

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
WEDNESDAY, January 19<sup>th</sup>, 2011**

The public meeting was called to order at 4:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Ellie Davis, and Elwin Neily

Samson asked that the Board add the dedication of the Town Report to the agenda and there was a consensus to do so.

There was a brief recap of the proposed Zani land swap proposal to allow the Town to take ownership of the former landfill site off Route 4 so that the Town would qualify for landfill closure funding. Samson reviewed the proposed Warrant article language and noted that since there was no proposed expense by the Town, that it was exempt from the January 18<sup>th</sup> deadline for money articles. Samson indicated that he called to confirm that with Bernie Waugh (town counsel). A proposal was made to specifically state that no additional money was to be raised by taxes. It was also noted that the description needed to contain a right of way to the property from Route 4 and that the last sentence was incorrect and should be dropped. Motion by Scott Borthwick and seconded by Marcia Wilson to approve the language as amended subject to Waugh's approval of wording. Unanimous approval.

There was considerable discussion of whether to warn an article to authorize the sale of Cozy Corner property to a commercial developer. Discussion focused on where the proceeds should go and was decided that the original purchase price should be returned to the General Fund and that the balance should be placed in a non-lapsing recreation account. Further discussion revealed that the proposal appeared to include almost three times as much land as the three parcels that make up Cozy Corner. Samson was directed to determine if the developer intended to buy the parking areas behind the Cozy Corner property, in which case the proposal was not acceptable.

Samson stated that three names were suggested for the Town Report dedication and included Jackie Lary, Wally Medeiros and Kartherine Carlson. A brief discussion followed on their contributions to Canaan. Motion by Marcia Wilson, seconded by Scott Borthwick to dedicate the Report to all three. Unanimously approved.

At 5.30 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, January 11<sup>th</sup>, 2011**

The Board of Selectmen gathered at the Canaan Elementary School at 5:30 PM to speak with the Mascoma Valley School District Board and Budget Committee. At 6:30 PM the School Board and Budget Committee convened in open session and announced their intention to withdraw the proposed bond votes from voter approval this year. The Board of Selectmen left prepared comments with the two boards and adjourned to the Fire Station to reconvene at 7:15 PM.

The public meeting was called to order at 7:15 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Cathy Parsons, Jeffrey Parsons, Ellie Davis, Al Posnanski, Elwin Neily and Phillip Savail.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of December 15<sup>th</sup>.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of December 15<sup>th</sup>, 2010. Unanimous approval. Motion by Scott Borthwick, seconded by Marcia Wilson to amend the minutes of December 28<sup>th</sup>, 2010 to include the price of the polycast sand spreader requested by Bob Scott. Unanimously approved. Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of December 28<sup>th</sup>, 2010 as amended. Unanimous approval.

Agenda

The agenda was revised to include review and approval of the Warrant articles, review and amendment of the revenue budget and review and consideration of petitioned Warrant articles. Other business to include bids for a door and gas heater, approval of a raffle at Cardigan Mountain School, a compensation study requested by Dave Barney and the contract for computer consultation with Twin Bridge for 2011.

Articles for Warrant

Article 2 (general budget)

Motion by Scott Borthwick to amend the article to round the budget number up to \$2,993,996 from \$2,993,995.09. Seconded by Marcia Wilson. Unanimously approved.

Article 3 (water & sewer)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 4 (purchase fire truck)

Motion by Scott Borthwick to approve the article as drafted for the alternative to purchase a truck for up to \$284,000 with \$275,000 to come from the capital reserve and

up to \$9,000 to come from the Unreserved Fund Balance and proceeds from the sale of the old truck to be returned to the Fund Balance, subject to approval of wording by town counsel. Seconded by Marcia Wilson. Unanimously approved.

Article 5 (Plow Truck)

Motion by Scott Borthwick to amend and approve the article as drafted with the alphabetic script appropriation total set at \$80,000 rather than \$96,000. Seconded by Marcia Wilson. Unanimously approved.

Article 6 (Police Cruiser)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 7 (Authorize expenditure for revaluation)

Motion by Scott Borthwick to approve the article as drafted if town counsel believes it is required, otherwise to delete. Seconded by Marcia Wilson. Unanimously approved.

Article 8 (Contribution to revaluation capital reserve)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 9 (Contribution to fire truck capital reserve)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 10 (Contribution to highway equipment capital reserve)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 11 (Movement of monument and abandonment of Jog Road)

Motion by Scott Borthwick to approve the article as drafted and amended to state “at no additional cost to the taxpayers” and subject to review by town counsel. Seconded by Marcia Wilson. Unanimously approved.

Article 13 (Authorization to remove street lights)

Motion by Scott Borthwick to approve the article as drafted. Seconded by Marcia Wilson. Unanimously approved.

Article 19

Motion by Scott Borthwick to approve the article as drafted and renumber all as necessary. Seconded by Marcia Wilson. Unanimously approved.

Petitioned Articles

Samson distributed copies of all petitioned articles. He noted that the signatures had been checked and all petitions contained at least 25 signatures of voters. Petitions will be

adjusted slightly to assure that each contained the words “raise and appropriate”. Each was considered for recommendation.

Recommendation for the West Central Behavioral request for \$3,300. Scott and Bob opposed. Marcia in favor.

Recommendation for the West Central Behavioral request for \$3,300. Scott and Bob opposed. Marcia in favor.

Recommendation for the Mascoma Valley Health Initiative request for \$2,735. Scott and Bob opposed. Marcia in favor.

Recommendation for the TriCap request for \$4,488. Scott and Bob opposed. Marcia in favor.

Recommendation for the Advance Transit request for \$7,600. Scott and Bob opposed. Marcia in favor.

Recommendation for the Grafton County Senior Citizens request for \$9,000. Scott and Bob opposed. Marcia in favor.

Recommendation for the WISE request for \$2,300. Scott and Bob opposed. Marcia in favor.

Recommendation for the NH VT VNA request for \$9,700. Phil asked how much is received for visits and Ellie noted that they do not serve everyone. Scott opposed. Marcia and Bob in favor.

#### Revenue

Samson reviewed the year end revenue numbers and proposed that the budgeted revenue numbers be adjusted as proposed in the handout totaling \$1,126,745 from non property tax sources. It was noted that the block grant was proposed at the full funding level with the understanding that the budget was also projected at the full funding level. If the grant is not full funded, the expense side will be reduced.

Motion by Scott Borthwick, second by Marcia Wilson to approve the adjustments. Unanimous.

