a POS style plan that employees could select and pay the difference between the POS plan and the HMO plan offered by the Town. Vicky asked if we knew what the potential savings to the Town would be. Michael estimated that depending on the plan selection we might save up \$30,000 to \$40,000 per year in premiums.

## **Questions and Comments from Departments**

Bob Scott asked for an update on what we were going to do about uniforms. Michael informed him that our current provider, Crown Uniform, was preparing some one year programs for the Town to consider. Michael was also going to get some other quotes from additional companies for consideration.

David Heath asked about staffing for the Cemetery Maintenance season. Chairman Reagan mentioned that the Board was considering some options to provide a worker to assist David. Chairman Reagan noted that the Board would have more information on this subject within the next week.

Selectman Borthwick commented that he thought the work order process was going well and providing everyone with very useful information. Chief Frank asked Larry when he was going to be back to work. Larry commented that he would be back on Friday. Bob Scott mentioned that mechanic services were still available as he and other members of the Highway crew had been performing Mechanics duties in Larry's absence.

Chief Frank had a number of topics to discuss with the Board, but did not want to tie up everyone else at the meeting. Other attendees left and the meeting continued with Chief Frank remaining along with Michael and the Board.

Chief Frank submitted a purchase requisition in the amount of \$2,600.00 for dues toward membership in the Central New Hampshire Special Operations Unit (CNHSOU) for the period from July 1, 2009 through June 30, 2010. Chief Frank commented that the money was in the operating budget approved by the voters. He also noted that the voters had defeated the warrant article to study the involvement of the Canaan Police Department in the CNHSOU. To him that meant that the voters did not have an issue with the Town being part of the SOU.

Selectman Borthwick commented that he was not going to sign the requisition. He also mentioned that he did not see the vote on the warrant article meaning the same thing as the Chief. Selectman Lewis said that he wanted to think about the issue further before deciding if he was going to sign the requisition. Chief Frank did not see why Selectman Lewis would need more time to reach his decision and Selectman Lewis told Chief Frank that he would make his decision when he was ready and not to push the issue.

Chairman Reagan asked about the statewide study as he still had questions regarding liability and how the SOU's would be regulated. The Chief mentioned that the State would be studying the issue and if changes had to be made they would be made.

The Chief also expressed his concerns with cuts to the budget. He was not sure as to how they would get by. Selectman Lewis commented that we will have to look at levels of service.

The Board and the Chief then discussed staffing levels and how to make better use of available manpower. Among the items reviewed were utilization of part time employees, changes to the role of the School Resource Officer, eliminating some of the services now provided such as opening locked cars and responding to dog complaints and drafting ordinances and regulations that would allow the Town to keep some of the money collected in fines as well as charge for services they currently provide for free.

The Chief and the Board spoke at length regarding staffing and levels of service within the department. Chairman Reagan noted that it might be useful to have a planning session dedicated specifically to reviewing these issues so everyone could better understand what changes it would be possible to make to maximize the level of service possible without burning out employees. At 9:30AM Selectman Borthwick left for an appointment.

Chief Frank commented that he felt the Board and the Town Administrator did not communicate effectively with employees. He noted that the departments were told to limit spending but not told why. Michael reminded the Chief that the memo distributed to departments included an explanation as to why the request had been made. The Chief also commented that he had to get a Town Report from the convenience store next door when he felt one should have been placed in his mailbox at the Town Office. He also was concerned that he received no formal notification of the Town deliberative session. Chairman Reagan commented all meeting notices are posted. Also, Selectmen's meeting agendas and minutes are posted. Meetings are open to the public and employees and any one who wants to can attend.

Chairman Reagan asked Chief Frank if he had anything else he wished to discuss at this time. The Chief replied that he was all set for now.

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 2-0 in favor of adjournment at 9:59 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, APRIL 14, 2009**

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, Matt Wilson, Wally Medeiros, Carol Medeiros, Joe Butterfield, Marvin Rocke, Helen Rocke, Elwin Neily and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the March 31, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the March 31, 2009 meeting as written. The Board voted 2-0 in favor of the motion with Selectman Borthwick abstaining.

**Dorchester Selectmen – Discuss Fire Service Billing**

Dorchester Selectmen, John Franz, Artie Burdette and David Conkey were present along with Dorchester Treasurer, Brian Howe to discuss the 2007 and 2008 fire service bills that Dorchester had recently received. Mr. Franz said they were not present to dispute the bills, as they have received and are very appreciative of the level of service provided. He presented the Board with a check for the 2009 billing. Mr. Howe explained that since the bills had not been received they were not able to encumber the funds. As a result, the appropriations for 2007 and 2008 had lapsed and the money returned to the general fund. Given their population and assessed value, if they were to appropriate the more than thirteen thousand dollars needed to pay the 07/08 bills in one year it would raise their tax rate by forty cents/thousand. They were here to ask the Board to consider allowing them to pay the 2007 bill in 2010 and the 2008 bill in 2011. Chairman Reagan asked if they could consider making an additional payment at the end of this year. Treasurer Howe noted that it might be possible if they had surplus funds, but they would not know until the middle of December. Selectman Lewis suggested that Michael contact the Dorchester Board in December to see what else could be paid against the outstanding balance. The members of the Dorchester Board thanked the Selectmen for their time and understanding. Michael noted that future fire billings would be submitted in advance of the budget process so sufficient funds could be appropriated.

**Health and Safety Policy – Discussion/Adoption**

Michael provided the Board with a final copy of the revised Health and Safety Policy for adoption. Having no additional questions from the Board or those present, Selectman Borthwick made a motion to adopt the revised policy. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of adopting the revised policy.

## **Budget vs. Actual**

Michael noted that fifteen weeks into the budget year we should have an average budget balance of 71%. The actual balance was about 74.5% so we are slightly above the average balance. Michael reviewed the worksheet noting that Police overtime, Welfare rent assistance and Welfare utilities assistance expenditures were running ahead of the average. Selectman Lewis thought that perhaps the Board should consider sending a memo to Chief Frank, suggesting he use part time officers to fill some of the overtime hours.

Michael also explained that the postage line has not been overspent despite the negative number in the column. What that represents is additional postage that has been paid for but is still in the postage meter. As the quarterly postage reports are run, that number will go down as postage is allocated to other departments.

Orange resident, Marvin Rocke asked about the expenses in the recreation budget. Michael explained that the \$315 was to pay the Town's portion of the portable toilet at Goose Pond. Michael did not have the detail for the electrical expense, but said he would check the bills. Mr. Rocke also expressed his concern with the amount of money that had been removed from the Recreation Committee budget. Chairman Reagan explained that the Recreation activities had been minimal in the past year and the Board reduced funding so they could keep money in other departments such as the Highway, Police and Fire Departments that were providing more essential services to the Town.

Ellie Davis asked about the water and sewer surplus accounts. Michael noted that there is a separate checking account for water and sewer expenses. There is also an account that held surplus water and sewer funds and was used to supplement shortages in the checking account for the water and sewer system. Funds from these accounts were also being used to pay for the two water and sewer projects presently underway.

## **Other Business**

Michael mentioned that the Groundwater Discharge Permit Project had started this week. Wright-Pierce had begun collecting new boring samples and will be digging some test pits at the site.

Michael mentioned that the Board had received a request from the Old Home Days Committee, requesting permission to use the Town Common and surrounding downtown areas for the Old Home Days events. They were also requesting a waiver of the open container ordinance for the Dance on Saturday evening, August 1, 2009. Michael will prepare letters for the Board's signature, approving the Committee's requests.

Michael reminded the Board that the meeting to study Enfield's request to withdraw from the SAU will be held on April 29, 2009. Chairman Reagan will be representing the Board.

Michael informed the Board that the Auditors will be in next week to conduct a review of the 2008 financials. They will be working out of the conference room at the Town Office.

Marvin Rocke expressed his concern with taking down the cozy corner building. He noted that presently the building was used for storage and asked why it be needed to be taken down right now. The Board noted that they felt the building was a liability and that it should be taken down. There was a concern expressed by the Fire Chief with regard to the safety of the building, and most folks they had spoken with felt that it would not be worth putting any more money into the building. Selectman Borthwick noted that the original warrant article stated that the property should be used for the location of a community/youth center, but nothing about that building remaining permanently.

Mr. Rocke and Joe Butterfield also questioned the use of the third floor of the Library as a potential storage site. Mr. Butterfield mentioned that the third floor of the building was not capable of supporting much weight. The Board mentioned that they did not believe that was true any longer and Michael said he would look into the matter and confirm the safety of the building. Mr. Rocke asked the Board to reconsider their decision to take down the building. Elwin Neily suggested that the Board get a letter from the Fire Chief with regard to the condition of the building.

Mr. Rocke and Mr. Butterfield also expressed concern with the cutbacks in maintenance of Williams Field. The Board explained that the maintenance expense needed to be shared by some of the organizations that were using the field. It was the Board's understanding that in the past, the adult softball league had paid fees to help offset operating expenses for the field. The Board was going to explore what options would be available. Michael supplied the Board with a breakdown of the weekly grounds maintenance tasks performed by Tom Guillette. Tom thought the Board could use the information to assist them in their review of the costs associated with grounds maintenance.

There was also a discussion regarding the bath house at Canaan Street Lake. Mr. Rocke mentioned that in the past few years, a new septic tank and a new roof had been installed. Carol Medeiros noted that the building was in need of a new paint job and a few minor repairs and did not need to be torn down. Some of those present also expressed concern with having a portable toilet at the beach. They felt that it would be even more of a target for vandalism and could be tipped over or pushed into the lake.

The Board commented that they were concerned with ongoing maintenance of the building as well as vandalism. The placement of a portable toilet at the beach during the summer months would eliminate the ongoing upkeep of the bath house and eventually reduce overall expenses at the Town Beach. Elwin Neily suggested that perhaps the Board could try to have a portable toilet at the Beach for the summer and see how it works out.

William Gibbons was present to discuss a letter he had received from the Town regarding dumping at the Transfer Station without a proper sticker. He wanted to explain his side of the story. The Board asked if he had obtained a valid sticker and Mr. Gibbons said that he had. Board members noted that as long as Mr. Gibbons had a valid sticker, he would be able to use the Transfer Station.

With no further business before the Board, at 9:11 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Selectman Borthwick 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, APRIL 21, 2009**

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, Barry Geddis, Wanda Geddis, Donna Geddis, Chris Turgeon, Bob Scott and Shirley Packard. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the April 8, 2009 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 April 8, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Acceptance of Minutes of the April 14, 2009 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 April 14, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Update on ARRA Stimulus Funding**

Michael informed the Board that he spoken recently with Rick Skarinka of NHDES who provided an update on ARRA stimulus funding. It has changed from what was originally presented.

If the Board were to proceed with getting authorization for the Well Blending project and it was approved by the voters we could receive up to \$594,000 in funding. We can use any or all the funds as suits the needs of the project which must be completed to meet the EPA order. DES would administer the funds to us as needed at 1% interest.

The day after project completion we would receive 50% debt forgiveness from the State. This is a change from the previous model in that there is no additional interest payment against the portion of the amount that is forgiven. This simplifies the administration of the process.

If the project were to be completed within the phase 1 estimate of \$80K to \$100K we would only have to pay back \$40K to \$50K. This would allow us to retain more in our surplus. We can also pay off the balance of the note with surplus money and eliminate ongoing interest costs.

Senate Bill 39 has been signed by the Governor (see attached) so we will be able to take this to the voters in a special meeting. Even though we are an SB2 Town, the Board can opt to operate the special town meeting in either the SB2 or traditional format.

## **Discussion of Propane and #2 Fuel Contract Purchases**

Michael informed the Board that he had spoken with Rymes regarding #2 fuel and propane contracts for 2009/2010. The pricing contract would have the same guaranteed purchase percentage as last year. Pricing would be effective from the date of the contract signing until May 31, 2010. Pricing for contracts changes daily but as of today, the contract pricing for #2 fuel would be \$1.829/gallon. The price for propane is \$1.789/gallon. Michael noted that he had contacted some other companies to see what they would be doing for programs. One company was not going to do any quoting until after June 1<sup>st</sup>. Another had some rack plus pricing for #2 fuel that was comparable with the fixed price that Rymes was quoting.

Selectman Borthwick suggested that it might be better to lock in the contract pricing now while the prices are low. The other Board members agreed and asked Michael to contact Rymes and get a contract started for their review.

## **Update on Uniform Contract Options**

Michael informed the Board that in addition to Crown, he was having two other firms submit pricing for the contract options under consideration. The first option would be a lease no wash program in which the company would supply uniforms and replacements as needed. The employees would wash their own garments. The second option would be a regular rental program like we have now. That would provide uniforms and replacements as needed as well as cleaning. Michael presented the Board with quotes from G&K services which they reviewed. The other quotes should be in by next week at which time the Board could review those as well.

## **Discussion of Smoke Test of Sewer System**

Michael informed the Board that was working with the Granite State Rural Water Association to schedule some smoke tests of the sewer system in May. He wanted to be certain the Board was in favor of proceeding with the tests. The Board told Michael to proceed with scheduling for May.

## **Other Business**

Road Agent, Bob Scott was present at the meeting. He had submitted a requisition for the rental and subsequent purchase of a 2004 a Volvo EC160BLC excavator for consideration by the Board. The rental fee would be applied to the purchase of the vehicle but allow us to purchase the vehicle after June when our cash flow position would be stronger.

Selectman Borthwick commented that while he saw the value in having an excavator, his understanding was that there was a more urgent need for Trucks. He would rather see the money spent on items we use everyday.

Chairman Reagan agreed that we should spend funds for items that we would use more often and that in the short term perhaps just renting the excavator for a few months a year would be the better solution.

Selectman Lewis asked if the Road Agent had considered subcontracting the excavator work out instead of buying a piece of equipment. Bob replied that having the equipment would allow him more flexibility because he could do the work on his timetable.

There was a discussion with regard to the Project list prepared by the Road Agent and an update on the status of some of the projects, but no decision was made on the excavator rental at this time.

### **Other Business**

Barry Geddis was present to inquire about the status of the seasonal position to assist with cemetery maintenance. Chairman Reagan noted that there was going to be a realignment of staff from the Transfer Station to assist the Cemetery Sexton with maintenance this year. Barry stated that he had been given the impression by the Cemetery Sexton that he would be rehired this year. Cemetery Trustee, Ellie Davis, was present and noted that the Sexton had overstepped his authority if he had given Barry that impression. The Trustees had determined that they would cut back on Cemetery maintenance this year and were in agreement with the Board of Selectmen that allocating resources from other departments to assist in the cemeteries would be a good approach for the coming season.

Michael informed the Board that he had spoken to DRA with regard to the Dorchester Fire Billings. He wanted to suggest that we recommend to Dorchester that they place an article on their Warrant next spring to appropriate any remaining balance from 2007/2008 billings from their undesignated fund balance. The Board suggested that the matter be reviewed in December.

Michael informed the Board that the Health Insurance informational meeting will be held on Wednesday morning, April 22 at 8AM here in the Fire Station. He had noticed it as a public meeting in case more than one Selectman attends.

Selectman Borthwick mentioned that he had reviewed a copy of the Historic District Commission regulations and highlighted the sections pertaining to the removal of the bath house at Canaan Street Lake. He had left them in the Selectmen's office for the individual Board members to review.

Shirley Packard thanked the Board for providing information with regard to the status of the Special Revenue Fund for the Transfer Station. The money has been placed in an interest bearing CD.

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

With no further business before the Board, at 8:27PM Selectman Borthwick moved and Selectman Lewis seconded a motion to enter into non public session. The Board voted 3-0 by roll call vote to go into non public session to discuss a legal matter and review abatement requests. At 9:45 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 9:45 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 to seal the minutes. At 9:46 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, APRIL 28, 2009**

The meeting was brought to order at 6:30PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Al Posnanski, Transfer Station Manager, Glenn Carey, and Transfer Station Personnel Jon Louder, Steve McKinney, Ross Longley. Please note: after 7:00PM approximately 20 others joined the meeting, but only Ellie Davis, Wesley Mansur and Katina Caraganis signed in. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Transfer Station Personnel: Discuss Transfer Station enforcement and possible revision of the Transfer Station Ordinance**

Michael noted that the purpose in calling the Transfer Station staff was to review Transfer Station enforcement efforts to date and discuss what changes needed to be made to improve implementation of the Transfer Station Ordinance. There had been some issues with how enforcement was being handled which had resulted in residents being incorrectly notified of violations. The concern is that enforcement efforts should be directed towards violators and not towards residents who were attempting to comply with the ordinance.

Al Posnanski asked if everyone entering the station was required to have a sticker. Michael replied that they were but some of the confusion had arisen over what was considered a valid sticker and how it was displayed.

Glenn asked the Board what they wanted enforced. There was discussion with regard to what would be considered a valid sticker. The Board felt that there were two stickers that should be considered valid. The first would be the green and white 2008-2009 sticker and the second the new orange stickers which were being given out to residents as they renew their vehicles in 2009.

Chairman Regan noted that there might be instances where residents had not received the new sticker, but they should not be refused at the Transfer Station. The objective was to eventually get everyone current with their stickers, but residents who were attempting to comply should not be turned away.

Selectman Lewis asked if the ordinance could be amended to change the language regarding the displaying of stickers. He noted that in some instances it might not be practical for a resident to have the sticker permanently affixed to the windshield. He also asked if placement was really an issue. Glenn mentioned that some residents place them on the upper part of their windshields which makes them hard to see because of the tinting.

Al asked if the Ordinance could be amended. Michael noted that as long as the intent was not changed, minor adjustments would be allowed. Selectman Borthwick made a motion to amend section V, B (4) of the ordinance to read "station permits shall be displayed". The motion was seconded by Selectman Lewis and voted 3-0 in favor.

There was also a discussion with regard to a requirement for Orange residents to display a sticker when bringing their recyclables to the station. It was determined that Orange should provide stickers for their residents. The Board asked Michael to contact the Town of Orange to inform them of the requirement.

### **Acceptance of Minutes of the April 21, 2009 Meeting**

Michael noted that he had corrected one typo in the draft minutes. The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the minutes of the April 21, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

### **Jim Linn: Permission to hay Town land at the Transfer Station.**

Mr. Linn was present to request permission of the Board to hay a one to one and a half acre section of land adjacent to Orange Brook along the roadway into the Transfer Station. There was a discussion of how the Shoreland Protection Act might impact just how much of the land could be hayed. The Board determined that additional research would be required before considering Mr. Linn's request.

### **Chief Frank: Discuss Budget**

Chief Frank was present to discuss two budget items with the Board. He resubmitted the requisition for dues to be paid to the Central New Hampshire Special Operation Unit (CNHSOU). The Board had recently denied this requisition. The Chief felt that there must have been some misunderstanding or perhaps he had not sufficiently clarified the need for Canaan to participate in the CHNSOU.

The Chief had Robert Cormier, Commander of CNHSOU and Chief of Police in Tilton and Butch Burbank from Local Government Center present at the meeting to answer any questions regarding the CNHSOU.

Chairman Reagan asked if the Bristol incident was still in litigation. Mr. Burbank replied that as far as he knows it is.

Chief Frank asked if this was the reason for not signing the requisition. Chairman Reagan replied that it was part of his concern and that it had brought the matter of SOU's to the forefront.

Chairman Reagan had concerns with how the matter was handled. Selectman Borthwick was concerned that the Board was not fully informed of the SOU when the requisition was signed last spring.

Chief Frank noted that the Memorandum of Understanding (MOU) was attached to the requisition and if the Board did not read it he was sorry.

Chief Frank said that the Board had acted immorally in denying the requisition because the budget had been approved by the voters and the funds were in the budget. He realizes the Board has the authority to move funds within the budget, but feels the voters have spoken and he has an obligation to the residents to carry out their wishes. He feels it is a vocal few that is questioning the SOU and that a silent majority of residents support it.

Chairman Reagan noted the presently we pay taxes to have the services of the State Police, County Sheriffs, Fish and Game and National Guard available. Why do we need another level of service? What if in another year or two another group comes along that provides a different service. Would we drop out of the SOU.?