#### Cardigan Mountain Raffle

Motion by Scott Borthwick, second by Marcia Wilson to approve the raffle. Unanimous.

Bob explained that there was a surplus Rinnai heater and door that we could offer for sale to town employees. The consensus was to do so.

At 7:55 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel under 91-A:3 II(b)&(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 8:15 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 8:16 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 8:20 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**-CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, January 25<sup>th</sup>, 2011**

Selectmen convened at 6:35 PM and was called to order by Chairman Reagan. Others present: Selectman Scott Borthwick, Steven King, Dale Morse, Ed Provencal, Richard Wheeler, Douglas King, David Heath, Louis Jacobs, Bob Scott and TA Michael Samson. At 6:36 PM Selectmen Borthwick made a motion to enter non-public session to discuss Personnel under 91-A:3 II(c). The motion was seconded by Bob Reagan and voted 2-0 by a roll call vote of the Board. Marcia Wilson joined the meeting at 6:40 PM.

At 6:58 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 7:00 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Steven King, Dale Morse, Ed Provencal, Richard Wheeler, Douglas King, David Heath, Louis Jacobs, Bob Scott, Al Posnanski, Ellie Davis, and Elwin Neily.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of January 11, 2011 and January 19, 2011.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of January 11, 2011. Unanimous approval.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of January 19, 2011 with the amendment . Unanimous approval.

Review and final Approval of Warrant

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the final warrant with the addition of the words “with the approval of the Board of Selectmen” in article 11. Unanimously approved.

Review of the Town Report

Samson distributed a copy of the proposed Town Report to the Selectmen for proofing and review.

Review of E-One Fire Truck proposal

The Fire Department had negotiated a price and terms for a replacement fire truck with a price of \$283,899. Desorcie (E-One) is looking for a commitment by the Town to buy the truck if the voters approve the authorization on March 8 and asked for a letter of intent to buy contingent on the approval. Scott Borthwick moved and Marcia Wilson seconded a motion to approve a letter of intent subject to the voters approval and in accordance with

the specifications provided by the Fire Department and used for the proposal from E-One. Unanimously approved.

#### Friends of Canaan Village Decorations

The Friends of Canaan Village requested that they be allowed to buy maintain, put up, remove and store seasonal decorations for the village common. Marcia Wilson moved to approve the request. Seconded by Scott Borthwick and unanimously approved.

#### Other Business

Scott Borthwick provided information on the Old Meeting House. It is anticipated that repairs to the steeple could be as high as \$87,000 and only \$8,000 has been raised. The goal is to look at other possible alternatives and as part of that process seek approval for bid specifications from LCHIP and then solicit bids. There was additional discussion of the progress on completing a rental agreement and rental process which the town will control.

Al Posnanski noted that a quarter of the revenue from recyclables is to go into an equipment and transfer station fund. He also asked that part of the first meeting in March be dedicated to the plans for the transfer station. The Board concurred and noted that the funding set aside from recycling revenues could be discussed at that time as well. Given that there was interest in more fully utilizing the processing building at the transfer station, the Rinnai heater should be retained by the Town in case it is needed in the building.

At 8:02 PM Selectmen Borthwick made a motion to enter non-public session to discuss hiring personnel under 91-A:3 II(b). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 8:55 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 8:57 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 9:00 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen



**-CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, February 8<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Ellie Davis and Joe Frazier.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of January 25, 2011.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of January 25, 2011. Unanimous approval.

Budget vs. Actual

Samson reviewed the status of accounts and noted that several were annual service contracts and showed that there were large payments out of these accounts. It was not clear yet whether we could contract with Sansoucy for revaluation of FairPoint. Postage appears not have been allocated yet. Scott noted that the recent Cargill order for salt does not appear yet. Mike indicated that he thought that the PO was still on his desk for coding. Generally, the budget is in good shape.

Sansoucy Revaluation proposal for FairPoint

Samson noted that the recommendation of Cross Country was to have Sansoucy do the revaluation of FairPoint for \$18,000. The money suggested in the Sansoucy letter for utility appeals is a moot point as the cases have been dismissed. As indicated in the budget review, we are waiting to see if the Warrant article passes to fund the 5<sup>th</sup> year revaluation and what the cost of the normal new valuations is to determine if there are sufficient funds for Sansoucy.

Proposed Recreation Commission budget for Williams Field

There was a consensus to support the expenditure of \$14,000 proposed by the Recreation Commission from Williams Field funds and monies raised subject to approval of specific purchases.

Water blending proposal

Samson reviewed the EOS proposal recommended by Water System Operators to install a new controller system at the water plant to monitor and manage the water blending system. The proposed cost would be \$7,980 and an additional \$3,000 for tank level monitoring. It is anticipated that the \$7,980 would come under the facility up-grade grant. Samson noted that there was an adequate balance in the Water-Sewer reserve. Motion by Scott Borthwick and second by Marcia Wilson to approve the recommended improvements. Unanimously approved.

Other Business

Samson reviewed the proposed purchase order system he will be implementing and the previously approved 7 exceptions to the purchase order requirement. He asked whether there were any changes or modifications. None were noted.

Joe Frazier discussed an alternative to the current practice of voting each social service agency in the Warrant. He suggested that they be combined into one article with a total dollar amount and wording “up to this total”. There would be several issues with this approach. First the voters could not pick and choose if they were lumped together. Second, the “up to” language might not be legally adequate to “raise and appropriate a specific sum from taxes”, and third, the Selectmen would then be setting a lesser amount than the original request and at least one Selectman wanted a lesser amount of zero funding. It was noted that Enfield does consider the requests and then reduces the requested amount when including the amounts in the budget. Ellie point out that we already fund these organizations in the County budget. No action taken.

At 8:02 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel under 91-A:3 II(b). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:05 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:10 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 9:12 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**-CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, February 22<sup>nd</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski and Ellie Davis.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of February 8, 2011.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of February 8, 2011. Unanimous approval.