Chief Frank commented that he feels the \$2600 we spend on the SOU is an insurance policy and the low cost training it provides is a value to the community.

Scott commented that feels we have a lot of services now and the SOU is a luxury. Chief Frank did not agree and the said the Board wants him to do more with less. We do not have enough manpower to handle what we do now.

Mark Simon asked what types of services this group brings to the Town that the other groups mentioned do not.

Chief Cormier, provided background on SOU program. There are 11 teams in State, 6 of them regional teams. They help locals departments with more difficult situations and supplement training and resources for local law enforcement including crisis negotiation. They have handled multiple calls on occasion and can do so because of the number of groups available.

Teams have a lot of training and discipline. This results in a lower percentage of use of force vs. a local department. Their objective is to slow a situation down to minimize violence and get peaceful resolution by adding time to a situation. Training is the key to this. It needs to be remedial because training needs change over time. They can be used for search and rescue as well. Their goal is to make things safer and better for the Police and the Public. Chief Cormier offered to answer any questions.

Selectman Lewis asked if there response time is better than State Police. Chief Cormier said it is because the resources come from around the region and not from the entire State. He also mentioned that standardized training helps because all of the respondents are trained to handle any situation in the same way.

Selectman Borthwick asked about the number of calls that the SOU had handled. Chief Cormier said there had been 60 calls since 2001. Around 1/3 of the calls were to provide manpower for search and rescue and did not involve weapons or crimes.

Jeff Majewski felt that if there was a problem with the SOU it would be addressed and would not happen again. He sees the SOU as a valuable service. He did not understand why the Board would want to spend money taking down buildings they see as liability when we can spend it on a resource such as this. It is a good deal for the money.

Selectman Borthwick mentioned that it was not about money. SOU incidents had prompted a review of the groups by the State Attorney Generals office.

Chief Cormier noted that all groups were under review.

Chief Frank introduced Mr. Butch Burbank, who works for the Local Government Center. Mr. Burbank is here to explain liability issues. He mentioned that there is always a potential to face litigation. Even when it everything is done right it still may be subject to review.

Former Police Chief ,Tim Cohen, noted that liability is always an issue. People will go after the Town for anything. Just like a citizen, the SOU should be considered innocent until proven guilty and no judgment had been made. Originally he pursued joining the SOU after an incident in Town one winter that demonstrated the need for this type of support and additional manpower. He felt it was money well spent.

Nate Deleault asked how these incidents were handled prior to 2003

Chief Cormier said that most departments just flew by the seat of their pants until the number and types of incidents demonstrated the need for more resources.

Nate also asked why form a not for profit group (501 C-3) for the SOU's.

Chief Cormier commented that the reason for forming the SOU's as not for profits was so they could apply for grant money. A number of the groups were formed after 911 grant money became available. After 2004 they needed to be regional groups to qualify for grants.

Nate asked if they were projecting the need for increased funds in the future.

Chief Cormier commented that he did not see any large increase in fees over the next five to ten years.

Mark Simon asked Chief Cormier about the use of force comment he had made earlier.

Chief Cormier commented that the more training and equipment a department had the less likely they were to resort to force in resolving similar situations.

Mark noted that the use of less force would result in a decrease in liability.

Chief Frank mentioned that the use of TASERS was another example of decreasing liability through the use of new equipment and training. It afforded officers the opportunity to another to disarm subjects without the use of firearms.

Jeff Majewski thought it was not practical to eliminate an organization just because of the threat of lawsuits. If so, you would have to eliminate Boards of Selectmen or other public entities.

Joe Frazier was worried when he heard about incidents. He had concerns with the type of weapons and equipment the SOU's have. He felt that these groups needed to be more open about their activities and organization.

Chief Frank noted that he had always been out in the open with regard to the SOU.

Joe commented that he had asked questions about the SOU of previous Town Boards and the other officials did not know much about the SOU.

Chief Frank said that this is why he is here to inform the public. He felt the \$2600 is a good insurance policy and he is trying to what is best for the Town. He feels the public safety risk outweighs not doing this. As Chief he is trying to provide a resource for his officers and the Town.

Chief Cormier offered an invitation to anyone who would like to attend a training session.

Joe Frazier again commented that the SOU needed to be proactive about making the public aware of what the group is doing.

Chief Frank said that he did not know people were concerned. He was thinking about having the group at Olde Home Days to provide information about what the group does. He also noted that the SOU is under the control of the Police Chief of the Town they are called to and as Chief he has final say over the actions of the group.

Rick Paulson a Canaan resident and a Hanover police officer reviewed some of the calls the group had responded to in the Upper Valley. He felt that for the money it was a great investment for the Town.

Nate Deleault reminded the Police officials that because of the powers they have been given they had a greater responsibility to citizens and needed to be held to a higher standard because of those powers. It is important that litigation is going on because people have rights and they need to be protected.

Chief Cormier commented that the group does care and they put the effort into training to protect people and resolve incidents peacefully.

Chief Frank noted that the Town does not pay any extra money for liability coverage for the SOU. Mr. Burbank noted that the LGC policy provides up to 2 million dollars in coverage and once that is exceeded the Town is liable for any other payment. We have plenty of coverage. We should have no concerns as we are covered.

Jennifer Frank commented that she felt the resource was valuable to have. She knows that even though this is New Hampshire, bad things can happen here and it is important to have resources available to assist local police. She expects the Police to protect her. She also wants to know that when her husband goes to a call he has the resources to do his job. We lost a lot of people when we did not have these resources.

Mark Simon said he views the SOU as a resource that we have to have today. It should not go away because we have concerns with liability.

Selectman Borthwick asked who the SOU answers to.

Chief Cormier mentioned that as was mentioned previously they report to the Chief of the Town they are called to. All of the State laws and training still apply to SOU members.

Selectman Borthwick noted that Lyme had pulled out of the CNHSOU and asked Chief Cormier if the Lyme called the SOU for help would they come.

Chief Cormier said that it would not be fair to the member communities to respond to non member communities.

Mr. Burbank noted that the LGC is supportive of an outside agency reviewing all groups for consistency in training and command. Review is not complete yet. Police Standards and Training will set minimum standards for training all groups. They will make sure that the guidelines are the same for all groups. This is a good thing.

Chris O'Connor, Grafton County Prosecutor wanted to be certain that everyone understands that all law enforcement personnel ultimately answer to the State Attorney General and residents can take comfort in the fact that the State Attorney General is involved.

Selectman Borthwick asked when and where the training sessions were conducted.

Chief Cormier said he would provide a schedule to the Board.

Joe Frazier noted that concern for this issue was widespread. He cited the minutes from a recent Grafton County Commissioners meeting where Commissioner Ray Burton expressed his concern with this issue.

Chief Frank commented that when the job is getting done no one hears about it. They do not get publicity when they do it right only when we do it wrong. You need to trust him to make the right decision.

Tim Cohen once again stressed the need to have the resource available. State Police will not respond unless you have a warrant.

Chairman Reagan asked for any other questions.

Jeff Majewski asked if the Board was going to vote on the matter.

Selectman Lewis felt it was a good resource and he would support it by signing the requisition.

Selectman Borthwick said he had stated previously that he was opposed and would not sign the requisition.

Chairman Reagan noted that there was no vote to take. The Board only needed to sign the requisition. He wanted to review the information he had received this evening prior to making a decision.

Chief Frank had another matter to discuss with the Board. He has a concern with staffing. He is supposed to have six full time and eight part time officers, but only has five full time officers and essentially three part time officers. He has Chris O Connor in name only but he does not patrol. He also has Wayne Agan who does case review but does not patrol. Wayne's work contributes to 98% conviction rate.

On April 8, 2009 the Chief notified the Board an officer is leaving in September. He feels he can not operate with only four full time people. They can not handle the call volume so this requisition needs to be filled.

The Chief mentioned that at that meeting some members of the Board said we should cut back and he thinks this the wrong answer. He does not feel you can put public service at risk for the sake of money.

The Chief was here to ask the Board to allow him to start looking for another SRO which he considers a necessity. He asked some school officials to attend the meeting to speak in favor of addressing this now.

The Chief feels he will need eight months to get someone on Board. He is looking for a certified candidate to shorten the schedule, but he is not sure he can get one.

He asked the Board about filling the requisition and was told that it could not happen now and perhaps the requisition would not be filled.

Gary Wells, Associate Principal spoke in favor of keeping the position. The position helps the school address student's issues by providing an officer who has built a rapport with students. This keeps things from getting out of hand at the school. Keith has built a good rapport with students. This helps the students. It is money well spent. Things have changed in the past 26 years.

Selectman Lewis asked how things have changed in the last 26 years.

Mr. Wells said that the students looking for instant gratification. Issues the students deal with are much more serious than in the past.

Officer Bergeron, the current SRO, said he can see changes in the students from day to day, he is more than just an officer. He is a counselor and a problem solver. The students come to him with their problems and he is a resource to help them.

Selectman Lewis asked why the Guidance Counselors did not do this?

Chris O'Connor mentioned that the SRO can break down barriers by being there day to day and networking with staff and students to proactively defuse situations. Students are changing and we need to keep students focused. We are there as a resource.

Tim Cohen thought the arrangement has been a win win situation through the years and is worth the investment. If we do not address it with a resource in the school, we will end up at the schools responding to calls anyway.

Chris O'Connor says the school represents structure to many of the students and the SRO is a part of that. We need to maintain the position to help students.

Chief Frank echoed Mr. O'Connor's sentiment.

Jennifer Frank feels that this officer makes it easier for students to interface with the Police Department in times of stress and need.

Rebecca Cummings, Indian River School Principal spoke in support of the SRO position as a role model to students. She noted that it provides a good connection to authority figures

Dave Shinnlinger mentioned that the counselors provide career direction. Officers can identify issues before they turn into big problems for students and the community. They serve as a preventive measure. We should maintain the position and our staffing levels. If we do not provide for our officers they may cause us to lose officers to other towns. It is cheaper in the long run to maintain the staffing they need to do their jobs.

Selectman Borthwick mentioned that Lebanon is making cuts to service because of staffing issues.

Tim Cohen noted that those cuts were to calls for unlocks and other such items and not to essential services.

Selectman Borthwick also commented that the Board never said they were doing away with the SRO position. They asked about the benefit of having another officer or the SRO position. He also noted that the Board was looking to hold off because of potential loss of State revenues and the potential impact to the budget.

Bruce Jerome commented that if the school was still paying 75% of the position why would we discontinue it.

Chairman Reagan noted that the Board never said they would.

Chief Frank said we are running out of time and if we do not replace that position we will have a problem.

Chairman Reagan explained the potential State Budget cuts in more detail. He noted we stand to lose \$40,000 in shared revenues and another possible \$160,000 in other revenues.

Chief Frank said he understands the problem and is just trying to maintain current staffing levels.

Jeff Majewski was concerned that there would be losses in the department.

Mark Simon asked about the actual cost of the SRO. Do the ramifications of eliminating the position outweigh the benefits? Chief Frank mentioned that the School pays about \$52,000/year and the Town pays about \$17,000/year including salary and benefits.

Chief Frank said that not filling the position would end up costing the Town money. If the person is not in the school we will have to go there anyway. More cost effective to defuse it at school.

John Schek, Assistant Principal at Indian River School noted that the availability of the SRO is key. Other resources they had tried to use at other schools where he had worked in the past did not provide the response necessary to effectively help schools. He feels the students relate better to the officer in the school. School officials are not trained investigators.

Jennifer Frank noted that if we do not get into the April academy we will not be able to train a candidate in time to be effective as a resource. We need to be cautious of this and the impact it would have.

Chairman Reagan commented that the Board was aware of this, but if we are short on revenues we may not have the funds to meet the budget and that could create more problems.

Chief Frank noted that all he is asking is for the Board to maintain the level of service we have now, and he does not understand how it would affect the budget.

Nate Deleault asked if another officer could fill the position in the interim?

Chief Frank said that if they did that it will take someone off the road. We do not have the officers to fill the shifts now and it will lead to employee burn out. More work is required to complete cases than in the past. The reporting requirements eat up a lot of time and tie up officers. He also mentioned that in the summer he uses the SRO for case clean up.

Nate then asked if officers could be rotated.

Chris O' Connor said that you lose continuity and that is important. The department cannot afford to take the hit in manpower. It is also important that the Board consider the needs of all of the communities involved in the SAU.

Wesley Mansur asked what would happen if Keith did not leave. If you are already paying for him why not replace him?

Chief Frank said he felt like we are stepping over a \$20 to pick up a quarter. Maybe he is wrong, but that is how it seems. It will cost us more down the road. He noted that he is trying to help with the budget by not spending much of his money, but a decision is needed on this position now because of the time involved.

Selectman Borthwick asked the Chief what would happen if we started the process to hire and train a replacement and Keith does not leave?

Chief Frank said he would want to keep the officer because he needs him. The money is in his budget so why not keep him. It would be money well spent.

Denis Salvail explained the budget funding process and what could happen if the State revenues do not come in. Money would have to come from taxpayers. He noted the Board is being cautious and that is good.

Chief Frank said he commends the Board for that because that is what they are supposed to be doing.

Ellie Davis noted that you do not have to spend all the money in the budget. Adjustments would be made when the new rate is set in the Fall.

Chief Frank said he respects the fact that we have to be frugal but he feels that it is a public safety risk not to do this. He needs to start soon or we might run into trouble.

Jennifer Frank mentioned that the next academy is in August.

Selectman Borthwick asked the Chief how long it takes to hire and officer.

Chief Frank noted it takes one to two months at a minimum.

Selectman Borthwick noted that if we wait until June you would still have time to get someone into the Academy.

Jennifer Frank mentioned that a spot would have to be reserved sooner because the enrollments fill up and there may not be any openings by June.

Keith Bergeron asked if we could start the process and reevaluate if we can find a suitable candidate.

Chairman Reagan said the Board would consider this.

Linda Paulson expressed her concern that the staffing levels are too low as it is. If we take away this position it will hurt the school. She feels that the position helps both the School and the department. What is motivation other than money?

Chairman Reagan noted that it is essentially about funding the position.

Matt Wilson commented that he was burnt out as part time officer. It was not possible to use part timers more to save overtime.

Selectman Lewis asked if Matt was burnt out because of the schedule.

Matt mentioned that that was part of it. He is burnt out because he is putting in a lot of time.

Chairman Reagan thanked everyone for their input.

### **Budget vs. Actual**

Chairman Reagan suggested that a discussion of Budget vs. Actual be postponed until the next meeting. The other Board members agreed.

### **Meeting Schedule for May thru August 2009**

Michael mentioned that the Board needed to determine the meeting schedule for the next four months. The Board determined that they would go to a biweekly schedule for May

and June. The May meetings will be on the 12th and the 26th. The June meetings will be on the 9th and the 23rd. The July and August schedule will be determined at a later date.

### **Approve names for private roads in Country Village Mobile Home Park**

Michael informed the Board that they need to approve two new names for private roads to be located in the Country Village Mobile Home Park. Both Terri and Bill Wilson had reviewed them for 911 compliance and they were okay. Selectman Lewis made a motion to accept the road names of Lunar Drive and Solar Circle. The motion was seconded by Selectman Borthwick and vote 3-0 in the affirmative by the Board.

### **Other Business**

Michael noted that he had received a request from the Conservation Commission to appoint Laura Abbene as a full member. The Commission had voted unanimously to request the appointment. Selectman Borthwick made a motion to appoint Laura Abbene as a full member of the Conservation Commission. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion.

Michael mentioned that he had received a letter from the Friends of Canaan Village containing some suggestions for work they would like to do in the downtown area. Michael had forwarded the request to Tom Guillette for his review and comment prior to discussion with the Board.

Michael informed the Board that he had received confirmation of the contract pricing for #2 fuel and propane purchase for the 2009-2010 heating season from Rymes. A contract will be available for the Board's signature in the coming weeks.

Michael informed the Board that he had received additional project information from Wright Pierce on the well blending project today, but needs to review it before discussion it with the Board.

Michael presented the Board with two letters to be signed and forwarded to the Old Home Days Committee. There was a discussion regarding the letters. Selectman Lewis wanted to be certain that Chief Frank did not have a concern with the open container letter. Michael mentioned that he had spoken with the Chief and he is okay with the letter.

Jeff Majewski asked if the Board was going to put all of the projects eligible for stimulus funding in front of the voters at the special Town meeting. Chairman Reagan noted that the Board would only put the well blending project to a vote. There was a discussion with those present as to why they would not all be put forward. The Board explained that it would not be economically feasible to pay for all of the projects. The projects that made the State list would cost over \$5,200,000. Even with the 50% matching funds that would still required \$2,600,000 to be funded. In the Board's opinion, the Town could not support this amount of debt at this time. When the original requests were submitted the

intention was to address as many of the different needs for the system as possible realizing that at best only one of the projects would make the list.

Bob Partridge thought that all of the residents should pay for whatever improvements needed to be made and not just place the cost of improvements on the Water and Sewer users.

Mark Simon asked why this was still a problem. He thought these issues had been addressed years ago. The Board informed him that they had not and it was only in the last year that steps had been taken to fully address the problems with the Water and Sewer system. In order to make the improvements affordable, the Board was using funds from the Water and Sewer surplus to pay for some of the work, but those funds may not be sufficient to address the problems.

Joe Butterfield was present with a filter from his water system. He was concerned about the quality of the water from the system.

Jeff Majewski asked about the smoke testing that was supposed to have been done on the Sewer system. Michael informed him that the smoke test was tentatively scheduled for June, but other work had been done on the system to address issues with capacity. Jeff asked about his permit that had been held up because of issues with system capacity. Michael noted that he was working with DES to allow for some new hookups and he would contact Jeff when everything was set.

Ellie Davis had a question about how the special meeting vote would occur. Michael explained the DRA directive and what it entailed.

Selectman Lewis asked if we had received a letter of resignation from Officer Bergeron. Michael said we had not.

Ellie asked if we had a mutual aid agreement with Rumney. The Board did not think so. She was concerned because she saw a Canaan officer in Rumney and did not know why he would be there.

With no further business before the Board, at 10:22 PM 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MAY 12, 2009**

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: Al Posnanski, Matt Wilson, Elwin Neily, Jim Linn and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Budget vs. Actual**

Michael reviewed the 5/12/09 budget worksheet with the Board and those present. He noted that 19 weeks into the budget year account balances should be near 63.5%. The overall balance is at 69.33%. Michael reviewed those items that were below 63.5% and explained the circumstances surrounding each balance. Among the lines that have lower than expected balances and are being watched closely are Government Buildings Repairs and Maintenance, Police Department Overtime, Welfare Rental Assistance and Welfare Utility Assistance.

**Discussion of Special Town Meeting**

Michael explained to the Board and those present what will be required for the Special Town Meeting to vote on funding the proposed Well Blending Project that made the New Hampshire Department of Environmental Services (NHDES) list of American Recovery and Reinvestment Act eligible projects. The Board may elect to conduct this special meeting in a traditional town meeting format. A public notice of the Meeting date and time, a copy of the warrant article to be considered and a date and time for the public hearing will be required. The public hearing requires seven days advance notice and the Town meeting can be held no fewer than fifteen days after the public hearing.

It was suggested that, if possible, notice be provided by May 19, 2009 of a public hearing to be held on May 26, 2009 with a Town Meeting to take place after June 10, 2009. The notice would contain a specific date for the Town Meeting determined after consultation with the Town Moderator and other officials who would need to be present for the special town meeting.

Since the warrant article involves an appropriation over one hundred thousand dollars and would commit the Town to some type of loan agreement, the Town meeting vote would have to be by written ballot and would require a 3/5 majority to pass. It would also require at least a one hour voting period during the meeting.

There was considerable discussion with regard to the warrant article. Selectman Borthwick asked that the article be rewritten so voters would understand that we are mandated to comply with a Federal order. He also expressed his concern with the hurried nature of the process and the fact that we might not be entirely certain about what additional federal requirements would be imposed on the Town should we accept the ARRA funds included in this Warrant Article.

Selectman Lewis asked if the article could be amended at the Special Meeting. Michael mentioned that meeting rules allow for the article to be amended as long as the intent of the article is not changed.

The Board favored conducting the special meeting on a weeknight, preferably on the night of a Selectmen's meeting to avoid conflicts with other ex-officio meeting responsibilities of the Board.

Michael mentioned that he would follow up with the Town Clerk, the Town Moderator and the Supervisors of the Checklist who would have to be at the meeting as well.

### **Discussion of Highway Mutual Aid agreement**

Michael asked the Board if there were any questions regarding the Highway Municipal Aid agreement that Road Agent, Bob Scott had submitted previously for the Board's consideration. There were no questions from the Board and Chairman Reagan signed the agreement on behalf of the Town.

### **Update on request to hay Town land at the Transfer Station**

Michael reviewed some information from RSA483-B:3 regarding farming activities and their relationship to the Shoreland Protection Act. It was determined that filter strips would be required between the hayfields and Orange Brook pursuant to the Manual of Best Management Practices (BMPs) for Agriculture in New Hampshire. Jim Linn, who had made the request to hay the field, was present. The Board explained the requirement and Mr. Linn agreed to abide by it. Selectman Borthwick asked if Mr. Linn would be required to submit proof of liability insurance and Michael noted that it should be required. Mr. Linn would provide proof of insurance to the Town prior to beginning work on the property. The Board asked Michael to provide Mr. Linn with a copy of the BMPs.

### **Update on Uniform program**

Michael reviewed the latest quotes he had received from vendors with the Board. Two different types of plans were being considered and quotes had been obtained from three vendors. Michael mentioned that the vendors had provided samples of the uniforms to Road Agent Bob Scott to be sure that we were comparing similar clothing from all vendors.

Michael mentioned that there were some differences between the length of term vendors were offering as well as the percentage of increase in the contracts each year. The contract terms ran from three years to five years and the yearly percentage increases ran from 2% to 9%. Michael also noted that one of the vendors had visited with Bob Scott today and provided some information regarding a promotion they were running that he was not aware of so he was going to follow up on that. Selectman Lewis asked Michael if he would check with the vendors that were offering five year agreements to see if they would offer a three year agreement. Michael commented that he was already discussing that issue with one of the vendors.

Michael said he would follow up on the promotional program offering issue and inquire about the length of term and report back to the Board.

### **Update on Groundwater Discharge Project**

Michael reviewed a copy of an email he had received from Wright Pierce with an update of activities that will take place in June at the Wastewater Treatment Plant with the Board.

### **Other Business**

Michael informed the Board that the Health Insurance enrollments had been completed and employees will be on their new health insurance plans as of June 1, 2009.

Michael informed the Board that he had been reviewing the requests from the Friends of Canaan Village with regard to the work in the downtown area. Tom had already begun work on repairing the water spigot in the Park and was looking into the cost of materials for fixing up the area in front of the Food Mart. In addition they were looking into what would be required to do some of the striping for crosswalks downtown.

Elwin Neily asked about the replacement of the Lamp Post at the intersection of Route 4 and Canaan Street. Michael said that Tom was in the process of ordering the replacement post, but was trying to match the color of the original.

Selectman Borthwick asked Michael if he had spoken with Alan Hill regarding the water filter Joe Butterfield had brought to the meeting on April 28, 2009. Michael said he had not, but he would call Alan in the morning.

Selectman Lewis requested that Michael send a letter to the Friends of Canaan Village clarifying the approval of the Park Plan by the Selectmen in 2006. It was his understanding that the Board “accepted” the plans from the group but there was no formal approval of the plan. This was confirmed by Selectman Borthwick who mentioned that he had informed Carolyn Barney, a member of the group of that fact. Michael said he would draft a letter for the Board to review.

With no further business before the Board, at 8:37 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MAY 26, 2009**

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: Al Posnanski, Elwin Neily, Philip Salvail, Phil Carter, Patsy Carter, Nelson Therriault, Bill Gibbons, Karen Wolk, Ellie Davis, Chris Dow, John Dow, Joe Butterfield, Katina Caraganis, Lola Baldwin, John Bergeron, Chuck Townsend, Nan Munsey and Rick Skarinka. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Public Hearing on Warrant Article for Special Town Meeting**

The public hearing was opened at 7:02PM. Chairman Reagan read the warrant article. Nelson Therriault asked about the project and Chairman Reagan presented a brief overview of what had been accomplished to date and what was being proposed. Chuck Townsend asked about the condition of the well. Selectman Lewis noted that it was producing 18 gallons per minute and the quality of the water is good.

Bill Gibbons voiced his strong objection to taking any stimulus money because of the possible strings attached. Rick Skarinka, of the New Hampshire Department of Environmental Services (NHDES), explained how the funding would work and noted that the two requirements for the Federal Stimulus money were adherence to the buy America provision and Davis Bacon Wage rules. Both were seen as not adding to the cost of the project because most of the materials that would be used to complete the well blending were American made and most of the firms that would be bidding on the contract already paid prevailing wage to their workers.

Karen Wolk expressed concern that the Board would not accept the Stimulus money. She questioned Selectman Borthwick with regard to his objection to taking stimulus funds. Selectman Borthwick expressed his reservations with spending government funds, especially stimulus money, for any project because it was creating huge deficits that we would all end up paying for in the long term. He felt that accepting stimulus money violated his constitutional oath of office.

Nan Munsey expressed her hope that the warrant article would pass and the funding would be accepted because it would offset some of the expense of the project.

Phil Carter asked what would happen if the warrant article was defeated. Michael noted that we would still have to complete the project, but would have to do so with other funds. Rick Skarinka noted that a rejection of the warrant article might be viewed unfavorably by EPA. To date, they have not issued fines for non compliance, but if they felt that the Town was not taking sufficient action to address the problem they might step up enforcement.

John Bergeron asked about funding the other water projects on the list. Rick Skarinka noted that this was the only project that the Board was going forward with at this time.

The Board took the opportunity to explain the funding process emphasizing that if the projects objectives were met any unspent funds could be returned to the State. At that point, 50% of the funds spent on the project would be forgiven by NHDES and the balance converted to a loan amount that could be paid off as defined by the warrant article.

The Public hearing was closed at 8:02PM

### **Minutes of April 28, 2009 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 April 28, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

### **Minutes of May 12, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the May 12, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

### **Budget vs. Actual**

Michael reviewed the 5/26/09 budget worksheet with the Board and those present. He noted that 21 weeks into the budget year account balances should be near 60.0%. The overall balance is at 67.10%. Michael reviewed those items that were below 60.0% and explained the circumstances surrounding each balance. Among the lines that have lower than expected balances and are being watched closely are Health and Safety, Government Buildings Repairs and Maintenance, Police Department Overtime, Welfare Rental Assistance and Welfare Utility Assistance. Michael also mentioned that he was going to check on the Highway Department and Transfer Station Electricity lines to see why they are running below projections. Ellie Davis asked about two of the encumbered amounts under the Mechanics Parts and the Government Buildings Repairs and Maintenance lines. Michael explained that the money under the Mechanics Parts line was for replacement tires for the loader. The Town had an opportunity to purchase these tires at a reduced cost so the Board authorized the purchase, but the tires will not be delivered until July to minimize impact to cash flow. The amount encumbered under Government Building Repairs and Maintenance was to pay for a service contract on the exhaust recovery system in the Fire Department apparatus bay.

Karen Wolk asked about the allocations for the various charitable groups that were added to the budget. Chairman Reagan commented that the Board would wait until the end of the year to see if some of those funds might be needed to supplement the Human Services/Welfare budget or other budget lines.

## **Update on Smoke Testing for Sewer System**

Michael informed the Board that the smoke testing was scheduled to begin on June 16, 2009. He presented the Board with a draft of the informational letter that would be sent to residents to inform them of the testing. This letter was only going to sewer users. Michael also informed the Board that he would be putting a notice in the paper with regard to the testing as well. He asked the Board to review the letter and let him know if they wanted to make any changes to it. He will be mailing out copies of the letter next week.

## **Update on Uniform program**

Michael reviewed the latest quotes he had received from vendors with the Board. They contained changes to the lease no wash program to include extra clothing for the Mechanic. Michael mentioned that he had not heard back from one vendor with regard to the request on pricing changes to upgrade to a full program after one year of lease no wash.

After reviewing the pricing the Board was inclined to try the lease no wash program for one year and upgrade to the full program if needed. They will make a final decision pending the answer Michael receives regarding upgrade costs.

## **Other Business**

Michael informed the Board of a large brushfire that had occurred over the weekend off of route 118. Chief Bellion wanted the Board to be aware that there would be an impact to the payroll based on the number of firefighters called out and the length of time on scene.

Michael mentioned that the final audit was finished. Copies were being distributed to the Board, the Town Clerk, the Chairman of the Budget Committee, the Finance Director, the Treasurer and the Trustee of Trust Funds. A copy would be available in the front office and in the library as well.

Michael reported that he was coordinating an informational mailing with the Water Source Protection Committee and Cardigan Mountain School. The documents would be sent to residents in the watershed area. Combining the mailings would save on production and mailing costs. The mailings would be available in time for the Water Source Protection Committee meeting on June 1, 2009.

Selectman Borthwick reported that a resident had offered her garage to the Meetinghouse Committee provided they move it from her property. There was concern expressed that altering the configuration on the meetinghouse lot would conflict with LCHIP stipulations for the property.

John Bergeron reported that a boat had entered the reservoir area on the lake. Michael was going to check with Bob Scott to find out about when the buoys marking off that part of the lake were going to be put in place.

Selectman Lewis asked the other members of the Board how they wished to proceed with the Bath House and the Cozy Corner. Selectman Borthwick mentioned that he would like to review the matter in December. Chairman Reagan agreed.

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

With no further business before the Board, at 9:00 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 a personnel matter and advice from legal counsel. At 9:53 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 9:53 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 9:54 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

**CANAAN BOARD OF SELECTMEN'S  
MEETING MINUTES  
DEPARTMENT MEETING  
Wednesday, June 3, 2009**

The meeting was brought to order at 8:05 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, David Heath, Glenn Carey, Bob Scott, Vicky McAlister and Sergeant Todd Baravalle.

**Budget**

Chairman Reagan noted that Michael had prepared copies of the year to date budget vs. actual report for those in attendance to review. Michael commented that, on average, budget expenditures were slightly below projections. He noted that Mechanics Repair Parts and Petroleum products were slightly ahead of projections, but that was because of some bulk purchasing that had been done earlier in the year to save money. Expenses against the Human Services budget continue to be of particular concern. Expenditures for Welfare Rent Assistance and Welfare Utilities Assistance were far ahead of projections. Those two lines in particular may require a transfer of funds from some other area of the budget prior to year end to fund over expenditures.

**Health Insurance**

Michael asked those present to check with their staffs to be certain that everyone had received their new insurance cards. He also asked everyone to be certain to contact him if they had any questions regarding the new plans. Primex also asked that employees contact them if they have a physician that is not on the network so Primex can contact them and try to sign them up. Larry mentioned that he had spoken with a Primex rep at the Mountains of Demonstrations event last week and provided the names of an Eye Specialist and a Chiropractor for Primex to contact.

**Special Town Meeting**

Michael provided those present with a handout regarding the special town meeting to be held on June 23. There was a brief discussion regarding the meeting and the warrant article to be presented.

## **Other Business**

Michael mentioned that according to the personnel policy, Friday, July 3 will be an employee holiday, so the Town Office will be closed on both Friday and Saturday. There was a discussion about the Transfer Station schedule and the Board determined that it should be closed on Friday, July 3 and Saturday, July 4 as well. Michael will post notices on the website, in the Town Office and other public locations to inform residents of that fact.

Michael mentioned that there will smoke testing done on the sewer system from June 16, 2009 thru June 18, 2009. He will forward a copy of the public notice to Police, Fire, Highway and Ambulance so they will be aware of the schedule. A letter is being sent to all residents on the system. A notice will be going in the paper next week.

Michael also mentioned that the Long Term pump test on the new Town well will be conducted on June 16, 2009. Notices had been sent to abutters regarding the test affording them the opportunity to have their wells monitored.

Bob Scott asked about the status of the new uniform contract. Michael mentioned that he was going to request copies of contracts from the companies under consideration so he can review them prior to making a final decision on who to use. Bob asked if the Board had decided on a lease-no wash or the full program. Selectman Lewis indicated that he felt the lease no-wash program would be a good starting point and that if it did not work out, we could change to the full program.

Larry expressed his concern with Unifirst and noted that we had used them once before and did not receive a satisfactory level of service resulting in the Town having to buy out of the contract. Michael mentioned that he was going to review the contracts for that very reason. He wanted to know what options were available to the Town should they need to cancel a contract.

Larry also mentioned that he was going to be having surgery on his shoulder in July and depending on how extensive the damage was he would be out from 4 to 16 weeks.

David Heath spoke with the Board regarding their request that he obtain his CDL before September 30, 2009. He was concerned that since he will be spending most of his time in the coming months working on the Cemeteries he would not have sufficient time to practice driving before taking the test. The Board asked David to make every effort to meet the September 30 deadline and agreed to review his progress at that time.

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

With no further business before the Board, at 9:07 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a personnel matter. At 9:45 AM 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 9:45 AM 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 9:46 AM 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, JUNE 9, 2009**

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: Al Posnanski, Philip Salvail, Ellie Davis and Matt Wilson. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of May 26, 2009 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 May 26, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Minutes of June 3, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the June 3, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the 6/8/09 budget worksheet with the Board and those present. He noted that 23 weeks into the budget year account balances should be near 56.00%. The overall balance is at 57.36%. Michael noted that most of the lines that were of concern because of lower than expected balances earlier in the year continue to be closely monitored. They include Health and Safety, Government Buildings Repairs and Maintenance, Police Department Overtime, Welfare Rental Assistance and Welfare Utility Assistance. Michael also mentioned that the Highway salt line was overspent in an effort to purchase as much salt as the shed would hold before the June 1 price increase. This would save the Town money in the long run. Chairman Reagan asked about the Auditing Services line. Michael commented that the bill for the audit came in under budget by \$1,576.76. This was due to the auditors having to spend less time reviewing the books due to the quality of the work performed by Gloria, Vicky, Cindy and Kendra. Selectman Lewis asked about expenditures against the Recreation Maintenance and Repair line. Michael mentioned that one of the charges against it was for last years' share of the Portable Toilet at Goose pond. He said he would check on the other expenses.

## **Review and approval of Septage Agreement**

Michael presented the Board with two proposals for septage agreements from the Plymouth Village Water and Sewer District. They are one of the two back up facilities the Town uses for disposal of septage when our lagoons are not available. One proposal was for a one year agreement at \$150.00. The second was for a five year agreement at \$100.00/year. Selectman Lewis commented that the Town has been using this facility for many years and they provide a good level of protection for Canaan. He thought the five year agreement would be a better option to pursue. Chairman Reagan agreed that the \$250.00 savings over the term of the agreement was a benefit. Selectman Borthwick made a motion to accept the five year agreement. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board. The agreement was signed by the Board and given to Michael to forward to Plymouth for their signatures.

## **Review and approval of Revised Contract for River Road Bridge**

Michael informed the Board that he had received the contract for the final phase of the River Road Bridge project from H.E. Bergeron Engineers. In addition, Chris Fournier had e-mailed a breakdown of the fees associated with the final phase of the project. It included adjustments to accommodate the shift in funding from 80/20 State Bridge Aid to funding supported predominantly with federal dollars. The changes added \$110,753.00 to the overall project estimate. Michael noted that he needed to review the impact of the cost increases with DRA prior to having the Board approve the contracts so he requested that the Board postpone the discussion at this time.

## **Other Business**

Michael informed the Board that he had attended a meeting at the High School to discuss the State's safe routes to school program. There is funding available for projects that would support programs encouraging students to walk and bike to school. Presently, the funding is only for schools with grades K thru 8. After a brief presentation regarding the program, attendees discussed how this program might work in both Enfield and Canaan. Another meeting is planned in August to discuss if it is practical to pursue developing a funding request.

Michael mentioned that he was preparing a written procedure for Transfer Station Personnel to follow in an effort to assist with enforcement of permits at the Transfer Station. He should have a copy available next week for review.

Michael mentioned that the sewer smoke testing was still on schedule for 6/16-6/18. The long term pump test for the well project is also scheduled for the same time. The load cell testing on the wastewater plant has been pushed back to the week of June 23<sup>rd</sup> due to scheduling conflicts.

Michael asked the Board if they wanted to have a representative from Wright-Pierce at the Special Town Meeting on June 23. The Board felt that it would not be necessary, but did think that it would be helpful to have a representative from DES present. Michael said he would contact Rick Skarinka to see if he would be available.

Selectman Borthwick asked about the buoys for the swimming area. Michael commented that he and Tom had been getting prices for replacement buoys because we did not have enough for the swimming area. Michael thought the order would be placed no later than Thursday.

There was also a brief discussion of placing the markers for the reservoir area. Michael mentioned that he had spoken with Joe Frazier to find out if he might be able to assist should Judge Fleetham not be available. Matt Wilson said that he may have access to a boat if we needed one. Michael was going to follow up with Joe to see how to best complete this task.

Selectman Lewis asked about the status of State Revenues and the State Budget process. Michael provided an update to the Board and noted that it would appear that nothing would be resolved on the State Budget until the end of June at the earliest. Most of the uncertainty with regard to the budget remains. In addition, there is growing concern about a large drop in State Revenues and how it could impact the budget. Michael noted that there is a proposed amendment to a bill being considered that would allow communities to conduct a special Town meeting to reconsider budget appropriations from last spring in light of the potential loss of State revenues.

Selectman Lewis suggested that we extend the hiring freeze and begin a preliminary review of cuts that could be made to the budget to compensate for any revenue shortfalls. He felt that everything should be considered, including layoffs. Michael commented that he had begun a review of the budget earlier in the year to look at where cuts could be made and would revisit the matter. The other members of the Board agreed and asked Michael to look through the budget.

**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 by roll call vote to go into non public session to discuss a personnel matter and advice from legal counsel. At 9:41 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 roll call vote. At 9:41 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 9:42 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JUNE 23, 2009**

The meeting was brought to order at 8:08PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present: Al Posnanski, Philip Salvail, Ellie Davis, Susan Quinlan, Ted Fontaine, Henry Minasian and Matt Wilson. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of June 9, 2009 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 June 9, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the 6/22/09 budget worksheet with the Board and those present. He noted that 25 weeks into the budget year account balances should be near 52.00%. The overall balance is at 54.40%. Michael noted that most of the lines in the Budget are within expectations. The Budget lines that are being closely monitored remain pretty much unchanged. They include Health and Safety, Government Buildings Repairs and Maintenance, Police Department Overtime, Welfare Rental Assistance and Welfare Utility Assistance. Michael mentioned that the Welfare lines will almost certainly be overspent and require money to be moved from somewhere else in the budget to cover any shortfall. Ted Fontaine asked about having people who apply for welfare assistance work off some of their payments from the Town. Chairman Reagan and Selectman Lewis explained that in some cases that is possible, but we are often limited by liability concerns.

**Chief Bellion – Fire Department Grant**

Assistant Chief, George Lazurus, presented on behalf of Chief Bellion, who was called out of Town on an emergency. George explained that the Fire Department was pursuing a grant through the Federal Government to build an addition on the back of the existing Fire Department building. The structure would be two stories and built on a 75 X 60 foundation. The deadline for the grant application is 7/10/09. George mentioned that he would get copies of the floor plan for the Board to review. Michael had a copy of part of the grant guidelines for the Board to review this evening. He mentioned that a full copy of the document would be available for the Board in the office on Wednesday.

## **Other Business - Henry Minasian –Chairman Orange Board of Selectmen**

Chairman Reagan skipped ahead on the agenda to accommodate, Chairman Minasian, who had called earlier in the day and asked to speak with the Board in regard to two items. The first was to mention that he had received the memo from the Board regarding the request to have Orange residents display transfer station stickers on their vehicles when they bring in their recyclables. Chairman Minasian commented that the Board was fine with implementing this new procedure and he asked if we could supply them with a copy of the Canaan Transfer Station Ordinance to have on file.