#### CIPC

Samson provided all of the documents that were submitted to the CIP Committee during the last budgeting cycle. He noted that the building information was generated by Tom Guillette. Samson was asked about the origin of the solar power options and he responded that it had not come from him. He believed that the Committee generated that data and objective on their own. He also noted that the repair budgets for the various buildings were speculative at this point. He was asked about the need for elevators at the library and senior center. Samson indicated that the Senior Center is required by law to up-date the elevator within the next few years. The library issue depends on whether the top floor of the library is ever used. If it is then another elevator would be required. Samson indicated that there are various ways of addressing that issue which may be less expensive. Bob Scott was asked to explain his requests for a salt shed and expanded garage addition. Bob indicated that our salt storage is illegal and needs to be put under cover. Various options including a fabric shelter were discussed. He also explained that he had obtained quotes for putting a shed addition on the garage with a floor sloped so that vehicle washing could occur. It would give us more operational space for the repair of equipment in the garage. Currently, when all the vehicles are inside, there is no room for any movement at all. Furthermore, since vehicles are parked behind each other, if one breaks down, others are blocked. Samson noted that there may be a way to phase the construction so only one third is done each year. Samson noted that most of the non-building related capital costs are already funded at the \$120,000 per level. The major minor equipment problem is funding the replacement cost of the garage exhaust venting system. There was extensive discussion about the high dollar amounts requested and the lack of Department participation in the process and lack of coordination with the Budget Committee. Samson noted that on the miscellaneous equipment, the \$33,000 annual cost was arbitrarily allocated by the Committee across the various departments and does not accurately reflect what was asked or projected for each department. Samson drew everyone's attention to the long detailed spreadsheet that he had prepared and submitted to the CIP Committee. Ellie Davis indicated that the number for mowers for the Cemetery Department was incorrect and Samson apologized saying that it was forecast at the time that the list was submitted that the larger commercial mowers would be used in the future.

### Transfer Station

Scott Borthwick raised the issue of the Orange plan to go to curbside recycling. The Town of Orange wanted to know if the Town could return to using the Canaan transfer station in the event that the trial curbside program does not work out. Scott Borthwick moved and Marcia Wilson seconded that we communicate back that the Town of Canaan would entertain their return to the transfer station at the prevailing cost at the time of return and to notify the Town of Orange that we will be billing them for the pro-rata cost based on months used at the rate of \$300 per month. Unanimous approval. Samson provided copies of the contract language for landfill disposal with the City of Lebanon. He recommended that the Town give a one year notice that the Town intended to terminate the agreement in March of 2012. Scott Borthwick moved to send a notice of termination to Lebanon. Marcia Wilson seconded. Unanimous approval.

### Budget vs. Actual

The board reviewed the budget vs actual expenditures and noted that there were no apparent concerns at this time. Overtime and salt cost were an issue with the frequency of storms this year but would not be evident until the last quarter.

### Ordinances

Samson distributed a spreadsheet of existing ordinances and noted the overlap of several ordinances. He asked that the Board review them to identify priorities and also think about and identify additional ordinances needed. It will be raised at a future Board meeting. The Department heads are going through the same exercise.

### Other Business

Bob Reagan asked that we contact the County Farm about providing workers to paint the north side of the Town Hall and Meeting House.

Mike Samson was asked to contact Jim Burnett immediately about getting logging done before the mud season starts.

Norm Perry's Garage has requested approval as an inspection station. The Board indicated it would conduct an independent drive by before making a decision.

Bob Reagan asked that Tom Guillette finish cleaning out the furnace room.

Brian Furman requested the use of Williams Field for a fundraiser in April and the consensus of the Board was to authorize it.

At 8:42 PM Selectmen Borthwick made a motion to enter non-public session to discuss hiring personnel under 91-A:3 II(a). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:25 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:28 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 9:30 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, March 15<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Bob Scott, Al Posnanski, Ellie Davis, George Lazarus, John Hennessy, Shirley Packard, Karen Wolk, Keith Mansur, Dwayne Mansur, Wesley Mansur, Tim Lewis, Amanda Lewis, Pat Danielson and Phillip Savail.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of February 22, 2011.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of February 22, 2011. Unanimous approval.

#### Purchase of Fire Truck

Samson delivered a copy of the purchase agreement on the replacement fire truck for engine 3. The contract and specifications have been negotiated and approved by the fire department officers and signed by them but needs the approval of the contract by the Board of Selectmen and approval of the purchase order. After brief discussion with the two deputy chiefs in attendance, Scott Borthwick moved and Marcia Wilson seconded a motion to sign the purchase order and contract for a replacement truck from Emergency One for a price of \$283,899. Unanimous approval and signing by the Board members.

#### Transfer Station

Samson provided a detailed powerpoint review of the finances and operations of the transfer station. A copy of the printed slides of the finances of the transfer station are attached. A number of questions were raised. Wesley Mansur asked whether the Casella proposed rate included fuel surcharges and environmental fees. Samson indicated that the fee was a flat rate fee with no additional charges. He also stated that it was a fee that was good until a live floor system was put in place. He was questioned why we were going to Bethlehem and Samson stated that was one option but not the only option and that no decision would be made on that issue until the end of the year. We gave notice to Lebanon that we would non-renew the agreement next year because a one year notice was required but that we reserved the right to withdraw the notice prior to that point and asked Lebanon to continue discussions on the rate. Samson indicated that he had asked Lebanon to reduce the \$68.68 per ton rate by \$8 per ton in light of current market pricing and the fact that the capital costs and closure costs should be fully funded. At this point Lebanon has declined to lower the rates. Samson was asked why the Town should go to a live floor system now and he indicated that a live floor system allowed us to drop the number of pulls in half and also allowed us to obtain hauling prices from more contractors since the only equipment needed is a tractor with a wet kit to operate the live floor. He indicated that we would save half of the hauling cost even if we continued to haul to Lebanon. He was asked who was building the live floor station and Bob Scott indicated that Highway was. He was criticized for using highway time to do the work and Bob indicated that he would do the work and the highway crew would not be involved.

Samson pointed out that between Highway and Solid Waste the two departments were saving nearly two hundred thousand dollars a year by making changes and that the two departments were working well together. Samson was asked whether a Canaan roll-off box would be made part of Northeast (Casella's) regular fleet and Samson said no, that one box would always be stored in Northeast's yard after being dumped. He was told that Casella would not pull a box on Saturday and Samson indicated that with three boxes, there should always be two at the transfer station so that a Saturday pull should not be necessary. He described the scenarios for hauling in detail. Samson noted that after receiving an increased price from Tim Lewis for fuel costs, he had contacted Waste Management, Casella and Bestway for quotes. He had also spoken with Tim about hauling tandem loads if the Town bought a tandem trailer. After getting two bids lower than Tim's old price, Samson and Tim confirmed that Samson had asked Tim if he wanted to stick with the old price until the live floor was in use. They both indicated that Tim had declined. He was asked to make sure that the roll-off boxes were marked since Casella would use them otherwise. Samson was asked what the backup plan was if the ram went down and he responded that he would use the second ram. He was asked what the backup plan was for the live floor and he indicated that he would use a rental unit but it was noted that the rear door would be custom. He indicated that he would develop a fall back strategy before we go to the system. Other questions focused on encouraging recycling. Al Posnanski asked several questions starting with how much money is to be deposited in the Recycling Revolving Fund. There was discussion of the wording for the initial vote to create the account and the Board determined that the intent was to put 25% of the gross revenue from the sale of recyclables into the fund. Motion by Borthwick and second by Wilson to put 25% of the gross recycling revenue from 2010 (nearly \$5,000) into the revolving fund. Unanimously approved. Al's second question was a request that we match up revenue and expenses if possible in financial reports on the transfer station. His next question was what were we doing about stickers. There was discussion that included the view that usage should be restricted to residential users only. There was discussion about Orange's request to use the transfer station for purposes other than recycling. Al next asked about how cash was being handled at the transfer station and Samson indicated that cash was being brought to the Town Office with receipts after each day. Finally Al asked if there was a possibility that we could crush our glass in the gravel pit and Bob Scott answered that we only screen material in the pit.