Chairman Minasian also wanted to ask the Board if they would consider a proposal for the Canaan Police Department to provide coverage for the Town of Orange. He noted that presently, the Town has an officer, but they are looking at options for coverage.

Selectman Lewis noted that this topic had been discussed previously a few years back. He would want to speak with Chief Frank to get his thoughts on the matter. Matt Wilson presented his thoughts with regard to some of the challenges an arrangement might present. Chairman Minasian asked if the Board would give the matter some thought. The Board said they would look into it and get back to Chairman Minasian.

## **Meeting Schedule for July and August**

Michael asked the Board if they had considered when they would like to meet in July and August so he could post a meeting schedule on the website and other places around Town. Board members scheduled the July meetings for the 14<sup>th</sup> and the 28<sup>th</sup>. There was general agreement to hold off on the August schedule for now. Michael will prepare a meeting schedule announcement for July and post it around Town.

## **2010 Budget Schedule**

Michael asked the Board to consider when they would like to have the department budgets submitted for their review. He noted that the budget Committee would be starting their 2010 budget review at their September 3, 2009 meeting. After a brief discussion, the Board members agreed that the budgets should be due by August 14. This would allow the Board time to review the department submissions at their second August meeting. In addition it would allow for a discussion and questions at the department meeting on August 5. Michael will prepare a memo to distribute to department heads.

## **Historic District Commission Reappointment**

Michael informed the Board that he had received a request from the Historic District Commission to reappointment John Bergeron to another three year term. Selectman Borthwick made a motion to reappoint John Bergeron to another three year term to be completed in 2012. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

**Recess/Reconvene**

At 8:56 PM Chairman Reagan made a motion to continue the meeting following a brief recess to witness the ballot count from the Special Town Meeting. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

The meeting was reconvened at 9:10 PM.

**Project Updates**

Michael informed the Board that the engineers would be doing some additional loading on the RIB's at the waste water plant next week to collect more modeling data.

The smoke testing on the sewer system was completed on June 17.

**Other Business**

Michael informed the Board that he would be distributing a memo to Transfer Station personnel with regard to their enforcement responsibilities.

Susan Quinlan asked about the broken front steps at the library. Selectman Borthwick mentioned that the only permanent solution was to replace the stairs. He is gathering information with regard to the repair/replacement of the steps and will get the information to Michael so the Town can solicit bids on the project.

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

With no further business before the Board, at 9:22 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a personnel matter and advice from legal counsel. At 10:30 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 10:30 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 10:41 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



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JULY 14, 2009**

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: Al Posnanski, Philip Salvail and Richard Schatz. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Richard Schatz**

Mr. Schatz was present to see if the Board had any questions with regard to an outstanding water and sewer matter. The Board did not have any, but Chairman Reagan asked Mr. Schatz if he had any comments to make. Mr. Schatz mentioned to the Board that he had hired a local contractor to handle the renovations and thought he had secured the necessary permits for the work to be done. He provided the Board with some additional background on the matter. The Board had no further comment or questions for Mr. Schatz. Mr. Schatz thanked the Board for their time and Chairman Reagan thanked Mr. Schatz for coming in to the meeting.

**Minutes of June 23, 2009 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 June 23, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the 7/13/09 budget worksheet with the Board and those present. He noted that 28 weeks into the budget year account balances should be near 46.00%. The overall balance is at 49.98%. Michael reviewed some of the areas that may need to be supplemented with funds from other sections of the budget, most notably the welfare rent and utilities assistance lines. The Board reviewed the budget and discussed the possibility that supplemental funds for the welfare lines should come from the regional associations section of the budget.

Michael also reviewed some of the budget lines that should have no further expenditures against them for the balance of the year. In most instances they were small amounts, but it was part of an overall review that Michael has undertaken to identify other areas of the budget that could be cut to compensate for lagging revenues.

Selectmen Borthwick made a motion that the Board limit overtime expenditures in the budget. Selectman Lewis seconded the motion and the Board voted 3-0 to limit overtime. Michael noted that some provision needed to be made for public safety emergencies. There would also need to be additional guidelines reviewed with respect to compensation. The Board asked Michael to put together the information for their review prior to sending out a memo to all Town departments.

Selectman Lewis made a motion to lower the amount of a purchase requisition requiring Board approval to \$250.00. He felt that given some of the potential revenue losses, we may need to cut back on expenses and , although it would require some additional paperwork, it would afford the Board the opportunity to more closely evaluate overall Town spending. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor. They asked Michael to prepare a memo to be distributed to all Town departments, boards and committees.

### **Review/Approve Letter of Agreement on Construction Phase of River Road Bridge**

This item had been discussed at a previous meeting and Michael had requested some additional time to verify some of the new information contained in the agreement prior to having the Board review and sign it. He was now comfortable that the content was accurate. Individual Board members had reviewed the document and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed both copies of the agreement.

### **Review/Approval of Municipal Agreement for River Road Bridge Project**

This document had been prepared by the State and outlined the responsibilities of both the Town and the State with regard to the River Road Bridge project. Individual Board members had reviewed this document as well and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed all three copies of the agreement.

### **Project Updates**

Michael informed the Board that the engineers would be doing some additional loading on the RIB's at the waste water plant next week to collect more modeling data. There was a minor issue with the flow meter at the water plant that had been corrected and Wright-Pierce was going to extend the testing period to collect more test data from the site.

Michael mentioned that he had been contacted by Wright-Pierce regarding an issue with the second water quality test sample at the well site. There appeared to be a discrepancy between some readings from the October 2008 sample as they compared to the June 2009 sample. Wright-Pierce was requesting that the lab recheck to see if there was a sampling error or was it, in fact, a valid reading. This might require some additional sampling at the well site, but we would not know if that was necessary until at least next week.

Selectman Lewis mentioned that he thought it might be a good idea for the Town to retain the 1.4 acre site on Follansbee Road (Map 15C Lot 2) as a possible well site. Given the proximity of the lot to the water system infrastructure, if a well were to be developed there, it could be incorporated into the system rather easily. The Board agreed that it would be a good location for a well. Selectman Lewis also suggested that some marketable timber could be removed from the lot as well providing additional revenue for the Town.

### **Other Business**

Michael wanted to double check with the Board members to see if anyone was planning to attend the Goose Pond Lake Association Meeting on Sunday, July 19, 2009. The Board members reaffirmed that they would not be able to attend. Michael mentioned that he would send an email to Dave Barney to let him know.

Michael informed the Board that he had just received a copy of the State Revolving Fund Loan agreement from DES. He had reviewed it and had sent an email with his initial questions back to Rick Skarinka. The questions were with regard to clarification of the term of the agreement and the rate of interest charged for any funds used. Michael will have a copy of the agreement available in the office for the Board to review.

Michael asked the Board if they would review the copy of the Maintenance Report submitted by Tom Guillette to see if they had any questions regarding the project priority ranking. Tom wanted to be certain that everyone is in agreement with the order in which the projects would be processed.

Michael asked the Board if they wished to discuss the requisition for truck tires that had been submitted by the Town Mechanic, Larry Brabant. Selectman Lewis thought that capped tires should be considered for all of the vehicles and that some additional quotes should be obtained to get the best price and service. The other Board members agreed and asked Michael to pursue additional price quotes.

Michael informed the Board that he had received notification from the Local Government Center (LGC) that they were considering taking legal action against the State for the downshifting an additional 5% of Retirement expenses for employees to the Towns. They considered this an unfunded mandate and as such were seeking a possible legal remedy to relieve the Towns of the additional financial burden. Over the next State budget cycle it is estimated that this will add more than \$7,200 to the Town budget and more than \$86,000 to the School Budget. Michael will have a copy of the LGC letter in the office for the Board to review.

Selectman Borthwick asked about the front stairs at the library. Michael mentioned that Tom was planning on patching them in the short term. Selectman Borthwick suggested that the Board consider removing the old stairs entirely and replacing them with another set of cement stairs or building some wooden ones instead. The Board asked Michael to check on pricing for each alternative.

Selectman Lewis asked about the no smoking signs that were put up at Williams Field. He wanted to know who put them up and why there were not any by the horse shoe pits. Michael said he would look into the matter.

Al Posnanski asked if the Board would meet with him and Transfer Station Manager, Glenn Carey to discuss possible changes to the operation of the Transfer Station. Given the change in recycling markets, Al felt that it would be useful to discuss options as to how most efficiently operate the facility. The Board asked Michael to place this topic on the agenda for the July 24, 2009 meeting.

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

With no further business before the Board, at 9:03 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 10:35 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 10:35 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 10:36 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



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JULY 28, 2009**

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: Al Posnanski, Pat Danielson, Elwin Neily, Shirley Packard, Glenn Carey, Roger Cantlin, Matt Wilson and Ryan Kress. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Other Business**

Ryan Kress, an Arborist for National Grid was present to review some tree cutting to be done in the Town Forest Land along Route 4 and in front of the 4-H building. He was looking for authorization from the Board to do the cuts, but wanted to explain the extent of the work to the Board. Selectmen Lewis suggested that the entire tree in front of the 4H building be removed rather than the large limb proposed. Ryan mentioned that, since it was a line tree, he would check with the abutter to be certain they had no problem with removing the entire tree before proceeding. Michael informed the Board that he had asked Ryan to check with the Conservation Commission in regard to the Town Forest land to be certain they were okay with the proposed cutting. Selectman Borthwick made a motion to approve the proposed cutting and to authorize Chairman Reagan to sign the form on behalf of the Board. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion.

**Minutes of July 14, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the July 14, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Transfer Station-Discussion of Operations**

Al Posnanski, Chairman, and members of the Recycling Committee, were present along with Glenn Carey, Transfer Station Manager to discuss operations at the Transfer Station. In particular, Al wanted to discuss the status of enforcement and what options the Board would want to consider with regard to operational changes at the Station. Al mentioned that the Committee had discussed exploring pay as you throw, purchasing our own roll-off truck, curbside trash pickup and privatization of the Transfer Station as possible future options. Al asked Glenn for an update on current operations.

Glenn noted that there had been a decrease in the number of residents coming into the station without stickers. He also mentioned that they see about 750 vehicles per week. Michael noted that in the last two weeks he had only received 59 plate numbers from Glenn. Of those 59, only two had been in more than once. Those two residents will receive the initial notification letter explaining the requirement to display a sticker. Michael mentioned that the revised letter was in the Selectmen's box in the office for their review and comment.

Glenn also noted that material is still being left after hours, but he is not certain if it is left by residents or by the Road crew during the day. Michael said he would check with Bob Scott to see how often that occurs.

Glenn then discussed current operations at the station and some other options for the Board to consider. There was a discussion with regard to going to a dual stream recycling model. This would have only two collection points for recyclables. One would include paper and cardboard and the other would include all glass, aluminum, steel cans and plastic.

Glenn went on to explain that there are many factors to consider when evaluating the dual stream model. Co mingling recyclables reduces their recycling value. This can be offset by a potential increase in the amount of material recycled. In addition, there is a reduction in manpower and equipment required to handle recyclables which lowers operating costs. There was some additional discussion among those present with regard to exploring this option, but it was determined that further evaluation would be required. Michael suggested that he and Glenn put together some numbers for the Board to review. Chairman Reagan thanked Glenn, Al and all of the recycling committee members for their time and effort.

### **Other Business**

Chief Bellion was present to discuss two purchase requisitions he had submitted to the Board for approval. In particular he wanted to answer any questions the Board had with regard to the requisition for new turnout gear.

Selectman Lewis asked the Chief how many people were on the department and how many responded to calls. The Chief explained that there were currently 32 members of the department. He further explained that in order for them to be safe, they would need to replace worn turnout gear. Typically this would need to be replaced every three to five years, but often they would try to stretch the cycle out to seven years.

The Board members commented that they wanted to be certain that our firefighters were safe. The concern they had was spending money buying gear for members who did not respond to calls or were not sufficiently trained to the point where they would be in a position to need the gear. Chief Bellion commented that in the past he has refused to buy gear for members who do not show up. He commented that they are not outfitting people who do not go to fires.

Selectman Borthwick asked how individuals get paid and how incidents are handled. The Chief explained that the department was organized into three shifts. Available members on each shift will respond to a call and if necessary summon additional assistance from other shifts. Once a situation has been assessed members who are not required to be at the scene are sent home.

With no further questions from the Board members, both requisitions were signed. Chief Bellion thanked the Board for their time and Chairman Reagan thanked the Chief for coming in to the meeting.

### **Budget vs. Actual**

Michael reviewed the 7/27/09 budget worksheet with the Board and those present. He noted that 30 weeks into the budget year account balances should be near 42.30%. The overall balance is at 46.83%. Michael noted that all of the “problem” areas in the budget still remain. He also noted that the Highway Supplies line had been drawn down and he would get detail on those expenditures to review.

Michael mentioned that he had also been reviewing non property tax revenues for the first half of the year. This would include but not be limited to, revenue from building permit fees, current use penalties and motor vehicle registrations. Overall these revenues were down by approximately \$90,000 from 2008. In addition, property tax collections for the current warrant were running behind the three year average by \$40,000. If this trend were to continue in the second half of the year, it would result in a loss in revenue of approximately \$260,000 for 2009. If you add the reduction in State contributions to revenue sharing and the retirement costs passed on to Towns by the State it would total over \$300,000 in decreased revenue for the year. This loss would have to be made up in either reduced spending or increased taxes.

### **Timber Cuts-Phase 2 at Transfer Station and Town Lot on Follansbee Road**

Selectman Lewis addressed this topic. He suggested that the Town proceed with the second phase of the Forestry Plan for the Town property off of Transfer Station Road. He also wanted to include cutting some wood from the Town property on Follansbee Road and possibly some roadside cutting in areas the Road Agent needs cleared for improvements. The other Board members were in agreement. Michael mentioned that he had called Jim Burnett and left a message to call back to discuss market conditions and a plan for the cut. Michael will discuss how to proceed when Jim calls back.

## **Other Business**

The issue of gravel production and gravel use came up during the road improvements portion of the timber cut discussion. In particular, there was a discussion of the use of the sharp ledgestone during spring maintenance of the roads. The Board members had all received complaints from residents regarding the damage the stone was doing to tires. Selectman Lewis made a motion that the Board direct the Road Agent to explore alternatives to the use of ledgestone for spring maintenance of roads. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

## **August Meeting Schedule**

Michael wanted to review August meeting options for the Board's consideration. After a review of everyone's meeting schedules and considering Chairman Reagan's continued involvement with the Enfield withdrawal review, the Board decided that the two meetings for August will be held on Wednesday, August 5, 2009 at 8AM and Tuesday, August 25, 2009 at 7PM. Michael will publish the meeting schedule for posting on the Town website and the four additional locations in Town. Discussion of the September schedule was tabled until Michael receives an update from the SAU with regard to the Enfield withdrawal review meeting schedule for September.

## **Project Updates**

Michael informed the Board that he had received a detailed listing of lighting fixtures from National Grid. He had a brief conversation with a representative in regard to the costs associated with removing fixtures in order to reduce lighting expenses. There is a fifty dollar charge per fixture for removal. Michael mentioned that he was going to review the list and try to map out locations for the Board to review prior to making a decision with regard to which lights will be turned off.

Michael mentioned that he had a follow up conversation with Wright-Pierce regarding an issue with the second water quality test sample at the well site. The lab had confirmed that the second sample results were valid. Wright-Pierce was going to speak with DES to discuss how the new readings would influence the blending strategy under consideration.

## **Other Business**

Michael asked if anyone had heard from Richard Remacle with regard to returning to work at Orange Brook. Selectman Lewis mentioned that he had not seen him lately, but would try to contact him.

Michael informed the Board the assessing firm hired by the Property Liability Trust (PLT) to perform the review of Town property would be in during the week of 9/14. This service is provided at no expense to the Town, but allows PLT an opportunity to update town property assessments.

Selectman Lewis mentioned that he was asked about a tractor being stored in the Cozy Corner building. Michael noted that it was going to be used by the Recreation Committee for the Float in the Old Home Days parade on Saturday. Michael apologized for not mentioning it previously. He noted that the tractor would be out next week after the parade.

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

With no further business before the Board, at 9:42 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 10:54 PM Selectman Lewis made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 10:54 PM Selectman Lewis made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 10:55 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Selectman Borthwick 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

**CANAAN BOARD OF SELECTMEN'S MEETING  
MINUTES  
Wednesday, August 5, 2009**

The meeting was brought to order at 8:01 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, David Heath, Amy Thurber, Nelson Therriault, Glenn Carey, Bob Scott, Vicky Mc Alister, Al Posnanski, Jim Rancore (Representing the Fire Department), Police Chief Sam Frank, Cindy Neily, Sergeant Barravalle, Officer Matt Wilson and Candace Carter. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of July 28, 2009**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the July 28, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Update of 2009 Budget vs. Actual**

Michael had prepared copies of the latest budget vs. actual for those present to review. He reminded those in attendance that budgets were due by August 14, 2009. Michael also mentioned that if individuals needed soft copies of the budget worksheets or detail on budget expenses to let him know and he would be certain to get the information to them.

Chairman Reagan read from the minutes of the July 28, 2009 meeting where Michael presented information with regard to some of the revenue shortfalls that we might face in 2009. These include lower than expected property tax revenues, non property tax revenues and reductions in state revenues that could result in a loss of up to \$300,000 for the calendar year. The loss in revenue will have to be offset by reductions in spending in order to avoid tax increases.

Chairman Reagan asked if there were any questions or comments regarding the budget. Nelson Therriault commented that his case load had increased by more than 30% and he will most likely run out of money before the end of the year. It was noted that money will have to come from other areas within the budget to offset these increased expenses.

Cindy Neily asked if the Board had a target in mind for budget reductions. Chairman Reagan mentioned that a 10% overall reduction in the budget was necessary. Cindy also asked about increase to health insurance costs. Michael commented that he was going to a session at Primex on Thursday that might provide some insight into where insurance costs are headed, but at this time he did not want to speculate.

Candace Carter expressed her concerns with regard to the Board's discussion about taking down the bathhouse. She requested that the Board to provide her with a list of the expenses associated with operating the structure. Michael mentioned that he could prepare a list for her if she wanted to stop by the office later and pick it up. She also expressed a concern with tracking expenses in general. Chairman Reagan noted that each year our books are audited and a report prepared by an independent accounting firm to be submitted to the State. Michael mentioned that he could supply a copy of the audit for Candace as well and include it with the other information he will prepare for her.

### **Other business**

Chief Frank brought up the issue of vacation time. He was unclear as to how much time he had to use his remaining vacation before he lost any of it. Michael explained that nothing had changed since they last spoke. The goal was to get each employee to a point where, at their anniversary date, they would have no more than five days vacation time to carry forward into the next accrual period.

Al Posnanski had some questions with regard to the activity of the safety committee and if the Transfer Station was included in the overall safety plan. Michael commented that all buildings and departments were covered by the safety committee and he would have Tom Guillette contact Al to review this in detail.

Chief Frank restated his position that the Police Department would not enforce the Transfer Station Ordinance unless permit stickers were affixed to windshields of vehicles. Michael and Al explained that mainly because of seasonal rentals it was not practical to affix permits to windshields.

Chief Frank also commented that his department would not look up plate numbers of cars that did not have stickers.

Chief Frank also wanted to discuss the matter of the new overtime policy with the Board. At this point in the meeting, Chairman Reagan mentioned that, if there were no other items for general discussion, folks could leave if they needed.

Chief Frank and Sergeant Barravalle explained that there was not sufficient manpower available to perform all of the necessary tasks within the department. After discussing some of the available options with the Board it was decided that the Chief should pursue hiring additional Part Time officers for the department. Chief Frank will prepare ad copy for submission to area newspapers and possibly the Local Government Center.

The discussion of department operations continued with a review of shift scheduling and the merits of a ten hour shift versus an eight hour shift. In addition there was a discussion on when it is appropriate for an officer to take a cruiser home after a shift. There was also a brief discussion about the use of local ordinances as an enforcement tool.

Selectman Borthwick asked if the Chief if he could prepare a list of Ordinances he would like to see. Chief Frank said that he would prepare a list for review.

The Chief read a letter he had prepared for the Board stating his intention to rejoin the Central New Hampshire Special Operations Unit. He was going to use private donations to pay for the dues. The letter stated "that as of today August 5, 2009 the Town of Canaan will be reinstated as a member of the CNHSOU." Selectman Lewis noted that the Chief did not have the authority to accept private donations and spend them on behalf of the Town. Selectman Borthwick noted that the issue with the SOU was never about the money for dues it was about increased liability to the Town. Michael asked the Chief if the letter had actually been submitted to the CNHSOU. The Chief said it had not and he had presented it to the Board today so they would be aware of his intention. Michael suggested that a copy of the letter be forwarded to Town Counsel for review and comment. Chief Frank asked that he be given a copy of Town Counsel's response.

Road Agent Bob Scott informed the Board that he was having problems with the dump bodies on trucks #2 and #6. In his opinion, truck #2 would not make it through the winter and truck #6 was questionable. He was going to get pricing on replacing the bodies for the Board to review.

The Road Agent also reviewed a requisition he had submitted for gravel with the Board. He wanted to purchase some 4" gravel from another pit, have it crushed on site to 1 1/2" and then transport it to our pit. A discussion ensued with regard to how we could process material in our own pit. Bob suggested that if he had the excavator for another month he could dig out material for the crusher to process on site and lower the expense. The Board asked Bob to get some pricing on this option and submit a requisition to the Board.

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

With no further business before the Board, at 10:55 AM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a property matter. At 11:35 AM 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 11:35 AM 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 11:36 AM 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, AUGUST 25, 2009**

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: Al Posnanski, Phil Carter, Cindy Neily, Roger Cantlin, Matt Wilson and Phil Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of August 5, 2009 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 August 5, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael had prepared worksheets for the review by the Board and those present at the meeting. At 34 weeks into the year the average account balance should be 34.7%. The overall budget balance is 41.3 %. Michael noted that it was important for the overall balance to remain above the average since we anticipated losses in revenue that would have to be offset by reductions in spending. The Board reviewed the Budget vs. Actual worksheet and noted there were a few more budget lines that were tracking below the average. They included grounds and buildings repairs and maintenance, highway supplies and transfer station electricity. Michael explained that he had been reviewing the electric bills and could only find three abnormally high bills for the transfer station. He was still not certain what had caused the spike in billing, but would continue to research the issue. There was also a discussion about what other budget lines might need to be broken into more detail to capture specific departmental expenses.

**Review of 2010 Budget Submissions**

Michael had prepared a package that included copies of the draft budget proposals received from the departments as well as any supporting documentation supplied. Also included was a page of comments and explanations for some of the general government budget numbers. Michael went through the draft proposals in some detail to explain how some of the numbers were calculated. The revised cemetery numbers had been submitted and included in the folders, but not changed on the worksheet. Michael also noted that he anticipated receiving an update from Chief Bellion for the Volunteer Fire Department. The Board had a number of questions with regard to the draft proposals for Michael to check into. The review will continue at the next Board meeting with a goal to have questions and discussion topics ready for the department meeting on October 7, 2009.

## **September Meeting Schedule**

Chairman Reagan mentioned that the bi monthly SAU meetings were done, so he would be available for a more regular meeting schedule. There was a discussion with regard to meeting frequency and it was decided that the Board would continue to meet every other week for September and October. The meeting dates for September will be 9/1/09, 9/15/09 and 9/29/09. The meeting dates for October will be 10/13 /09 and 10/27/09. Michael will post the meeting schedule at the post office, the Town office, the library, the Town Crier bulletin board and on the website calendar.

## **Uniforms**

The Board reviewed the quotes for uniform programs submitted by three vendors. Michael mentioned that he had contacted all of the vendors to be certain that the quotes were still current. After a brief review and some discussion, Selectman Borthwick made a motion to accept the quote for the full program from G&K services. Selectman Lewis seconded the motion and the Board voted 3-0 in favor of accepting G & K quote. Michael will contact all of the vendors and inform them of the decision. In addition he will coordinate implementation of the new program with G & K.

## **Project Updates**

Michael informed the Board that he had received word from Wright-Pierce that the additional well testing would begin next week. We had also received notification that the Governor's Council had approved the SRF Loan for the well blending project.

Data collection at the groundwater discharge site is complete. The survey work will be completed shortly and then Wright-Pierce can begin their modeling work to evaluate the site for expansion. This project is still on schedule and we anticipate some preliminary results shortly.

The work on the Force Main at Orange Brook should be completed this week. The contractor needs to finish placing additional stones in the brook and then clean up the site.

Michael mentioned that he had spoken with Glenn earlier in the week with regard to a follow up discussion on changes to Transfer Station operations. They agreed to meet early next week and review the numbers Glenn had submitted prior to scheduling another meeting with the Board. Michael noted that they would probably be prepared to discuss this topic again at the September 15, 2009 meeting.

## **Other Business**

Michael mentioned that he would have the MS1 and MS4 forms available for the Board to review by Wednesday. These forms need to be submitted to the State by September 1, 2009.

Michael informed the Board that he had just received copies of the revised sweep account agreements from Treasurer, Kendra Withington. She asked that Michael and the Board review the documents to see if they have any questions prior to her signing them and returning them to the Bank. Michael will place the documents in the Board's review file on Wednesday.

Chief Bill Bellion had submitted a Memorandum of Understanding for the Board to review. It outlines an agreement between the Town and the SAU to use school facilities as dispensing sites for mass inoculations. Michael mentioned that he would also place this document in the Board's review file on Wednesday.

Michael mentioned that Chairman Minasian from the Orange Board of Selectmen had stopped in to ask if the Board was going to require Orange to have new recycling stickers every year in order to use our Transfer Station. None of the Board members felt that new stickers would be required for next year and that they would revisit the matter at a later time.

Chairman Reagan mentioned that the committee reviewing the withdrawal of Enfield from the SAU had met earlier in the evening and voted 13-0 in favor of not withdrawing from the district.

Chairman Reagan also mentioned that he had spoken to Dick Yeagher with regard to itemizing the costs the Town incurs each year for maintaining the Senior Center and deducting that amount from the Center's budget request. Mr. Yeagher asked that the Town submit a letter to the Board of Directors for their consideration. Michael said that he will prepare the correspondence for the Board's review.

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

With no further business before the Board, at 10:10 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 11:31 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 11:31 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 11:32 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



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 1, 2009**

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: Al Posnanski, Ed Provencal, Roger Cantlin, Matt Wilson and Phil Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of August 25, 2009 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 August 25, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Review of 2010 Budget Submissions - continued**

The Board continued their review of the 2010 budget submissions. Michael provided an update of the worksheet that included some adjustments and additions. There were some minor adjustments to wage and FICA lines for the deputy Town Clerk/Tax Collector to more accurately reflect anticipated work hours. There were also some changes in the Town Clerk equipment and dues line to include additional costs for implementing credit card payments. A reduction was made to the drug testing line after we were notified that we would be limited to four tests next year. There was an increase to the government buildings repairs and maintenance line to include some additional work requested by departments. The revised numbers from the Cemetery trustees were added. Also added were a request from the Canaan Lake Association for funding, the highway block grant estimate provided by the DRA and an adjustment to the uniform line in the Highway budget. Michael mentioned that he had checked into some of the questions the Board had asked at the last meeting. All of the Town employees and elected and appointed officials were subject to FICA because they did not fit the description of a sub contractor as defined by the IRS. Also, the mileage reimbursement rate paid by the Town should be the same as what is paid to government employees. The Board will continue their review of the Budget at their next meeting with a goal to have questions and discussion topics ready for the department meeting on October 7, 2009.

### **Discussion of possible sale of tax deeded property**

The Board reviewed the information that Michael had prepared. After some review and discussion of each property, Selectman Lewis made a motion that the eligible properties be put up for sale by sealed bid. These would include:

Tax Map 5 Lot 33 Sublot 2  
Tax Map 17 Lot 85  
Tax Map 15A Lot 61  
Tax Map 15A Lot 66  
Tax Map 6 Lot 79  
Tax Map 6 Lot 44A  
Tax Map 12 Lot 2D  
Tax Map 8 Lot 77  
Tax Map 15C Lot 2

The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Michael will conduct a final review, prepare a package of information on each property and put together an ad explaining the terms and conditions of the sale for the Board to review.

### **Project Updates**

Michael informed the Board that the additional well testing had started this morning. He also mentioned that representatives from Wright-Pierce would be in Canaan on September 17, 2009 to visit the Water plant as part of their design review. There was some discussion with regard to what would be required by way of design at the water plant. The Board expressed concern that the project not be over engineered. Michael noted that he has repeatedly expressed that concern to Wright-Pierce, but would contact them again to reinforce that point.

### **Other Business**

Michael asked the Board to consider options for the first session of the 2010 Town Meeting. The two Saturdays available for the meeting would be January 30, 2010 and February 6, 2010. After a brief discussion the Board requested that Michael make arrangements to hold the meeting on Saturday, January 30, 2010 beginning at 9 AM at the Elementary School. Michael will contact the SAU to be certain the facility is available on that date and time.

Michael informed that Board that he and Glenn Carey had two follow up discussions regarding the potential benefits of switching the Transfer Station to a dual stream facility. Michael suggested that Glenn and members of the Transfer Station Committee attend the Selectmen's meeting on September 15 to continue the group discussion. The Board agreed and asked Michael to add it to the agenda for 9/15/09.

Chairman Reagan asked if the other members of the Board thought it appropriate to have a local out of warranty repair alternative to the Ford Dealership for repairs to the Police Cruisers. There was general agreement that this would be useful for any repairs that could not be handled by the Town Mechanic. Michael noted that there had been some preliminary discussions with regard to this topic with Larry and he had some suggestions for possible vendors. Michael will review the information previously collected with regard to this issue and report back to the Board.

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

With no further business before the Board, at 8:02 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 8:43 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 8:43 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 8:44 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 15, 2009**

The meeting was brought to order at 6:30PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present and those who joined the meeting in progress: Al Posnanski, Roger Cantlin, Elwyn Neily, Pat Danielson, Glenn Carey, Cindy Neily, Dave Barney, Shirley Packard, Mike Paine, John Bergeron, Lola Baldwin, Skip Baldwin and Michael Roy. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Transfer Station discussion of Dual Stream Recycling**

Transfer Station Manager, Glenn Carey, and members of the recycling committee were present to continue the discussion of dual stream recycling with the Board. Glenn and Michael had prepared some information for the Board's consideration with regard to whether the savings in manpower could offset the reduction in revenue from going to a dual stream system. The question was how long we could continue to recycle in this way and minimize the expense to the Town. Glenn felt that the trend in recycling was to go to a dual stream or single stream model to get more people to recycle. This would increase the amount of money saved through cost avoidance due to increased recycling. At issue was the lower revenues derived from mixed bales of recyclables versus the cost savings in manpower and the increase in the amount of material recycled.

Al Posnanski, Chairman of the recycling committee felt that if we had the equipment and manpower already in place, we should continue to operate as we do currently. Glenn mentioned that the only additional cost to continue current operations would be to winterize the baling shed and add a storage area for bales of material. There was a discussion of the costs associated with these improvements. Initial estimates were six to ten thousand dollars. The Board members wanted to consider the matter further prior to rendering a decision as to how to proceed.

**Canaan Street Lake Bath House**

Residents had circulated a petition requesting that the Board save and maintain the Canaan Street Lake Town Beach Bath House and not replace it with a chemical toilet. Michael Paine presented the Board with the petition containing over 400 signatures. Town Administrator, Michael Capone asked if the signatures had been verified to which Mr. Paine responded no.

Chairman Reagan asked for any comments from those in attendance. John Bergeron asked that the structure not be taken down and that perhaps the question of what to do with the building could be placed on a warrant for Town meeting. Mike Roy mentioned that a group of volunteers had recently scraped and painted the building. They had also evaluated the interior and wanted to proceed with cleaning that as well once the door had been repaired. Mr. Roy felt that the building fit in nicely with the image of the Historic District and that the volunteers felt good about the improvements that had been done.

Chairman Reagan explained that volunteer assistance would be required in order to adequately provide for the bath house. Lola Baldwin mentioned that she was looking into organizing some assistance to help with the building. Selectman Borthwick mentioned that he was glad to see that volunteers were willing to step forward to help.

Chairman Reagan suggested that a Memorandum of Understanding (MOU) be drafted to outline responsibilities for maintaining the bath house. Mr. Paine suggested some maintenance items for the Board to consider including removal of the first aid locker and the installation of tamper proof towel dispensers. He also suggested that the front door be repaired. Michael mentioned that he would speak with Tom Guillette and make certain that the door is repaired. Lola Baldwin commented that she thought that some sort of arrangement could be worked out for the next season and then reviewed for its effectiveness. Selectman Borthwick suggested that an MOU similar to the one done for the Meetinghouse would make sense as that arrangement has worked out very well.

Chairman Reagan suggested that a draft MOU be written up and reviewed at the meeting on September 29, 2009. Everyone agreed that it would be a good next step. Michael noted that he would add a review of the draft MOU to the 9/29/09 meeting agenda. Chairman Reagan thanked everyone for their concern and willingness to help.

### **Minutes of September 1, 2009 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 September 1, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

### **Budget vs. Actual**

Michael reviewed the Budget vs. Actual worksheet of 9/14/09. He noted that 37 weeks into the budget cycle average balances should be at 29%. They are presently at 37% which is good because the reduction in State aid being given to Towns and the potential for decreased revenues will require us to reduce spending so we do not have to raise taxes. Michael noted that most of the budget lines that were trending towards being overspent for the year continued to be of concern including:

The entire Human Services budget which will most likely be out of funds by the end of September or early October. This will require the Board to transfer funds from some other area of the Budget to cover the balance of Human Services expenses for the rest of 2009. Michael anticipates this could require an additional \$20,000 in funding based on the average monthly expenses for Human Services.

The Fire Department payroll line which would be overspent by the next quarterly billing due in part to a propane leak that required a call out of fifteen people for about nine hours. Michael mentioned that he was reviewing the Fire Department budget with Chief Bellion an effort to determine what funds would be transferred to the payroll line to cover the additional expense.

Michael also noted that the adjusted invoice from our property appraisal firm had been received. The invoice was adjusted down by over \$3,000 due to a billing error that Michael had found on a previous invoice.

### **Project Updates**

Michael mentioned that the survey work of the Wastewater Treatment property was almost done. The survey will be used by Wright-Pierce to run their modeling for the Groundwater Discharge permit project. Wright-Pierce is hoping to provide some initial results on the project in the next few weeks.

Michael informed the Board that Wright-Pierce will have engineers at the Water plant on Thursday morning to do a site evaluation prior to preparing estimates for the plumbing on the well blending project. Michael mentioned that both he and Alan Hill of Water System Operators will be present at the site to provide assistance and answer questions.

The River Road bridge project is awaiting a final Federal environmental review prior to going to bid. H.E. Bergeron Engineers anticipates another two weeks minimum before moving forward.

Michael commented that he has been working with National Grid in an effort to decipher their pole numbering system prior to marking street lights that we might want to shut off. The numbers on the poles do not coordinate well with the pole numbers on the spreadsheet that National Grid provided and Michael would prefer to resolve that issue so the wrong lights do not get turned off.

## **Other Business**

John Bergeron provided the Board with an update on his efforts to get some quotes for replacing the column at the Town Museum. He was awaiting some feedback from a couple of vendors but had not received any quotes as of yet. Selectman Borthwick mentioned that he had the name of another local vendor for John to contact and would get the information to him. John was hopeful that we would have some feedback on the bids shortly. John also thought that it would be prudent to solicit bids for deck work as well.

Michael had received a request from the Source Water Protection Committee to have the Board vote to extend the 2008 local Source Water Protection Grant Program SWP-177 until December 31, 2010. Chairman Reagan made the motion to extend the 2008 local Source Water Protection Grant Program SWP-177 until December 31, 2010. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of granting the motion.

Michael mentioned that he had received a request from the Library Trustees to use the area in front of the Library for the Town wide yard sale on September 26, 2009. All of the Board members agreed that it would be acceptable. Cindy Neily, one of the Trustees was present at the meeting and agreed to pass the information along.

Michael mentioned that he had received a request from two of the residents along May Street to lower the speed limit on the unpaved portion of the Road from 30MPH to 25MPH. Selectman Lewis wanted to visit the area prior to voting on the matter. The other Board members were in agreement.

Michael mentioned that Road Agent, Bob Scott asked that the Board consider purchasing a late model used truck and a replacement stainless steel dump body as an alternative to replacing both of the 2001 six wheel dump trucks that are having problems. The Board asked Michael to check with the Road Agent to find out if he had reviewed the list of used vehicles they had given him prior to looking at other options.

Pat Danielson mentioned that the Mascoma Valley Health Initiative would be conducting a free flu shot clinic at the High School on September 23, 2009.

Michael also mentioned that Primex, the Town's health care provider would be conducting a health fair for Town employees on October 28, 2009.

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

With no further business before the Board, at 8:25 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 9:24 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 9:24 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 9:25 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, SEPTEMBER 29, 2009**

The meeting was brought to order at 6:30PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present and those who joined the meeting in progress: Al Posnanski, Elwyn Neily, Cindy Neily, Dave Barney, John Bergeron, Michael Roy, Earl Smith, Bev Chapman, Ellie Davis, Reginald Barney, Alonda Kaler, John Knott, Angie Blake, Phil Salvail and Fire Chief Bill Bellion. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Meeting with Road Agent, Bob Scott**

Road Agent, Bob Scott was present to discuss equipment issues with the Board. Both of the 2001 Freightliner six wheel dump trucks are in need of repair and/or replacement of their dump bodies. The Board had asked Bob to explore various options for addressing this issue. There were a variety of options discussed. These included purchasing replacement dump bodies for each vehicle, purchasing a used truck, if there were any good values available, and looking at possible options for new vehicles to be purchased at Town meeting. Bob mentioned that there was a 2005 Sterling six wheel truck fully outfitted available in Vermont that he would like to look at. The Board suggested that he take a look at the vehicle as a possible option. There was also some discussion with regard to purchasing drop in sanders versus the use of the Tenco bodies presently in the trucks. Bob was going to check on a couple of other options and continue the discussion with the Board at a later meeting.

Selectman Lewis asked Bob if he could establish a schedule for grading the roads. He felt that if there was a schedule set up it would eliminate a lot of phone calls from residents because they could expect their road to be graded on some regular schedule. Bob said that such a schedule could be subject to change because of weather conditions.

Chairman Reagan asked about the software program for road maintenance that Bob had been looking at. Bob mentioned that a new version of the program had just been released. He planned to purchase a license for the program and continue updating the road data base which would assist with overall planning and maintenance of the roads.

Selectman Lewis asked Bob about projects he had planned. Bob indicated that he was going to continue work on clearing sections of Jerusalem Road and Fernwood Farms Road to improve drainage and open shaded areas up to more sunlight to improve surface conditions. Selectman Lewis noted that it would be helpful to have an overall plan for Roads and a schedule to provide an even higher level of service to residents.

Dave Barney expressed his concern with regard to the lease purchase of equipment vs. the use of reserve funds for equipment purchases. He also asked if the Town would consider plowing the Boat Launch at Goose Pond during the winter months. The Board noted that the boat launch is on State property and should not be plowed by the Town.

### **Canaan Street Lake Bath House-Review of Draft Memorandum of Understanding**

Michael Roy was present representing the Friends of the Canaan Street Bath House (FOCSB). Mr. Roy had prepared a draft of a Memorandum of Understanding (MOU) outlining the responsibilities of both the Town and the FOCSB with regard to the bath house. After Mr. Roy read through the MOU there was a discussion regarding changes to the draft. Selectman Lewis expressed concern that too much responsibility was still being carried by the Town. Michael noted that items 3 and 6 (repairs to the door and siding) listed under Town responsibilities could be removed since they had already been done by the Town. Chairman Reagan asked if item 4 (opening and locking the bath house) could be handled by the FOCSB. Mr. Roy had no objection. Michael offered to make corrections to the draft and distribute to Mr. Roy and the Board for further review.