Town of Orange request for use of transfer station for appliances.

Motion by Borthwick, second by Wilson to allow Orange to use the transfer station at the same rates as Canaan residents upon payment by Orange of \$3,000 a year or \$250 a month.

Hauling Service

Motion by Borthwick, second by Wilson to use Casella to haul roll-offs at the rate of \$195 per pull at least through July. Unanimous.

Disposal contract

No further action at this time.

### Perry's Garage

After site visits by individual Selectmen, there was a feeling that the applicant satisfied all the requirements for being an inspection station. Motion by Borthwick, second by Wilson to recommend approval. Unanimous approval.

### Logging

Samson reported on his conversations with Jim Burnett who recommended that that the trees in stand 2 weren't ready but that there would be trees ready next winter in stand 1.

### Other Business

Samson reported on the auditors' progress which so far indicated no criticisms and was completed on site in three days.

Samson handed out income and expense numbers and noted that he would review cash flow at the Tuesday meeting on the 22<sup>nd</sup>. He also noted that we were holding off on the cruiser and transfer station until we were sure that we were safe on cash flow prior to the receipt of July tax revenues.

Ellie asked whether the cemetery reimbursements in yet? No.

Ellie asked if we could use the private duty money could be used to support the cost of the cruiser. She also asked if the SRO funding supports the cruiser as well. Samson described that there is some money from the SRO billing to support the cruiser.

Keith asked that the Town look at the drainage problems on Fernwood Farms road and do something about speeders on the road and clean up a few limbs on Back Bay. Bob Scott indicated that he would.

At 8:02 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel under 91-A:3 II(b)&(a). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 8:55 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 8:57 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 9:00 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen



**-CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, February 22<sup>nd</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski and Ellie Davis.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Acceptance of Minutes of February 8, 2011.

Motion by Scott Borthwick, seconded by Marcia Wilson to approve the minutes of February 8, 2011. Unanimous approval.

#### CIPC

Samson provided all of the documents that were submitted to the CIP Committee during the last budgeting cycle. He noted that the building information was generated by Tom Guillette. Samson was asked about the origin of the solar power options and he responded that it had not come from him. He believed that the Committee generated that data and objective on their own. He also noted that the repair budgets for the various buildings were speculative at this point. He was asked about the need for elevators at the library and senior center. Samson indicated that the Senior Center is required by law to up-date the elevator within the next few years. The library issue depends on whether the top floor of the library is ever used. If it is then another elevator would be required. Samson indicated that there are various ways of addressing that issue which may be less expensive. Bob Scott was asked to explain his requests for a salt shed and expanded garage addition. Bob indicated that our salt storage is illegal and needs to be put under cover. Various options including a fabric shelter were discussed. He also explained that he had obtained quotes for putting a shed addition on the garage with a floor sloped so that vehicle washing could occur. It would give us more operational space for the repair of equipment in the garage. Currently, when all the vehicles are inside, there is no room for any movement at all. Furthermore, since vehicles are parked behind each other, if one breaks down, others are blocked. Samson noted that there may be a way to phase the construction so only one third is done each year. Samson noted that most of the non-building related capital costs are already funded at the \$120,000 per level. The major minor equipment problem is funding the replacement cost of the garage exhaust venting system. There was extensive discussion about the high dollar amounts requested and the lack of Department participation in the process and lack of coordination with the Budget Committee. Samson noted that on the miscellaneous equipment, the \$33,000 annual cost was arbitrarily allocated by the Committee across the various departments and does not accurately reflect what was asked or projected for each department. Samson drew everyone's attention to the long detailed spreadsheet that he had prepared and submitted to the CIP Committee. Ellie Davis indicated that the number for mowers for the Cemetery Department was incorrect and Samson apologized saying that it was forecast at the time that the list was submitted that the larger commercial mowers would be used in the future.

### Transfer Station

Scott Borthwick raised the issue of the Orange plan to go to curbside recycling. The Town of Orange wanted to know if the Town could return to using the Canaan transfer station in the event that the trial curbside program does not work out. Scott Borthwick moved and Marcia Wilson seconded that we communicate back that the Town of Canaan would entertain their return to the transfer station at the prevailing cost at the time of return and to notify the Town of Orange that we will be billing them for the pro-rata cost based on months used at the rate of \$300 per month. Unanimous approval. Samson provided copies of the contract language for landfill disposal with the City of Lebanon. He recommended that the Town give a one year notice that the Town intended to terminate the agreement in March of 2012. Scott Borthwick moved to send a notice of termination to Lebanon. Marcia Wilson seconded. Unanimous approval.

### Budget vs. Actual

The board reviewed the budget vs actual expenditures and noted that there were no apparent concerns at this time. Overtime and salt cost were an issue with the frequency of storms this year but would not be evident until the last quarter.

### Ordinances

Samson distributed a spreadsheet of existing ordinances and noted the overlap of several ordinances. He asked that the Board review them to identify priorities and also think about and identify additional ordinances needed. It will be raised at a future Board meeting. The Department heads are going through the same exercise.

### Other Business

Bob Reagan asked that we contact the County Farm about providing workers to paint the north side of the Town Hall and Meeting House.

Mike Samson was asked to contact Jim Burnett immediately about getting logging done before the mud season starts.

Norm Perry's Garage has requested approval as an inspection station. The Board indicated it would conduct an independent drive by before making a decision.

Bob Reagan asked that Tom Guillette finish cleaning out the furnace room.

Brian Furman requested the use of Williams Field for a fundraiser in April and the consensus of the Board was to authorize it.