### **Discussion of inspection report on the Cozy Corner with Recreation Committee**

John Knott and Alonda Kaler were present to request that the Board consider their plan for privately funded improvements to the Cozy Corner Building so the recreation committee could use the building to organize special events and run some limited programs from the facility. John reviewed their submission with the Board detailing what they would like to do with the structure. Selectman Lewis expressed a concern with regard to spending money, private or otherwise to improve a building that eventually would be replaced. He felt that everyone's effort should be directed towards a new structure that would be built at a later date. Selectman Lewis noted that the Elementary School could be used for some of the programs if needed. John mentioned that the use of the Elementary School would cost \$500 for each event. Michael informed John that his cost information was incorrect. Michael had an email from the SAU Business Administrator informing him that any events held at the School during the week before 11PM would be free of charge. The cost for weekend events could be discussed.

Al Posnanski asked about floodplain issues with regard to the location of this or any future building. It was noted that the building had not flooded and that issue would be addressed in any future building.

Selectman Borthwick asked about the types of programs that would be held at the building. John read down a list of program activities the Committee had discussed including holiday programs and youth activities.

Angie Blake wanted to know how the lot would be used if the building was taken down. Selectman Lewis mentioned that it would probably be used for parking.

There was also a brief discussion about contamination on the lot and the status of monitoring efforts. Michael was going to look into the status of the site.

The Board asked Chief Bellion for his thoughts with regard to the condition of the structure. The Chief restated his position that his comments were with respect to the building being used on a limited seasonal basis.

The Board agreed to take the matter under advisement and Chairman Reagan thanked the members of the Recreation Committee present for their efforts.

### **Minutes of September 15, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the September 15, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

### **Budget vs. Actual**

Michael reviewed the Budget vs. Actual worksheet of 9/28/09. He noted that 39 weeks into the budget cycle average balances should be at 25%. They are presently at 36%. Michael noted that given the uncertainty with regard to State funding and other cash flow concerns it would be good to keep budget balances above the average.

The biggest concern with the budget was the Human Services expenses which will most likely be exhausted by next week. The Board will have to transfer funds from some other area of the Budget to cover the balance of Human Services expenses for the rest of 2009. Michael estimates that an additional \$20,000 in funding would be required to cover expenses for Human Services for the remainder of the year.

### **Project Updates**

Michael mentioned that the survey work of the Wastewater Treatment property has been completed and some additional flow data had been submitted to Wright-Pierce so they can complete their modeling for the Groundwater Discharge permit project. Michael is anticipating some initial results on the project in the next few weeks.

Michael informed the Board that he had sent out protective radius easement requests to the abutters within the protective radius of the well site. The State requires us to ask for an easement. If it is not granted, we can get a waiver from the State that will require us to monitor the site more closely.

Michael informed the Board that he had received a request from the State for the Town's DUNS number. The email said that upon receipt of this information, the bridge project could go out to bid. Michael noted that this was inconsistent with information he had received from H.E. Bergeron engineers so he was going to follow up and see where we really are with the bid process.

## **Other Business**

John Bergeron was present with some quotes he had received for replacement columns at the Town Museum. The Board reviewed the quotes with John and after a brief discussion Selectman Borthwick made a motion to purchase the replacement column from the vendor in Weare, NH at a cost of \$1,795.00, with the Town to pay two thirds of the cost and the Historical Society to pay the additional one third as voted in Warrant article 14 at the 2009 Town meeting. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion.

There was also some discussion with regard to the additional work that needed to be done on the decking at the museum. Selectman Borthwick suggested that we advertise for bids and also contact some vendors who would be able to do the type of work required for this project. Michael will work with John Bergeron to coordinate that effort.

Michael mentioned that the ad for the property sale had been posted in the paper and the office had already received a number of inquiries regarding the parcels for sale. Sealed bids will be accepted until October 30, 2009. Michael suggested that the Board consider opening the bids at the November 10, 2009 Selectmen's meeting.

Michael read a thank you the Board had received from the Mt. Cardigan Fish and Game Club for the use of Town property during the Town wide yard sale. The letter also contained a request for the use of the facilities on May 8 and September 25 of 2010. Selectman Lewis suggested that the request be forwarded to the Recreation Committee for them to schedule, since it is under their organizational responsibility.

Michael mentioned that he had received a request from a resident to use the Gazebo on October 10, 2009 for a wedding ceremony. It would be a brief service with less than one dozen people present. The Board agreed to the request and asked Michael to send a note requesting the use be limited to the service only and the area be cleaned after the ceremony.

Michael informed the Board that he had received a notice from the Mascoma Valley School District that the 1<sup>st</sup> session of their Town meeting is scheduled for Saturday, January 30, 2010 at 9AM in the Indian River School. After receiving the notice, he immediately contacted Superintendent Tremblay to inform her of the obvious conflict with the 1<sup>st</sup> session of the Towns' meeting, the scheduling of which had been discussed with the SAU Business Administrator on September 2, 2009. Superintendent Tremblay asked Michael to check with the Board at this meeting to see if they would change their meeting time. The members of the Board were dismayed that the SAU had scheduled their meeting for the same time when they were aware of the Boards earlier decision and as such would not reconsider changing the time of the meeting. Michael will contact the Superintendent and inform her of the Boards' decision.

Al Posnanski asked if the Board had come to a decision regarding Transfer Station operations. The Board had not and asked Michael to place the matter on the agenda for the October 13, 2009 meeting.

Al also asked about safety measures at the Transfer Station. Michael mentioned that he had spoken with Tom and first aid kits had been sent to the Transfer Station. Michael said he would check on the status of the fire extinguishers.

Ellie Davis asked if the Town still had a Mechanic. She noticed that the salary line appeared to be significantly under budget. Michael mentioned that the Mechanic had been out on medical leave and was being paid through workers compensation and not the budgeted salary line.

Elwyn Neily suggested that the Board contact Merle Bixby about patching the Library steps. Michael mentioned that Tom already had the materials for the project and was waiting for some dry weather to do the steps.

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

With no further business before the Board, at 8:50 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 10:02 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 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 voted 3-0 by roll call vote. At 10:03 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

**CANAAN BOARD OF SELECTMEN'S MEETING  
MINUTES  
Wednesday, October 7, 2009**

The meeting was brought to order at 8:01 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, Glenn Carey, Bob Scott, Vicky Mc Alister, Police Chief Sam Frank and Fire Chief Bill Bellion. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Employee Health Fair**

Michael spoke briefly about the free health screenings and the flu shots that would be available to all employees and their spouses on October 28, 2009 between 11AM and 2PM in the Fire Department meeting room. He encouraged Department Heads to schedule time for their employees to stop by for testing and shots.

**Update of 2009 Budget vs. Actual**

Michael had prepared copies of the latest 2009 year to date expenses combined with the 2010 budget submissions for those present to review. He noted that currently spending was below average year to date. This is necessary because of the anticipated drop in revenues for the year which will require a reduction in spending to avoid having to raise taxes.

Michael noted that the Human Services budget was now completely exhausted and would require a transfer of funds from another part of the budget to cover an anticipated shortfall of \$20,000 for the balance of the year.

**Questions and Answers on 2010 Proposed Budgets**

Michael noted that the Board was still in the process of reviewing 2010 budgets and planned to have their first draft available for review and discussion at the October 29, 2009 Budget Committee Meeting.

Vicky asked about the reduction to the Health Insurance line in the 2010 Budget. Michael replied that the decrease reflected the adjustment to the premium based on the change to the new plan plus a contingency for possible enrollment changes during the second half of 2010.

Chief Frank asked about the figures that were in the Selectmen's column for the Police Department. Michael noted that those represent some of Gloria's calculations for salary and wage lines and since there was a discrepancy with her numbers and those submitted by the Chief, they were included on the worksheet so they could be reviewed and discussed.

Larry asked about wage increases for employees this year. Selectman Borthwick responded that there were no increases planned due to current economic conditions.

Bob Scott mentioned that he would like to discuss his Budget with the Board after they have completed their review, but prior to going to the Budget Committee for his second budget session.

### **Other business**

Bob Scott had a concern with the parking near the Church at the intersection of Blackwater Road and Route 4. The Church was allowing students from the High School to park in their lot, but the parking was now going down both sides of Blackwater Road creating problems for plowing during the winter months. Bob suggested that the Board authorize the posting of no parking signs on both sides of the road. There was some discussion among those present as to the best way to address the issue. It was agreed that signs should be posted.

There was some additional discussion with regard to ordinances and fines that could be imposed for violating no parking bans and other infractions. Chief Frank commented that he was working on some ordinances for the Board to review.

Chief Frank asked if he could review his budget submission with the Board. Michael noted that he had not scheduled any discussion for this meeting because the Chief had informed him earlier that he would have to leave at 9:45. Chief Frank mentioned that his schedule had changed and he was available to discuss the matter at the Board's earliest convenience. The Board members agreed that they would discuss the Police Budget after the other agenda items had been completed so as to not keep the other Department heads unnecessarily.

Larry mentioned that he had been released to return to work for light duty. He noted that he had some limitations with his left arm and shoulder, but his right arm and shoulder were fine.

Glenn asked if the Board had reached any decision with regard to the storage building that the Transfer Station would need if they were to continue baling cardboard. Michael noted that the discussion of the Transfer Station was on the agenda for Tuesday, October.

Chief Bellion outlined some of the options being discussed for H1N1 vaccinations and the potential logistics issues that might arise. He did not have any specifics with regard to a schedule at this time.

At this point, the Board excused anyone who wished to leave and continued the meeting to review the Police Department Budget with Chief Frank. The Chief wanted to explain some of his budget submissions to the Board.

Selectman Lewis asked the Chief about the status of the search for part time officers. The Chief replied that he had 19 applicants for the positions. Fitness testing was scheduled for October 24, 2009. Applicants who pass the fitness tests will undergo oral boards. After that the remaining applicants will undergo a background check prior to making a conditional offer of employment. The goal is to hire two of the candidates who can work a minimum of twenty hours per week.

The Chief went through his budget and explained some of his submissions to the Board. His full time salary line reflects removal of funding for a sixth officer. He made no change to his on call line. Michael noted that the on call will be increased on April 1, 2010 per the contract by 50 cents an hour. The Chief did not think that was the case. The Chief also adjusted his part time patrol and overtime lines to reflect his anticipated requirements.

The Chief explained why he submitted a 27% increase in his salary from \$54,133.00 to \$69,000.00. He noted that this year one of his Sergeants would be making more than he would and he did not think it was fair for subordinates to make more than he did. He said when he originally took the position of Chief, it was his understanding that he would receive regular pay increases and he had not. He also mentioned that his request was based on an average salary for Chiefs from surrounding Towns. He said the Board could decide to do whatever they felt was appropriate, but he felt he should be paid more. He also said that, he did not want to throw anyone under the bus, but there were other employees who had been employed by the Town for less time than he had and were paid more.

Selectman Borthwick commented that it is very hard to justify increases to Town employees when residents are losing their jobs and having difficulty making ends meet. Chairman Reagan noted that more and more people were finding it hard to keeps up with their taxes and the Board had a responsibility to look out for all of the residents by controlling expenses.

The Chief noted that it costs the Town money to replace employees when they leave and one way to avoid those costs was to keep your present employees satisfied so they do not leave. He also noted that the tax rate in Canaan was one of the lowest in the County. Michael asked if the Chief was comparing equalized rates when making that statement. The Chief replied that he did not know. Michael commented that he was pretty certain that Canaan had the eighth highest equalized tax rate in Grafton County and that the Chief was probably looking at unequalized rates which would make for an unfair comparison.

Selectman Lewis commented that he could support a bottom line budget figure for the Police Department of \$490,000 and suggested that the Chief work towards that number. He noted that this was only his opinion and not that of the other Board members.

Selectmen Borthwick noted that if current spending continued at the year to date average, the Chief would have about \$96,000 left in his budget. He did not share Selectman Lewis's view and thought the Chief should work to lower expenses to the 10% level as suggested by Chairman Reagan at an earlier meeting.

The Chief commented that he would work to meet Selectman Lewis' request to have his the bottom line of his budget not exceed \$490,000. With no other comments on the budget, the Chief left the meeting.

Michael mentioned that Chairman Reagan had received a request from a resident for an abatement to his water bill due to a problem with a broken fixture in his basement that caused him to use more water than usual. Chairman Reagan had spoken with Terri, who mentioned that in the past an abatement would be granted for a portion of the sewer bill since the water did not go to the sewer plant. The Board discussed the matter and agreed to abate \$28.50 of the bill for that portion of the water that went into the sewer.

With no further business before the Board, at 10:45 AM 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, OCTOBER 13, 2009**

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 and those who joined the meeting in progress: Al Posnanski, Ellie Davis, Shirley Packard, Phil Salvail, Pete Gilbert and Jack Lusona. Chairman Reagan led those in attendance in reciting our pledge of allegiance. After the pledge, Chairman Reagan asked those present to remain standing and observe a moment of silence for former State Representative and Canaan resident Peter Solomon

**Minutes of September 29, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the September 29, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Transfer Station Dual Stream Discussion**

Michael mentioned that information gathered from the previous discussions was in the Selectmen's folders for reference. The Board wanted to reach a decision on this matter in order to provide some direction regarding operational plans at the Transfer Station.

Selectman Lewis noted that we should do everything we could to encourage recycling and do what is best for the community. He felt that at this time we should change the facility over to a dual stream model and not put any additional money into the baling shed or other structures that support our present method of operation.

Selectman Borthwick noted that Glenn had indicated that the industry was headed to dual stream and single stream models and given the market, it would make sense to move forward with dual stream recycling.

Al Posnanski felt that as long as we were making money we should continue operating as is and build the additional storage facilities and upgrade the building.

Shirley Packard asked about the cost of the upgrades.

Chairman Reagan estimated it would cost \$6,000 to \$10,000 to upgrade the buildings.

Selectman Borthwick repeated his concern with regard to the market and indicated that based on Glenn's estimates, with some changes to procedures and staff, we could offset any lost revenue through decreased operating expenses.

Chairman Reagan noted that while he would like to continue operations as is, it did not make sense to spend any more money for improvements that did not support the long term plans for the Transfer Station.

The Board instructed Michael to inform Glenn to begin planning for a change over to a dual stream system with an anticipated implementation on or before January 2010.

### **Budget vs. Actual**

Michael reviewed the Budget vs. Actual worksheet of 10/13/09. He noted that 41 weeks into the budget cycle average balances should be at 21%. They are presently at 33%. Michael noted that having the extra funds available was good given the uncertainty with regard to State funding and other cash flow concerns.

The Human Services budget has been exhausted and will require the transfer of funds from some other area of the Budget to cover the balance of Human Services expenses for the rest of 2009. Michael estimates that an additional \$20,000 in funding would be required to cover Human Services expenses for the remainder of the year.

Michael mentioned that he had recently discussed setting the Tax Rate with DRA. He was informed that despite having received all of the Town's information, they were still awaiting information from the SAU. Once they receive that information, the Department of Education will have to review it prior to giving it to DRA so we can schedule an appointment to set the rate. It will most likely not occur prior to the first of November.

### **Project Updates**

Michael mentioned that he had made the required corrections to the Memorandum of Understanding (MOU) the Board had discussed with the Friends of the Canaan Street Bath House (FOCSB). The revised document had been sent to Michael Roy, representing FOCSB, for his review and signature.

Michael informed the Board that the plans for the well project had been received and were available for review in the office. The State was reviewing the plans for compliance prior to going to bid on the project. Michael also mentioned that he was having discussions with abutters regarding the protective radius easements and hoped to have commitments shortly. Selectman Lewis asked that Michael proceed with getting bids on the well work after receiving the go ahead from the State so any dirt work would get accomplished before the ground freezes.

Michael informed the Board that he had submitted reimbursement requests to the State for the engineering design work and other accepted expenses regarding the River Road Bridge project. Acceptable expenses would be reimbursed to the Town at 80%. Michael mentioned that he still had not received word that the project could go to bid.

Michael mentioned that he received an email from Wright-Pierce regarding the Groundwater Discharge project prior to coming over to the meeting, but did not have a chance to review it enough to comment on it at this time.

### **Other Business**

Michael asked the Board if they wished to discuss anything with regard to the used six wheeled truck that Road Agent, Bob Scott had asked to purchase. The Board members had all inspected the vehicle and felt that it was a very good deal and would be a good replacement vehicle for one of the 2001 Freightliners. There was a discussion about putting the Freightliner out for bid instead of trading it in. The Board agreed to put it out for bid. The Board asked Michael to rewrite the purchase order to remove the trade in and authorized the purchase.

Michael mentioned that he had received an email from Dave Barney asking if the Board was planning a meeting with the Road Agent to discuss winter maintenance of Goose Pond Road. Selectman Lewis noted that the safety of the public should be the number one priority for winter road maintenance. He felt the choice of what products to use on the roads should be left to the Road Agent. The other Board members agreed and saw no reason to deviate from their decision from last year. Michael noted that he would communicate the Board's decision to Mr. Barney.

Michael asked the Board if they would like to discuss and possibly sign the Water System Operators agreement for 2010. The Board members had not yet completed their review of the agreement and will consider it at a later meeting.

Selectman Lewis mentioned that the Planning Board was going to revive the Capital Improvements Plan and develop a schedule for 2011 thru 2017.

Follansbee Road residents Jack Lusona and Pete Gilbert were present to request that the Board consider lowering the speed limit on Follansbee Road. Mr. Lusona cited a number of instances where he had observed vehicles traveling at high rates of speed along the road creating dangerous situations for residents and drivers. He was requesting that the speed limit be lowered to 15MPH. After a brief discussion with the Board, Chairman Reagan asked Mr. Lusona and Mr. Gilbert to submit a petition from the residents requesting that the speed limit be lowered. The Board could then proceed with a review of the facts to determine if it could be lowered.

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

With no further business before the Board, at 8:25 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 9:55 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 9:55 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 9:56 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, OCTOBER 27, 2009**

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 and those who joined the meeting in progress: Al Posnanski, Ellie Davis, Phil Salvail and John Bergeron. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of October 7, 2009 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 October 7, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Minutes of October 13, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the October 13, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Discussion of Museum Porch Bids**

John Bergeron, a member of the Canaan Historical Society, was present to review bids submitted from potential contractors for repair of the Museum Porch as authorized by the 2009 Town Meeting. John had received seven bids for the project. After reviewing the information provided by John and a brief discussion, Selectman Borthwick made a motion to accept the bid of \$9,000 submitted by Aaron Allen Timber Framing. The motion was seconded by Selectman Lewis and the Board voted 3-0 in favor of the motion. The Board members then signed an agreement prepared by the Historical Society which outlines the financial responsibilities of both parties with respect to the project.

**2010 Budget: Continued Discussion**

The Board continued their review of the submitted Department budgets for 2010. Each member had prepared a budget containing their individual suggestions for changes to what had been submitted. They discussed any lines where changes had been suggested by an individual member to reach agreement on what they would collectively submit to the Budget Committee. After completing their review the total for the operating budget to present to the Budget Committee was \$3,002,448.00. This represents an 8.5% reduction from last year's operating budget. Chairman Reagan noted that he and Selectman Lewis would present the Selectmen's budget to the Budget Committee at their meeting on October 29, 2009.

## **Budget vs. Actual**

Michael reviewed the Budget vs. Actual worksheet of 10/26/09. He noted that 43 weeks into the budget cycle average balances should be at 17%. They are presently at 29%. Michael noted that having the extra funds available was good given the uncertainty with regard to State funding and other cash flow concerns.

## **Project Updates**

Michael informed the Board that the bid documents were ready for the well blending project. Wright-Pierce had informed him that six firms had expressed interest in the project already. Bids will be accepted until November 19, 2009.

Michael mentioned that a representative from National Grid was going to visit Canaan in the coming weeks to review the street light list that Larry had prepared. They planned to discuss in more detail the process for removing street lights and also review the discrepancies in the number of fixtures billed versus the actual number of fixtures present.

## **Other Business**

Based on the Boards' desire to continue meeting every other week, Michael suggested scheduling meetings for November 10<sup>th</sup>, November 24<sup>th</sup>, December 1<sup>st</sup>, December 15<sup>th</sup> and December 29<sup>th</sup>. The Board was in agreement on the dates. Selectman Borthwick noted that he will not be available for the two meetings in mid to late December. Michael mentioned that due to some renovation and painting that will be done in the Fire Station, some of the December meetings may have to be held at the Senior Center.

Michael mentioned that Glenn had submitted a list of items to be addressed prior to the switch to dual stream recycling. The first was a request to have the backhoe repaired. The Board asked Michael to contact the Road Agent and have him look at the Backhoe. Glenn also suggested that commercial businesses be notified that at some point, the Transfer Station will no longer accept recyclables from them. Michael mentioned that he is already working on a draft letter for the Board to review. Glenn had also suggested that something be prepared to notify residents of the coming changes at the Transfer Station. Michael mentioned that he had a draft document ready for review by the Board which, upon approval, will be placed on the website and posted around Town and at the Transfer Station. Glenn also asked if the Board wanted to reconsider continuing to have residents from Orange bring their recyclables to our Transfer Station. The Board did not want to change that agreement at this time.

Michael informed the Board that he had received the County Tax bill for 2009. The amount due is \$441,469.00. The bill is due on December 17, 2009.

Al Posnanski asked about the status of the new ordinances that had been discussed during some of the previous meetings. Selectman Borthwick mentioned that Chief Frank recently reported that he was working on drafts for review.

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

With no further business before the Board, at 10:40 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 a personnel matter. At 11:12 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 11:12 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 11:13 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, 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 10, 2009**

The meeting was brought to order at 6:30PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present and those who joined the meeting in progress: Al Posnanski, Ellie Davis, Phil Salvail, Phil Neily, Carol Goodman, Cindy Neily, Jim Rancore, Police Chief Sam Frank, Fire Chief Bill Bellion, Matt Wilson and Ellen Marie Wilson. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of October 27, 2009 Meeting**

Michael noted one correction on page 2 of the minutes in the project updates section. He corrected the word "bids" to read "bid" The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the minutes of the October 27, 2009 meeting as amended. The Board voted 3-0 in favor of the motion.

**Opening and Review of Sealed Property Bids**

Chairman Reagan opened the 14 envelopes containing bids for property taken by tax deed. The bids received were as follows:

Map 5 Lot 33 Sublot 2 - Ralph Epifanio \$4499.52 plus a computer for the library

other bids for the lot:     David Zani 1001.00  
                                  Lear and Richard Timmons \$100.00

Map 17 Lot 85 - David Zani \$15001.00

other bids for the lot: David and Kamala Tupper 5600.00  
                                  Mark Wilson 3359.00  
                                  Lear and Richard Timmons 2500.00

Map 6 Lot 79 - Frederick Coley \$2356.00

other bids: none

Map 6 Lot 44A - Frederick Coley \$526.00

other bids: none

Map 12 Lot 2D - Andrea J. Dow \$14,000.00

other bids:        David Zani 13001.00  
                      Todd Laquerre 8566.00  
                      Don Khoury 7111.13  
                      F S Enterprise 5220.00  
                      Mark Wilson 3559.00

Selectman Borthwick made a motion to accept the bid from Andrea J. Dow of \$14,000.00 for Map 12 Lot 2D. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to accept the bid from David Zani of \$15,001.00 for Map 17 Lot 85. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to accept the bid from Ralph Epifanio of \$4,499.52 plus a computer for the library for Map 5 Lot 33 Sublot 2. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to accept the bid from Frederick Coley of \$2,356.00 for Map 6 Lot 79. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to accept the bid from Frederick Coley of \$526 for Map 6 Lot 44A. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Michael informed the Board that he would notify the approved bidders of the vote and request they make payment in secured funds within seven days.

### **Chief Bill Bellion**

Fire Chief Bill Bellion was present to express his concern to the Board with regard to budgets cuts proposed in the Selectmen's budget. He was concerned with eliminating the salary for the Emergency Management Director and Assistant Director. He asked the Board if there was any other information they needed with regard to those positions. He was concerned that the Board was eliminating the position.

Chairman Reagan noted that Chief Bellion was given an opportunity to address the budget at the October 7, 2009 Department meeting and did not do so. Chief Bellion responded that he did not anticipate that the position would be eliminated. Chairman Reagan noted that the position was not eliminated, the salary was reduced to a dollar.

Chief Bellion outlined the additional responsibilities the position carries and commented that he assumed those responsibilities because the Town's Health Officer did not step forward to do the job.

Chairman Reagan indicated that, given the financial pressures on the Town, reductions to the Budget would be necessary. This had been previously mentioned to Chief Bellion.

Selectman Lewis asked what the difference in responsibilities was between the Fire Chief and the Emergency Management Director. The positions appear to have the same responsibilities. He did not understand how this position became a salaried position when in 2005 there was only \$1 budgeted for the position. The Chief recalled that he was given the position when it was determined that it would be difficult for the Board of Selectmen to have responsibility for emergency management because any decisions that had to be made would require meetings to be posted.

The Chief again expressed his concern that the Health Officer had not adequately assumed the responsibilities for the position which required someone to step in to fill the role. He has concerns that this position would not be compensated.

Chairman Reagan mentioned that this was the Selectmen's budget and that the Budget Committee has the final say in what the amount will be.

Chief Frank expressed his concern that the budget committee had told them the opposite last year. Ellie Davis, a member of the Budget Committee, explained that the Budget Committee prepares the Budget for the Town Meeting and the Selectmen manage the budget after it is accepted by the voters.

Chief Frank stated that the Selectmen are trying to dismantle public safety in this Town. He does not think things are as bad as the Selectmen say they are and wanted to know what value the Board will place on public safety. He feels that public safety is being ignored. He expressed his concern with some of the changes to his budget and feels that he is losing money out of his budget every year. He mentioned that the money placed in the overtime line would not even meet his contractual obligations for holiday overtime.

Chief Frank also expressed his concern with funding for the Emergency Management Director. He feels that Chief Bellion is not adequately compensated for the position. Chief Frank felt that Chief Bellion should be receiving an additional seven to eight thousand dollars a year as a stipend.

Chairman Reagan verified that Chief Bellion was paid hourly for the calls he went on in addition to receiving five thousand dollars for the Chief's position.

Selectman Lewis asked how the Chief would classify the department. Chief Bellion noted that they are an on call paid department.

Chief Bellion expressed concern with some of the cuts proposed for the department as well. There was a brief discussion with regard to the fees charged for hydrants. Chief Bellion felt that he could live with some of the cuts, but it would be hard to maintain a rotation cycle on turnout gear and items like that with additional cuts. It would also be difficult to keep up with NFPA requirements for equipment. Selectmen Lewis asked if those NFPA standards were required or suggested. Chief Bellion replied that they are required.

Selectman Lewis asked what expenses the Association funds pay for. Chief Bellion noted that some of those funds had paid for equipment and repairs to vehicles.

Chairman Reagan once again expressed his concern that the Chief had not come to the Board sooner. Chief Bellion mentioned that if he had known about the cuts he would have done so.

Selectman Borthwick noted that the Board had asked the Departments to cut budgets by 10% and the Library was the only group that had done that.

Chief Bellion responded that he thought given the nature of what his department does, the Board felt the Fire Department might not be required to meet that goal.

None of the Selectmen recalled making that statement.

Chief Bellion expressed his concern that he would not have enough money in his budget.

Selectmen Borthwick asked where folks thought the money would come from to pay for all of this. Even with the reduction in the Department Budgets, given all of the State Budget woes and the problems in the economy area wide, we have all we can do just to keep people in their houses. We are not attacking public safety we are attacking the budget to control costs.

Chief Bellion expressed his concern that the Board is not letting the Department Heads manage their budgets. It sends a message that the Board does not trust the Department heads.

Chairman Reagan noted that it is a financial decision and is not about personalities. It is about the budget. Of the forty Towns in Grafton County, Canaan has the eighth highest equalized municipal rate. This is an impediment to growth.

Chief Bellion commented that recently he has seen businesses that are interested in coming to Town.

It was mentioned that the Fire Department budget will be discussed by the Budget Committee on December 3. Ellie Davis noted that there would be other opportunities to adjust the budget including deliberative session.

Chief Frank stated that the Board does not understand how much work employees do. The Board does not understand how much work Chief Bellion puts into his job.

Chief Bellion felt that there was no indication that he needed to make cuts in his budget. Chairman Reagan noted that at the August department meeting it was mentioned by the Board that they were looking at a target of a 10% reduction for the overall budget.

Chief Frank expressed his concern that he wasted his time preparing his budget because the Selectmen do not listen to the Department heads.

Chairman Reagan mentioned that the Selectmen listen to not only the Department heads, but the residents as well. He mentioned that it is still up to the budget committee to decide what the final budget that goes to the deliberative session will contain.

Chief Bellion asked who is going to update some of the emergency plans that need to be worked on next year. He would be reluctant to put in the time if he was not going to be compensated.

Chief Bellion asked the Board that if he were to go to the Budget Committee and get money put back into the Budget would the Board support it.

Selectman Borthwick said he would support the Budget Committee recommendation. The other Board members agreed.

Chief Frank again expressed his concern that the Board made the cuts without consulting with them.

Chairman Reagan asked that they take it up with the Budget Committee. The Board would support their recommendation. He thanked the Chief and those present for coming to the meeting.

### **2010 Budget: Continued Discussion**

Michael noted that he had left this item on the Agenda in case the Board wished to continue any discussion on the Budget. He noted that the latest budget vs. actual figures indicated that with seven weeks left in the budget year, budget balances were above projections. The Board reviewed the Budget vs. Actual report and noted that most of the budget shortfalls were consistent with what had been developing during the year.

Chairman Reagan asked if there were any questions regarding the budget. Cindy Neily asked if the Board planned on paying the funding requests in the operating budget received from some of the Regional Associations. Selectman Borthwick noted that the funds allocated for those agencies would most likely be used to supplement the Welfare Budget. Chairman Reagan noted that it really comes down to "charity begins at home" and we need to support the Welfare Budget before we consider expanding our support.

## **Recreation Committee Appointments**

Michael mentioned that six residents had expressed interest in being appointed to the Recreation Committee. Michael noted that the RSA governing appointments required that all appointees be residents and that they be appointed to staggered terms. Chairman Reagan suggested that they be appointed to one year terms and then decide at the meeting on November 18, 2009 how to stagger the terms. Selectman Borthwick made a motion to appoint Bev Chapman, Tom Guillette, Alonda Kaler, John Knott, Carol Medeiros and Wally Medeiros to the Recreation Committee for one year terms until such time as the individual members could decide the length of term they wished to serve. The motion was seconded by Selectmen Lewis and voted 3-0 in favor by the Board.

## **Other Business**

Michael informed the Board that he had been contacted by H.E. Bergeron Engineers regarding construction of the River Road Bridge. Given the fact that they had yet to receive final approval from the State and Federal Government and the fact that we are going into winter season, they suggested we consider spring construction on the bridge to avoid paying additional fees for winter construction. Selectmen Borthwick asked if we could still go out to bid once we receive the go ahead. Michael replied that we could and in fact some other Towns have done just that. Michael mentioned that H.E. Bergeron had informed him that bids for other projects had been coming in below estimates. He also mentioned that the delay might help with cash flow since it would allow more time for reimbursements already submitted to the State to be paid out providing more up front money for the project in the spring.

Michael mentioned that the next Budget Committee meeting would be on November 19, 2009.

Michael also asked the Board if they wanted to include Cardigan Mountain School, Canaan Elementary School and Indian River School on the list of facilities from which the Transfer Station will no longer take recyclables. The Board agreed that the material should no longer be accepted and we should give them a changeover date so they can make provisions for handling their own material.

Michael also asked the Board if they were in agreement that C and D material and Bulky waste items such as furniture should be directed to Hammond Recycling. Taking those materials directly to Hammond's would save residents money on disposal costs and eliminate two more containers from the Transfer Station. The Board was in agreement that given the cost savings all around they should proceed with implementing a changeover by the end of this year.

Al asked about the backhoe at the Transfer Station. Michael asked Road Agent Bob Scott if the backhoe had been looked at. Bob mentioned that he was going to speak with Larry who would be looking into the cost for parts.

Al Posnanski asked if we needed to order more Transfer Station stickers. Michael mentioned that he would check, but did not think we needed any at this time.

Al Posnanski asked about the status of the new ordinances that had been discussed during some of the previous meetings. Selectman Borthwick mentioned that Chief Frank recently reported that he was working on drafts for review. Al Posnanski suggested that perhaps the Board set up a meeting with the Chief

### **Road Agent Bob Scott**

Bob Scott was present to speak with the Board regarding the use of savings from his operating budget to fund the purchase of new equipment for the Highway Department. Among the items that Bob discussed with the Board were a replacement backhoe, a loader, another Dump Truck and a replacement for the Ford one ton. Michael mentioned that some of the information on the equipment was already in the office and that he would put it back in the Selectmen's in basket. Bob Scott noted that he could supply whatever additional material the Board needed to consider his request. The Board members indicated that they would review the information provided and discuss it again at a later meeting.

Selectmen Borthwick asked about the balance in the Highway reserve fund. Michael indicated that by the end of the year there would be about \$66,000 in the reserve fund.

Ellie Davis asked why the Grader was at the Transfer Station. Bob Scott indicated that it had broken down while doing some grading work and needed to be repaired in place. The part had arrived late this afternoon and would be installed on Wednesday.

Michael asked about a winter parking ban. He wanted to know if the Board wanted to enact one and if so, should we prepare signs to place around Town. Selectmen Lewis expressed a concern with trying to enforce the parking ban without an ordinance in place. There was some general discussion with regard to how to best go forward and what areas of Town could be posted. Michael noted that we will have to work on the ordinance in an effort to close the loop on enforcement. Al suggested a meeting with the Fire and Police Chief to move forward on this issue. Selectmen Borthwick noted that the Chief's were working on this. Michael said he would contact them to see where things stand.

Michael asked the Road Agent if there was salt in the sand that was put up at the Transfer Station for residential use. Bob said that there is some salt in the sand. Michael felt that we should indicate that so residents will be aware that it contains salt prior to placing it in their vehicles.

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

With no further business before the Board, at 8:30 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 a personnel matter. 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 roll call vote. 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 voted 3-0 by roll call vote. At 9:41 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, NOVEMBER 24, 2009**

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 and those who joined the meeting in progress: Phil Salvail, Dave Barney, Zyg Onacki, Joann Onacki, Betsy Hutchins, Carolyn Barney and Chuck Townsend. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of November 10, 2009 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 November 10, 2009 meeting as amended. The Board voted 3-0 in favor of the motion.

**Goose Pond Winter Maintenance**

Dave Barney was present to speak with the Board regarding his concerns with Goose Pond. He commented that he felt he was not getting his money's worth for his tax dollar. He cited the elimination of trash pick up at the boat launch and the cuts in funding for the portable toilet there as well. He also expressed concern with the roadside mowing that was done along Goose Pond this summer noting that it destroyed the protective vegetative barrier around the pond.

He also wanted to make a presentation to the Board outlining his concerns with the continued use of road salt treated with magic salt on Goose Pond Road. He feels that the use of road salt increases the conductivity in the pond and the use of Magic Salt, which contains phosphorous, contributes to the formation of Cyanobacteria. Mr. Barney felt that the use of abrasives only would provide for safe passage along the Road and eliminate the influence of salt and phosphorous on the Pond. He noted that the Town of Hanover used manufactured sand on some of its roads with no problems. Mr. Barney presented the Board with a packet containing a letter dated September 28, 2009 requesting that the Board approve and implement the Goose Pond Road Winter Maintenance Policy recommended by the Road Salt Working Group on November 14, 2006. The packet also included a copy of the original policy, and some articles and information regarding the increased salinization of fresh water in the northeast and information regarding cyanobacteria.

Selectman Lewis commented that the Board needs to be concerned with keeping the Road safe for travel.

Chairman Reagan asked if the Goose Pond Lake Association had done a septic survey similar to what had been done at Canaan Street Lake. He also noted that the Highway crew had been treating Back Bay Road near Canaan Street Lake with magic salt and there had been no adverse effects reported there.

Selectman Lewis asked about the septic systems as well. He was concerned with the old septic systems that might be on properties around the lake. To him this was a greater concern than salt.

Mr. Barney responded that septic was not an easy problem. He thought that since the road salt and magic salt were identified sources which are easy to remove then they should be not be used on the road.

Selectman Lewis asked if Mr. Barney was suggesting that Goose Pond Road be treated with abrasives only. Mr. Barney replied yes.

Chairman Reagan once again expressed his concern with the winter conditions on the road and the question of overall responsibility for public safety. He noted that we are not able to plow as frequently as Hanover which requires the use of materials to keep snow and ice from building up on the roads. He noted that the Road Agent, Bob Scott, always does his best to manage the use of salt while keeping the road clear, but ultimately it is a matter of public safety. There is always the possibility that the road will need to handle school buses as well as cars and trucks. He felt that the need for safe travel necessitates some level of salt being used on the road.

Selectman Borthwick asked why, if salt was really the issue, was the State was still treating route 4A which runs along Mascoma Lake with salt. That is the water supply for Lebanon.

Selectman Borthwick also asked if anyone knew how long the road had been paved. Mr. Barney was not sure, but he felt that an unpaved road would be better as it would eliminate the use of salt on the road.

Selectman Lewis asked the Road Agent, Bob Scott, if he could get an estimate of the cost for using a manufactured sand/salt mix on Goose Pond Road. Mr. Scott replied that he would have to get a number for doing the plow route that includes Goose Pond Road and not just for the one road as it would be too time consuming to refit the trucks during a storm. Mr. Barney asked if we could get an estimate as to how much material was applied to the road.

Selectman Borthwick expressed his concern with paying for manufactured sand when we have already invested funds in equipment to manufacture our own sand.

## **Well Blending Project – Bid Results and Recommendations**

Michael reviewed the information contained in the bid recommendation received from Wright-Pierce. They recommended that the Board accept the bid of \$79,180.00 submitted by Keymont Construction of Laconia, NH. The Board reviewed the materials provided and agreed with the recommendation. A motion was made by Selectman Borthwick to authorize Michael to sign the Notice of Award as soon as the necessary approvals had been obtained from NHDES. The motion was seconded by Selectman Lewis and voted 3-0 in favor.

Michael also supplied the Board with a cash flow projection for their review and comment. He noted that there would be a meeting on Friday, December 4 at 2PM in the Town Office conference room with Keymont, NHDES, Wright-Pierce and the Town to discuss the particulars of moving forward with the project.

## **Electric Utility Appeal**

Michael provided some background information with regard to this topic. The New Hampshire Electric Coop has filed an appeal with the BTLA for their 2008 property tax assessment. Michael had contacted George E. Sansoucy, PE, LLC, the appraisal firm that had done the original assessment, to assist the Town with the appeal. Michael outlined the discussion he had with Mr. Sansoucy regarding the timeline for the appeal process. Mr Sansoucy had prepared an agreement for consulting services for the Board's review and comment. Michael informed the Board that, although no work would be done prior to year end, if they could move forward with the agreement at this time, funds could be encumbered from this year's legal and assessing budget lines to cover the expenses incurred in 2010. After a brief discussion with regard to the contents of the agreement, Selectmen Lewis made a motion that the Board accept the terms contained therein and sign the agreement. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. The Board members then signed the agreement which was witnessed by Philip Salvail.

## **Boston Post Cane**

Michael informed the Board the he had been contacted by Barbara Belloir, the grand daughter of Mary Hazen. Barbara had inquired as to whether of not Mary was the oldest living Canaan resident and therefore entitled to receive the Boston Post Cane. Michael had checked with Town Clerk, Vicky Mc Alister who confirmed that Mary was indeed the oldest living resident.

Selectman Borthwick made a motion that the Board award the Boston Post Cane to Mary Hazen in recognition of her being Canaan's oldest living resident. The motion was seconded by Selectman Lewis and voted 3-0 in favor. Chairman Reagan offered to attend the 100<sup>th</sup> birthday celebration to be held in Mary's honor on December 12, 2009 to present her with a replica of the cane.