At 8:42 PM Selectmen Borthwick made a motion to enter non-public session to discuss hiring personnel under 91-A:3 II(a). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:25 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:28 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 9:30 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, April 12<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Cindy Neily, Elwin Neily, Carol Bergeron, Ellie Davis, Thomas Guillette and Jim Miller.

Minutes of March 22, 2011

Scott Borthwick moved the minutes as written and Marcia Wilson seconded the motion. Unanimous approval.

**Appointment of Museum Curators Committee**

There was general discussion regarding the difference between the Museum Curators Committee and the Historical Society. It was noted that the Museum Committee is the only entity of the two that is governed by the Town and requires appointment. Members of the Committee in attendance indicated that they were in agreement with the proposed terms and members of the Curators Committee. Scott Borthwick moved that the following slate be appointed with the following terms:

	Term Expires
Daniel Fleetham, Sr	2014
Reginald Barney	2014
Donna Dunkerton	2014
Pete Cummings	2013
Betty Cummings	2012
Edward Lary	2012
Carol Bergeron	2013
Selectmen (Scott Borthwick)	2012

Marcia seconded the motion and the motion was unanimously approved.

**Meeting House Use Agreement**

There was general discussion of the proposed Meeting House Contract for use. It was noted that once the contract was approved, the scheduling will go through the Town Office and Terri would take the use forms and collect fees and deposits. Tom would be responsible for reviewing and inspected the premises after the use. Samson was directed to have the Local Government Center review the document prior to approval. Jim Miller also asked that he review the contract with the Meeting House Committee but that he was in agreement with the proposal and would try it for a year. He also indicated that he believed that the Town should do all of the inspections since it was assuming the responsibility. The Board indicated that they would do the final approval on the 26<sup>th</sup> after review by the Meeting House Committee and counsel.

**Police Department Report**

Chief Frank gave a presentation on the strategies that he was using to curtail overtime and the comparison of this years overtime hours versus those used to date in 2010. Sam

indicated that the hours were greatly diminished and that he was relying on more flexible use of full and part-time officers to keep the costs down. He noted that while he does not know how the summer will progress he is hopeful that the total overtime expense for the year will be \$15,000 less than last year.

#### Other business

Samson noted that we had a review request for Edson's engines as an inspection station. The Board noted that the address was for their residence and wondered if that was the physical address. Samson indicated that he would check it to verify.

Samson indicated that he is meeting with the FAST squad to review what their needs are in the immediate future.

Samson reviewed the Cross Country Contract and indicated that there was additional work that is billed that is beyond the contract price. When asked about the nature of the work, he said that he would look into it and get back to the board.

Samson reported that the Planning Board has warned several hearings regarding amendments to the Sub-Division Regulations. Generally, the amendments define and clarify road standards and are housekeeping in nature.

Samson asked that the Board authorize him to advertise the sale of the Impala and the Board concurred.

A question arose over the location of the burned out military surplus generator and Samson indicated that it was located in the back of the gravel pit and would be sold when the other equipment is sold.

Samson asked if it was all right for the Farmers Market to operate on the Common again and the consensus of the Board was to allow the use.

There were comments about sink holes on Ibeys Road and it was noted that we had several bridges that will soon need reconstruction.

There has been a flurry of activity in the Legislature that would reduce state funding to the Towns. Samson indicated that he would monitor the changes and urged people to attend a Legislator's forum on April 25<sup>th</sup> at the Community Building in Enfield.

At 8:17 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel under 91-A:3 II(b)&(a). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:28 PM Selectman Wilson 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 9:29 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

Selectman Wilson moved that wages for the officers be approved as recommended by the Chief. Selectman Borthwick seconded the motion and it was approved unanimously.

Selectman Wilson moved that the Chief's salary be increased to the proportional amount recommended by the Budget Committee for the first quarter of 2011. Selectman Borthwick seconded the motion and the motion was unanimously approved.

At 9:31 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, April 26<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Robert Scott, Jim Miller, Ellie Davis, Dave Shinnlinger, Robert Crotty

Minutes of April 12, 2011

Approval of Minutes was deferred until later in the meeting.

Buildings & Grounds Position

Deferred to executive session.

Quotes on Library basement work

Bids from MTD and David Stacy were opened and the dollar amounts read. MTD's bid was \$7,283 to \$7,483 and Stacy's proposal totaled \$8,282. It was not clear that both had included the same elements. Samson was directed to schedule a meeting with the two bidders and verify that the bids were for the same elements. Upon verification, the bid will be awarded to the low bidder with a sign-off from the members of the Board.

Meeting House Contract

Samson reviewed the results of the Meeting House Committee and the redraft to incorporate all changes recommended by counsel. Jim Miller recommended that the date of the contract version be included on the forms to be used. Motion by Scott Borthwick, second by Marcia Wilson to adopt the contract as amended and with the date of the version attached. Unanimously approved.

Budget vs. Actual

Samson reviewed the budget with the Board and noted that the only real issues were fuel related (heat, diesel and gas) and the extra expense for revaluation. Overall the expenses are well within budget.

Cash Management

Samson reviewed the work documents for cash management and noted that the projections indicate that we should drop to no less than about \$400,000 in cash prior to the receipt of ne tax revenues in May and June.

Spring Projects

Samson and Bob Scott detailed the spring projects which include the culvert at Back Bay, the rapid infiltration beds, the transfer station and rebuilding of dirt roads. The consensus was to start with the Back Bay project and the transfer station project. Scott Borthwick made a motion to authorize going forward with the transfer station project but still hold off on the live floor purchase. Marcia Wilson seconded the motion and it was unanimously approved. Samson indicated that he would start shopping for a live floor but not take any action yet.

Water and Sewer

Samson gave a report on the efforts of Granite State Rural Water in helping us identify areas where we are losing drinking water, setting rates, planning a capital budget for expansion and replacement, and cutting flows into the wastewater treatment facility.

Other Business

Rt. 118 Automotive Inspection Station – Scott Borthwick moved to recommend and Marcia Wilson seconded the motion. Unanimously approved.

Junk Yard Renewals – Pete’s and Wheeler - Scott Borthwick move to approve both and Marcia Wilson seconded the motion. Unanimously approved.

Samson provided a list of properties that require tax deeds.

Samson indicated that Primex has indicated that they intend to get out of the health insurance pool business effective July 1, 2012 and noted that he will begin exploration of the options with the school pool, LGC and Harvard Pilgrim directly.

Samson reviewed a projection from Grafton County on the increases in the County property tax during the next three years.

Samson was directed to check with the schools on propane fuel costs. There was a discussion as to why fuel oil costs were high at the Town Garage and he indicated that we need to acquire more waste oil.

Samson was asked if we could send tax bills electronically and he indicated that he would check to see if that was legal.

Samson was asked to find out why the Hanover Dispatch bill was higher than anticipated.

At 9:12 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel under 91-A:3 II(b)&(a). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 10:05 PM Selectman Wilson 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 10:06 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

Selectman Borthwick moved to accept the minutes of April 12<sup>th</sup>. Selectman Wilson seconded the motion and the motion carried unanimously.

At 10:15 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, May 10<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Robert Scott, Ellie Davis, and Phil Salvail

Minutes of April 26, 2011

Motion by Scott Borthwick to approve the minutes. Second by Marcia Wilson.

Unanimously approved.

Budget vs. Actual

There was a general discussion on the current level of expenditures to date and the problem areas of the heating and fuel accounts were reviewed and noted that there would most likely be a shortfall in these accounts that would have to come from the contingency accounts. The revenue report was also discussed and it was noted that revenue is coming in slightly higher than projected. Cash management is now dependent on tax bills going out by the end of the month. The balance at the end of May should be over \$400,000.

Highway Engineering & Projects

There was a general review of the major projects to be completed for the year including rebuilding the transfer station, the Roberts Road-Canaan Street intersection, paving Roberts Road and Back Bay, reconstruction of the Back Bay culvert, and reconstruction of the rapid infiltration beds at the waste water plant. It was noted that there were various issues that impacted the timing of each. Bob Scott suggested that the Roberts Road reconstruction project could be postponed a year and the road only shimmed this year. It was noted that it was a commitment that had been made in the Highway Report in the Town Report. Samson and Bob agreed to get together to address the timing issues. Bob asked for approval of a proposal by Erin Darrow to apply for grants for construction work on Transfer Station Road, Fernwood Farms Road, Potato Road and Codfish Hill. Samson asked about the plan to submit grant applications on the water source protection projects that included Fernwood Farms Road, Moss Hollow, the beach and Roberts Road and why these wouldn't take priority. It was agreed that Bob and Mike would meet with Erin to determine the priority of the projects.

Transfer Station Construction

Samson and Bob reviewed the construction progress at the Transfer Station and noted that the work should be complete this week. Samson also reported that the recycling education campaign went well. The Boy Scouts and 4-H participated in the effort and the Boy Scouts also hung the 2 4'x8' facility signs at the main road and at the gate to the transfer station. The Boy Scouts have also volunteered to clean the property and erect a flag pole at the transfer station. Samson noted that Bob Reagan was donating a length of pipe and that he anticipated that the project would be done over the next three weeks.

## Wright Pierce Rapid Infiltration Beds

Samson handed out copies of the draft prints on the project and noted that the drawings were not yet complete to submit for state approval. They are supposed to be complete by the 13th. Samson also noted that the turn around on approval should be three weeks which would allow us to start construction by the second week in June and complete work by August 15<sup>th</sup>. Samson also noted that the Cadmus Group of Maine was visiting with us on Thursday to provide assistance in reviewing ideas to address waste water capacity issues.

## Proposed 2012 Enfield Detour over Black Water

There was a review of the proposal to create a detour by-passing one lane of Route 4 traffic up over Jones Hill to Shaker Valley in Enfield. There were concerns noted that included the reversing flow of traffic that would cause evening traffic to enter Blackwater by crossing against on-coming traffic. The second issue was that Enfield should consider doing that by-pass only when school wasn't in session. The third comment was that Enfield should consider paying for an officer for traffic direction or should install controls.

## Town Parking Lot

Samson discussed his conversations with the United Methodist Church regarding the lease of 10 feet of their property to increase the width of the parking in the alley behind the Town Offices. The Church was willing to lease but not sell an easement for the widening of the lot by 10 feet. Their concern was that the easement be used for parking by the Town only and that the easement end if the Town sells the property or otherwise changes the use from traditional town use. They were willing to entertain a lease for 10 years and allow us to grade it and pave the area. They were also asking that the Town repair 6 large potholes in the Church parking lot in exchange for the easement. Samson asked if there was a consensus by the Board to draft a formal proposal for the consideration of the church. Marcia Wilson moved to conceptually support the proposal. Bob Reagan seconded the motion and Bob Reagan and Marcia Wilson voted in favor and Scott Borthwick opposed the motion.

## Buildings and Grounds

Samson reviewed the progress on the Buildings and Grounds list and indicated that he was advising Departments to do their own minor repairs. For major issues, he suggested that they get bundled for bid solicitation by contractors. The Highway Department was doing the grounds maintenance.

## Other Business

Samson indicated that Mike Harris was interested in donating new playground equipment to the Recreation Commission

Several departments were interested in having a flyer enclosed in the tax bills to create a town list serve to get notices out to taxpayers. The flyer would encourage taxpayers to voluntarily provide their email address to receive town notices. On a related topic, tax bills can't be emailed to save money.

Samson asked if the Board wanted to take out an annual service contract with Alarmco for an annual service contract that would include the annual inspection. The cost of the required inspection alone is more than the two thirds of the cost of the contract. The consensus of the Board was to take out the contract and Samson was authorized to sign the contract.

Samson reviewed a proposal by Nobis Engineering for the on-going monitoring of the former Town Garage property. Scott Borthwick moved to sign the agreement and Marcia Wilson seconded the motion. Motion passed unanimously.

At 9:35 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel and potential litigation under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 10:25 PM Selectman Wilson 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 10:26 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

At 10:27 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, May 24<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Robert Scott, and Elwin Neily

Minutes of May 10, 2011

Motion by Marcia Wilson to approve the minutes. Second by Scott Borthwick.

Unanimously approved.

Highway

South Road Manure

Samson discussed the complaints received about manure on South Road and noted that USDA, DES and the UNH Extension Service will meet with him to review the history of the situation to determine if there is anything that can make the situation better. He also noted that state law does give the Selectmen the right to prevent the deposit of foreign material on town roads. The meeting is set for the 9<sup>th</sup> of June.

Roberts Road

Samson reviewed the VanZandt complaint regarding the new intersection of Roberts Road with Canaan Street. Basically, the complaint is that the relocated road will direct car headlights directly against Mr. VanZandt's home. Bob Scott provided pictures of the old road showing that cars driving south from the intersection would be facing the northside of VanZandt's house. With the relocated road the car lights will be heading slightly south of the house and the lights will indirectly light up the house but will not be directly aimed at the front of the house. There was general discussion of the advantages of moving the road which include tying the common to the meeting house, removing the three-way intersection from in front of the meeting house, making the intersection perpendicular to Canaan Street and reducing road run-off to the beach area. Samson indicated that Mr. VanZandt had been advised of the Selectmen's meeting and encouraged to attend.