## **2010 Budget: Continued Discussion**

Michael provided an update to the Board with regard to the ongoing 2010 Budget process. Gloria had updated the Police Retirement budget line.

Selectman Borthwick mentioned that during their meeting on November 19, the Budget Committee voted to move the Goose Pond Lake Association and Canaan Street Lake Association budget lines from the regional association section of the budget to recreation section of the budget to more accurately reflect how the funds that support these groups are spent. The Committee proposed that \$1800.00 be awarded to each group for a total increase of \$3600.00 to the recreation budget.

Scott also mentioned that during the discussion of the regional association of the Budget, the charitable groups present were told that they should submit warrant articles for their 2010 funding.

Michael mentioned that he had a brief discussion with Gloria regarding the water and sewer budget line for the Fire Department. He was anticipating that the line would have to be increased to cover some of the fees associated with the hydrant district.

## **Other Business**

Michael informed the Board that he had received some information from National Grid regarding the removal of some of the streetlights in Town. He noted that there were some questions with regard to the tariffs associated with removal costs that would require further review before proceeding.

Michael informed the Board that he had just been notified by Chief Bellion that the schedule for the Fire Department cleaning and painting had been moved up. The change will require the December meetings for the Board and the Budget Committee to be moved. Michael is checking with the Senior Center to be certain that the meetings can be held there.

Michael asked if the Board members had reviewed the information provided with regard to the new cell phone plans under consideration. Not all of the Board members had reviewed the plans so it was decided to revisit this item at the meeting on December 1, 2009.

Michael informed the Board that he and Selectman Lewis had discussed with Fred Hammond the possibility of waiting until the spring of 2010 before having residents bring their C & D directly to his facility. Everyone felt that it would be helpful to take the extra time to allow for a smoother transition. The other Board members agreed that it would be a good idea to wait until everything was in place. Michael will inform Mr. Hammond of the Board's decision.

Michael informed the Board of a discrepancy he had noticed with one of the tax property sales that would require that it be nullified. In preparing the deed for the parcel located at Tax Map 6, Lot 44A, it was discovered that although the property was originally taken for taxes in 1995 and subsequently sold properly in 1998, the individuals who purchased it then gave it back to the Town. This technically makes it Town property and not property taken by tax deed. Michael suggested that the funds received from the buyer be reimbursed at this time and the property resold if the Warrant Article authorizing the Board to sell town owned property passes in the spring of 2010. The Board agreed that it would be okay to return the funds. Michael apologized for not noticing the discrepancy sooner.

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

With no further business before the Board, at 9:39 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 a personnel matter. At 10:32 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 10:32 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 10:33 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 1, 2009**

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 and those who joined the meeting in progress: Ellie Davis and Jack Lusona. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of November 24, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the November 24, 2009 meeting as amended. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the Budget vs. Actual report of 11/30/09 with the Board. He noted that spending is slightly below where it should be at this time which is good because of the drop in revenues. He also mentioned that the Welfare Budget is on pace to be overspent by close to \$20,000 by the end of the year.

Michael also mentioned that the Board should plan on voting for their budget transfers prior to year end. Selectmen Borthwick suggested that it be done at the meeting on December 29.

**Health and Safety Policy Update**

Michael informed the Board that the latest update of the Health and Safety Policy had been distributed to all of the departments. He also noted that safety audits would begin in the coming weeks.

**Review of MOU for Historical Society**

The Board reviewed the draft document that had been supplied and suggested some changes. They agreed that the line allowing fees to be charged in section II b should be removed. They agreed to eliminate section II c. They also felt that the document should have a renewal period. Michael will send a marked up copy of the MOU to Mr. Townsend for his comments.

## **Discussion of Cell Phone options for new agreement**

Michael reviewed the document he had provided to the Board regarding the new options for cell phone plans under consideration. After a brief discussion, the Board instructed Michael to pursue the Cellular One plan without blackberries.

## **2010 Budget Update**

Michael mentioned that there were a few changes being made to the draft budget. He noted that the water and sewer line for the fire department budget would have to be increased to \$5,600 to account for hydrant charges assessed to the fire department account.

He also asked the Board about putting some money back into the C & D disposal line for the Transfer Station Budget because of the delay in implementing the program with Hammonds. The Board agreed to put \$2,000 back into that line.

Michael reminded those present that the next budget committee meeting would be on Thursday, December 3 at 7PM at the Fire Station.

## **Other Business**

Michael asked the Board if they were still interested in pursuing a winter timber cut on the Transfer Station property. The Board asked Michael to contact Jim Burnett and move forward with the cut. Selectman Lewis asked the Board to consider doing some additional cutting at the Town lot on Follensbee Road.

Michael informed the Board that Lola Baldwin had responded to the request for a citizen representative to join the CIP committee. Steve Ward wanted Michael to check with the Board to see if they had any questions or objections with regard to having Lola work on the CIP. The Board had no objections and expressed their sincere thanks for her willingness to participate.

Michael reviewed some information on manufactured sand that Road Agent Bob Scott had submitted for the Board to review. After a brief discussion, the Board decided to have Bob purchase some manufactured sand to blend with salt and test on the plow route in West Canaan.

Michael mentioned that he had a conversation with Rick Skarinka from DES, who was inquiring with regard to the plans the Board had for the ARRA funds that had been approved by the voters at the special Town meeting this past summer. Rick wanted to know if the Board planned to go ahead with the other phases of the project including replacing the filter sand. After a brief discussion the Board asked Michael to contact Water System Operators to get some pricing from them with regard to doing the sand replacement.

Michael mentioned that the Department meeting was scheduled for Wednesday, December 2, 2009 at 8AM in the Town Office meeting room.

Jack Lusona was present to deliver a petition from the residents of Follensbee Road requesting that the speed limit on the road be posted at 20MPH. Mr. Lusona also asked that the sign include the words "strictly enforced". The Board accepted the petition and thanked Mr Lusona for collecting the signatures. Michael commented that he was not sure you could post the road below 25MPH, but he would research it and contact the Road Agent and Chief Frank to see what could be done.

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

With no further business before the Board, at 9:25 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 10:25 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 10:25 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 10:26 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

**CANAAN BOARD OF SELECTMEN'S MEETING  
MINUTES  
Wednesday, December 2, 2009**

The meeting was brought to order at 8:00 AM by Chairman Reagan at the Town Office Meeting Room. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Larry Brabant, Glenn Carey, Bob Scott, Police Chief Sam Frank, Amy Thurber, Nelson Therriault, George Lazurus and John Hennessey.

**Update of 2009 Budget vs. Actual**

Michael distributed copies of the latest budget vs. actual for everyone to review. He noted that currently spending was below average year to date which is good because of the anticipated drop in revenues for the year which will require a reduction in spending to avoid having to raise taxes.

Michael also noted that the Human Services budget deficit continues to grow and may be close to \$20,000 overspent by the end of the year. This will require funds to be transferred from some other part of the Budget to cover the shortfall.

**2010 Budget Update**

Michael mentioned that there were a few changes being made to the draft budget. He noted that the water and sewer line for the fire department budget would have to be increased to \$5,600 to account for hydrant charges assessed to the fire department account.

He also asked the Board about putting some money back into the C & D disposal line for the Transfer Station Budget because of the delay in implementing the program with Hammonds. The Board agreed to put \$2,000 back into that line.

Larry asked if the Board would consider putting some additional money into the repair parts line of the Mechanics budget. He has noticed that the cost of parts for the newer vehicles is increasing and he did not want to run out of money for parts. The Board suggested that he mention it at the Budget Committee meeting on Thursday.

Chief Frank mentioned that he would like to purchase a traffic counting device for the Police and the Highway Department to use. He mentioned that they cost about \$3,000, but half of the cost could be paid through a grant. Chief Frank noted that having this unit would help the Department to target areas where vehicles are speeding and allow him to step up enforcement. Bob Scott thought the unit would be helpful to measure traffic volumes to help him with analyzing where road improvements need to be made.

Michael reminded those present that the next budget committee meeting would be on Thursday, December 3 at 7PM at the Fire Station.

Michael also reviewed the latest non property tax revenue numbers with those present. He noted that as of the end of November those revenues were down more than \$60,000 from last year. If you combine that with some of the revenues the State is no longer paying to the towns it represents a loss of more than \$100,000 in revenue for the year.

### **Town of Canaan Health and Safety Policy**

Michael checked with everyone to be certain that they had received a copy of the new Health and Safety Policy. He mentioned that the Health and Safety Committee would begin conducting safety audits shortly. It was also noted that the Committee will need to have new members selected from the Departments soon.

Chief Frank thought the safety audits were a good idea, but wanted to be certain that the Town would be able to follow through with the recommendations of the committee. Michael commented that it was his understanding that as long as reasonable efforts at compliance were made by the Town, regulators would allow sufficient time for compliance so that the money associated with the improvements would not have to be spent all at once. Chairman Reagan noted that we would have to be in compliance and the appropriate priority would be assigned making the improvements.

### **Other business**

Michael asked if the departments could plan on submitting there year end reports before January 15, 2010 for inclusion in the Town report.

Michael mentioned that the Board had received a petition from the residents of Follensbee Road requesting that the speed limit on the road be posted at 20MPH. They also requested that the sign read "strictly enforced". There was a brief discussion with Road Agent Bob Scott and Chief Frank as to whether the limit could be lowered below 25MPH. Michael said he will look into it, but wanted folks to be aware that the request had been made.

Michael also mentioned that the Board would like to proceed with the Timber cut at the Transfer Station and along Follensbee Road.

Chief Frank asked if the Board had reached a decision with regard to a new cell phone plan for the Town. Selectman Lewis mentioned that the Board wanted to try the US Cellular plan with just phones and no Blackberries included. Michael mentioned that he was going to work out the details with US Cellular.

Michael mentioned that the Board had approved the purchase of some manufactured sand to try on the plow route in West Canaan. They asked Bob Scott to procure some material for the trial runs.

Bob Scott mentioned that he was collecting more information with regard to some new equipment and would get back to the Board soon with additional numbers.

Selectman Lewis asked the Road Agent what prompted his comment to the paper that the Selectmen were “running the Town into the ground”. Bob responded that he felt the Board was wrong to not allow him all of the money he needed to complete the roadside mowing during the fall.

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

With no further business before the Board, at 9:05 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a personnel matter. At 9:55 AM 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 9:55 AM 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 9:56 AM 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, DECEMBER 15, 2009**

The meeting was brought to order at 6:30PM by Chairman Bob Reagan. Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present and those who joined the meeting in progress: Ellie Davis, Phil Salvail, Al Posnanski, Steve King, Dale Morse, Richard Wheeler, Duane Mansur, Wesley Mansur, Ross Longley and Steve McKinney. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Meeting with Transfer Station Personnel**

Transfer Station personnel Steve McKinney and Ross Longley were present to discuss operations at the Transfer Station. There was a consensus that given the procedures that were already in place, the station could be run effectively with no changes to staffing after Glenn leaves in January. Vendor call lists were all set. Michael said that he would speak with the road agent to be certain that the grounds were cleared of snow so residents and employees could access all areas of the station. Time cards and time sheets would be available from the Town office. The employees would still have their pro-rated sick and vacation time available to them. Michael informed the Board that he had spoken with Jon Lounder regarding his availability to fill in as needed and that it would not be a problem.

There was also some discussion with regard to continuing to allow Orange residents to recycle and how to step up enforcement. It was agreed that these areas needed further review.

**Meeting with Highway Crew**

Steve King, Dale Morse and Richard Wheeler were present to discuss their concern with the lack of overtime available to the highway crew. They were upset that they were being called in early to work and not being allowed to stay after their eight hour shift to get more overtime. They were told by the Road Agent, Bob Scott, that if there was work to do, there would be overtime, but he would not have employees hanging around if there was nothing to do.

Selectman Lewis mentioned that he had no problems with paying overtime to employees provided there was productive work to be done. He agreed with the Road Agent that employees should not be sitting around doing nothing.

There was a concern expressed that employees were being called in, sent home and then called back in on the same day. The employees felt that if they came in for a shift and there was still work to be done, they should not be sent home only to come back later the same day.

Chairman Reagan mentioned that the Board would review the matter with the Road Agent, but he also felt all work time needed to be productive time.

Steve King mentioned that employees had not received raises for the past three years.

Selectman Lewis corrected Steve and reminded him that, including 2010, it would only be two years. He also noted that the Board needs to control expenses in these uncertain economic times and suggested that employees who felt they needed to make more money consider looking for other jobs.

There was some discussion involving all present with regard to the call out for the last storm and the how priorities were assigned. Selectman Lewis noted that the Board would review the call out policy and make adjustments to it if necessary.

Chairman Reagan mentioned that the Board will also review this issue with the Road Agent. The Board thanked Steve, Dale and Richard for coming in and for their service to the community.

#### **Minutes of December 1, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the December 1, 2009 meeting as written. The Board voted 2-0 in favor of the motion.

#### **Minutes of December 2, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Chairman Reagan seconded the motion to accept the minutes of the December 2, 2009 meeting as written. The Board voted 2-0 in favor of the motion. Chairman Reagan also made a motion to approve the minutes of the executive session from the December 2, 2009 meeting. The motion was seconded by Selectman Lewis. The Board voted 2-0 in favor of the motion. Chairman Reagan also made a motion to unseal the executive session minutes of the December 2, 2009 meeting. The motion was seconded by Selectman Lewis. The Board voted 2-0 in favor of the motion.

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

Michael reviewed the Budget vs. Actual report of 12/14/09 with the Board. There was a brief discussion with regard to how best to handle budget adjustments. The Board decided to continue discussion of the matter at the 12/29/09 meeting when Selectmen Borthwick returns.

## **2010 Budget Update**

Michael mentioned that the 2010 bill for the County Prosecutor had come in and the amount of the bill was \$27,138. Since this was below the preliminary estimate, Michael was going to suggest that the budget committee revisit the legal budget and reconsider their vote.

Michael also asked the Board if they wanted to consider adjustments to the Transfer Station budget in light of the changes that will go into effect at the first of the year. The Board wanted more time to consider the changes and suggested that the matter be taken up at the meeting on 12/29/09.

Michael reminded those present that the next budget committee meeting would be on Thursday, December 17 at 7PM at the Senior Center. Michael was going to submit a draft of the Default Budget and projected revenues for 2010 at that meeting. He noted that a copy of the draft was in the Board's box to review.

## **Other Business**

Michael informed the Board that he was working with Wright-Pierce to refine the original project estimates for the filter sand replacement and clear well baffling at the Water plant.

Chairman Reagan asked if the Board wanted to consider charging commercial properties a fee for recycling instead of not allowing them to recycle at all. He thought that it might help both the Town and the businesses. Selectman Lewis expressed his concern that the Transfer Station was set up to handle household material and he did not want to see taxpayer dollars spent on commercial businesses.

Duane Mansur voiced his concern that the Highway crew was not utilizing their time effectively. During a recent storm, he traveled a school bus that had not been sanded and then noticed that the Highway crew was downtown removing snow. He felt that sanding the school bus routes should be a priority. Selectman Lewis said that he would speak to the Road Agent.

Al Posnanski expressed his concern with regard to a potential conflict of interest with Selectman Lewis having the contract to haul roll offs to Lebanon for the Town. Chairman Reagan noted that the contract had been put out to bid and been awarded when Tim was not a member of the Board. Michael mentioned that he planned to review the contract and put it out to bid again next year.

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

With no further business before the Board, at 8:30 PM Selectman Lewis moved, Chairman Reagan seconded and the Board voted 2-0 by roll call vote to go into non public session to discuss a personnel matter. 8:35 PM Selectman Lewis moved, Chairman Reagan seconded and the Board voted 2-0 by roll call vote to come out of non public session. At 8:35 PM Selectman Lewis moved, Chairman Reagan seconded and the Board voted 2-0 by roll call vote to seal the minutes of the non public session. At 8:36 PM Selectman Lewis made a motion to adjourn. The motion was seconded by Chairman Reagan and voted 2-0 in favor 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

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, DECEMBER 29, 2009**

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

**Minutes of December 15, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the December 15, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the most recent Budget vs. Actual report with the Board. There was a brief discussion with regard to how best to handle budget adjustments. Michael suggested that the Budget vs. Actual report could serve as a record of the current status of the budget. Michael did suggest that the Board consider three adjustments to transactions that occurred during the year to have a more accurate record of how the funds were spent. After a brief discussion among the Board members, Selectman Lewis made a motion to make the following adjustments to the Budget:

Transfer \$2,394.95 from account 01-4194.10-430 Repairs and Maintenance to 01-4902.10-370 Capital Outlay-Equipment.

Transfer \$64,000.00 from account 01-4312.20-415 Highway Department Fuel to 01-4902.10-370 Capital Outlay-Equipment.

Transfer \$6,600.00 from account 01-4312.30-610 Highway Winter Sand to 01-4902.10-370 Capital Outlay-Equipment.

The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of the motion.

## **2010 Budget Update**

The Board reviewed the draft 2010 budget and discussed other possible changes. After a brief discussion, Selectman Lewis made a motion to reduce the salary, FICA and retirement lines for the Full Time transfer station position in the 2010 budget. It was proposed that the Salary line be reduced by \$19,000.00 with the appropriate adjustments to the FICA and Retirement. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to reduce the allocation for the Grafton County Prosecutor from \$30,000.00 to \$27,138.00. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to appropriate the necessary funds from 2009 budget surplus to pay off the balance of the debt service associated with the three outstanding water and sewer notes and have Michael explore the feasibility of doing so. Selectman Lewis seconded the motion and it was approved by the Board 3-0.

## **Default Budget-Review and Discussion**

Michael presented the Board members with a draft of the default budget to allow time for their review of the document prior to meeting on January 12, 2010. This default budget will have to be presented at the Budget hearing on January 14, 2010. Michael noted that he had been questioned by members of the Budget Committee with regard to some of his assumptions in preparing the draft document. Michael explained to the Board that he would revisit the issues raised by the Budget Committee, but expressed concern that due to the broad interpretation of what constitutes a Default Budget, there may be no clear answer to the issues raised.

## **2010 Revenue Estimates**

Michael presented the Board with a document containing 2010 revenue estimates for their review and consideration prior to the meeting on January 12, 2010. He noted that the 2010 YTD revenue column on the report provided has actual revenues through the middle of December of 2009. The Board will review the draft document and discuss it at the next meeting.

## **Other Business**

Michael asked the Board if they would like to continue meeting every other week. They agreed that it would be best. Michael will post January 12 & 26 and February 9 & 23 as the meeting dates for the next two months.

Michael also asked the Board if they wished to schedule a department meeting for every other month in 2010. The Board agreed that the department meetings on the first Wednesday of every other month were valuable and needed to continue. Michael will draft a schedule for 2010 with the first meeting scheduled for February 3.

Michael asked the Board to review and vote on granting pole licenses on Ibey Road and Talbert Hill Road. Selectman Lewis made a motion to grant a pole license to Granite State Electric and Fairpoint Co. for pole #138/11-50 on Ibey Road. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Selectman Lewis made a motion to grant a pole license to New Hampshire Electric Coop for a pole #2784-T on Talbert Hill Road. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Michael informed the Board and those present that he had been notified by the State that the River Road Bridge project can now go out for bid. Michael will be speaking with the Engineering firm to discuss the bid process.

Michael informed the Board that he had spoken with the Road Agent regarding a concern expressed by a resident with regard to the timely sanding of school bus routes. The Road Agent had provided an explanation with regard to the matter. Michael will mail a written response to the resident once he obtains a proper mailing address.

Selectman Lewis asked Michael if he had any information with regard to whether or not questions of a general nature can be placed on a warrant article. Michael informed the Board that a question can be placed on the warrant to “get a sense of the meeting” with regard to any topic.

Michael asked the Board if they were prepared to sign the conditional hiring recommendations for the Part Time officers that had been submitted by Chief Frank. The Board members wanted to meet and interview the candidates before signing the letters and asked Michael to speak with the Chief and schedule interviews for the Board.

Al Posnanski asked if the latest revenue numbers for recyclables were available. Michael mentioned that the year end numbers were not yet in, but he would get them to Al as soon as they are available.

With no further business before the Board, at 8:50 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 in favor 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