Rapid Infiltration Beds and Overall Schedule

The goal is to prepare Roberts Road base work suitable for paving by June 15<sup>th</sup>. The paving and removal of the old road would be deferred to the fall.

The next phase is to complete the permitting of the rapid infiltration beds by June 15<sup>th</sup> and start construction by the end of that week (June 17<sup>th</sup>). That would give us to August 15<sup>th</sup> to complete the RIB's. The meeting with Wright Pierce, Water System Operators and Mike went very well. There is agreement on the final elevations as well as redesign of the pipelines running to the beds. The plans are to be submitted by the end of this week to DES. That will give us two and a half weeks to get approval from DES. Samson also reviewed the existing and proposed sludge application plans with the engineer and Water System Operators.

Highway Engineering. Bob Scott had asked for approval for engineering/consulting services from Erin Darrow for preparing applications for grants for highway projects related to FEMA funding or other state funding. Erin had indicated that the timing on these applications required that work be completed by mid-June. Motion by Marcia

Wilson and second by Bob Reagan to approve expending up to \$1,000 for consultation services for grant applications with payments to be made based on actual progress and completing paperwork in a timely manner that would be suitable for grant consideration. Wilson and Reagan in favor and Borthwick against.

#### Contracting for Public Buildings

Samson stated that David Heath is taking care of the Grounds and the Beach. He also indicated that he is planning on getting the buoys for the reservoir reset and the tree removed at the beach this week. He is also working on getting the bath house opened and closed each day. He indicated that the duties would be allocated between highway, David Heath, the Police Department and himself.

Contracting. Samson reviewed the work list that Tom had left and identified tasks that could be bundled out to a mason, a carpenter and an electrician. To the carpenter, he would bid out the stair treads at the senior center, the senior storm door the roof and siding at the town office addition. The masonry work includes the front stairs at the library, the stone fascia work at the police department (separating from wood wall) and the cement bench at Williams Field. He also indicated that we need cement work at the ADA door at the library but though that the bench and the ADA pad could be done by Highway. In addition, the push button at the senior center needs replacement and he would call Gatekeeper (locksmith) for replacement. There was a consensus by the Board to put the jobs out to bid.

#### Tax Bills

Samson indicated that the tax bills are now officially out.

#### Tax Deeds

Samson indicated we needed to prepare and sign a replacement deed on the Rodgers property that was previously provided to the Rodgers family in 2008. Michael Rodgers who originally paid the Rodgers estate's delinquent taxes, died shortly after receiving the deed from the town in 2008. As a result, the deed was lost and the heirs would like a replacement (as would the town so that the property can be taxed again). Samson also indicated that the Henley property has been redeemed and a deed needs to be signed and provided Mr. Henley. A motion was made by Scott Borthwick to approve the Henley deed and seconded by Marcia Wilson. The motion was unanimously approved. Motion by Scott Borthwick, seconded by Marcia Wilson to approve the deed to the Rodgers Estate. Unanimously approved.

#### Recreation Field

There was discussion about the possibility of renting sponsor signs at Williams Field to support the recreation program. There was a consensus of the Board to warn a hearing at the last meeting in June to seek input on leasing sign space at Williams Field. There was general discussion regarding allowing vendors to sell food from portable carts at Williams Field (and other town properties). There was also a review of the permitting process used by Enfield for vendors. There are currently no restrictions for vendors. The consensus of the Board was to continue to allow all vendors using portable carts to use town property to sell food without restrictions until further notice. If safety or crowding

issues occur, the policy will be revisited. Marcia asked whether out of town people can help the recreation commission. It was noted that there is a residency requirement for voting members of the recreation commission but otherwise all volunteers from any community are welcome to participate.

#### Transfer Station Live Floor

Samson reviewed progress on the transfer station. The walls are complete and the recycling drop-off has been moved. The next steps are to acquire the live floor trailer, wire to the new wall and move the compactor. The first step is the live floor. As money from taxes should be flowing in during the next two weeks, Samson asked for permission to price a live floor through Dan Clark expend up to \$25,000 for the trailer. It was noticed that \$26,000 was encumber from last year and the proposed amount is less than the encumbrance. Motion by Scott Borthwick, second by Marcia Wilson to authorize the expenditure subject to approval by Larry Brabant and Bob Scott. Unanimous

#### Other Business

Library Donor Appreciation Day is set for Sunday June 26<sup>th</sup>. There was discussion of wine and cheese at the Library. Motion Scott Borthwick, second by Marcia Wilson for approval for wine and cheese for the Appreciation Day at the Library from 4-6 PM. Unanimous.

Motion by Scott Borthwick and second by Marcia Wilson for approval of Police Department grant application for \$4,950 for highway safety overtime. Unanimous approval.

Samson indicated that he would schedule Street Light Shut-offs and Junk Yard enforcement hearings for June 28<sup>th</sup>.

Samson requested that the FEMA Hazard Mitigation Plan be approved by resolution. A copy of the relevant action items was distributed and reviewed. Motion by Scott Borthwick and second by Marcia Wilson to approve. Unanimous.

There was discussion regarding the requirement that Water System Operators use the town's purchase order system. Samson indicated that he had directed Alan to use the system.

Samson was asked to contact LCHIP for permission to put in a parking lot at the Meeting House.

Samson notified Marcia that the FAST Squad would be meeting on the 25<sup>th</sup> and that the Board was now encouraged to attend.

Elwin Neily asked the Board of Selectmen to review the road in front of his daughter's house on Maple Road. The road crew is continuously grading the road wider and taking more of the lawn out. The Selectmen indicated that they will visit the site.

At 9:13 PM Selectmen Borthwick made a motion to enter non-public session to discuss personnel and potential litigation under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 10:08 PM Selectman Wilson 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 10:09 PM Selectman Wilson 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.

Selectman Borthwick moved to accept the payment deferral and terms negotiated with Ginger (Jeremiah ) O'Shea. Selectman Wilson seconded the motion. Unanimously approved.

At 10:11 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, June 14<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Robert Scott, John Bergeron, Bill VanZandt, Robie Parsons, Rachelle Vanier, Dean Vanier and Ellie Davis

Minutes of May 24, 2011

Motion by Scott Borthwick to approve the minutes. Second by Marcia Wilson.  
Unanimously approved.

Highway

Roberts Road

Bill VanZandt explained his concerns regarding the relocation of Roberts Road intersection. First he indicated that he had heard three different reasons for the relocation including highway safety at the existing intersection, protection of the meeting house and area around it by moving the intersection and drainage that runs off towards the town beach. Samson indicated that those were the three reasons that had been forwarded for the relocation. Bill indicated that he objected to the lack of advance notice. Samson acknowledged that the town had not been notifying individual landowners about major construction and should do so in the future. Bill also objected to the the belief that the present intersection is unsafe and pointed out that no accidents have been reported at the old intersection. Samson indicated that it was the belief of both the Road Agent and the Police Chief that the old intersection was unsafe and that there had been several near misses. Bob Scott also pointed out that the state highway engineer also concurred. Bill contested the statement that the highway engineer had any opinion sine he knew nothing about the new intersection. Bob Scott disputed this statement. Bob Reagan asked whether the Selectmen should wait until an accident occurs before fixing an area poses a risk. Bilindicated that he believed that the new location will pose a risk to his property. He also indicated that he thought the relocation was a waste of more than \$20,000.

Paving in front of Vanier property

Dean Vanier asked that the Board of Selectmen reimburse him for excavation work undertaken by him that exposed the leaking water line under Route 118 in front of the Police Station. He asked for reimbursement of 3 hours of excavator time, 3 hours of worker time and mobilization charges for the excavator totaling \$630. The Board said that it would take it under advisement. Dean also asked that the Board ask Alan Hill to be a little more open minded about citizen complaints.

Beach Erosion

Robie Parsons was introduced by John Bergeron to explain a program by which a volunteer would design and build a rain garden detention basin by the boat launch area at the town beach. The Selectmen welcomed the assistance and asked her to go forward. Motion to approve the proposal by Scott Borthwick and second by Marcia Wilson.  
Unanimously approved.



### Water Testing

Jon Bergeron described how budget cuts at the state level had eliminated free testing of water for e-coli and he asked the Board if it would reimburse the testing cost of \$60 in lieu of the lost state assistance. He also indicated that we would be losing the testing for total organic carbon but stated that this testing at this time would not be critical. Scott Borthwick moved to approve the testing cost. Marcia Wilson seconded the motion and the motion was unanimously approved.

### Historic District Commission Appointments

John Bergeron review the members whose terms were expiring and asked that they be reappointed. Dan Fleetham and Charles Baldwin were reappointed to new terms in their respective slots. Motion by Scott Borthwick, second by Marcia Wilson and unanimously approved.

### Construction Schedule

Samson reviewed the on-going delay in the approval of the plans for the expansion of the wastewater rapid infiltration beds. The drawings are with DES and we are waiting a response. The Board directed that the payments to Wright Pierce be held up until the permit is issued. Motion by Scott Borthwick and second by Marcia Wilson and unanimously approved.

Samson also asked the Board to authorize the transfer of \$8,307.83 from the bridge reserve account to the general fund to cover the balance due the state and paid to the state on the temporary bridge. Scott Borthwick moved approval and Marcia Wilson seconded the motion and the motion carried unanimously.

### Budget vs. Actual

Samson reviewed the actual expenses with the Board and noted that the primary areas where we were overspent or would be overspent were in reappraisal, fuel, and heat. There are minor overages in supplies, street lights, welfare for fuel, insurance and dispatch. There are comparable savings in solid waste, government buildings and police overtime. So far, the contingency surplus would not be used given other line item offsets.

### Insurance

Samson asked that the Board approve the membership agreement with Primex and the multi year agreement. There was a general discussion of what the town would do for health coverage next year as Primex discontinues health insurance. The options include contracting with Harvard Pilgrim, returning to LGC or joining the school group plan. Motion to approve the membership agreement by Scott Borthwick, second by Marcia Wilson and unanimously approved. Motion to approve the multi year agreement made by Scott Borthwick and seconded by Marcia Wilson and unanimously approved.

### Air Quality Testing

Based on the complaint of an employee, the air quality will be tested in the library to determine if there are any health concerns from the use of the Min-Wax polyurethane finish on the bookcases. Matt Dow will also participate.

#### Trash Collection

Samson described a proposal by Rudder for the collection of trash from Williams Field, the Common and the Beach twice weekly for the rate of \$175 per month. Motion by Scott Borthwick to approve the proposal with a second by Marcia Wilson. Unanimously approved.

#### Isolation Computer

Samson reviewed a proposal by Allen Treadwell for the purchase of a computer to provide for secure transfer of files between the town and Interware who processes our tax and registration receipts. Samson also explained the need for new non-interruptible power supplies. Samson indicated that there were funds available in the data processing 330 account. Motion by Marcia Wilson and second by Scott Borthwick to approve the purchase of the isolation computer and power supplies. Unanimously approved.

#### Wine Tasting

A request to consider allowing farmer's market vineyard vendors to serve small wine samples to customers was considered. Marcia Wilson moved that the town reject the request to waive the ban on alcohol on the common. Second by Scott Borthwick and unanimously approved.

#### Vandalism at Williams Field

Samson noted that we are replacing hinges on the fence gate at Williams Field and suggested a camera system to monitor and prosecute vandalism at Williams Field. He was directed to look at camera options and their cost.

#### Other Business

Bob Reagan suggested that the town purchase a 10' step ladder to service the light fixtures in the library. Samson was directed to get quotes on the ladder.

At 9:12 PM Selectmen Borthwick made a motion to enter non-public session to discuss potential litigation under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:35 PM Selectman Wilson 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 9:36 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote.

Selectman Borthwick moved to reimburse Dean Vanier \$505 for the use of the excavator and men at his property but excluded the mobilization charge. Second by Marcia Wilson and unanimously approved.

Selectman Wilson moved that the Board direct the Tax Collector to defer the deeding of properties as indicated on the attached memo until later in the year. Second by Scott Borthwick and unanimously approved.

At 9:40 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, June 28<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Phil Carter, Patsy Carter, Omer Ahern (Grafton County Commissioner), and Ellie Davis

Minutes of June 14, 2011

Motion by Marcia Wilson to approve the minutes. Second by Scott Borthwick.  
Unanimously approved.

**Street Light Hearing**

Samson indicated that the hearing was published in the Valley New and all abutters were notified of the planned action. Ellie asked why there was a light at the end of both Highland and Graceville Road. It was noted that they are both intersections and the policy was to leave the lights at intersections, even if they are only fifty feet apart. Carters asked why the light was being removed at the end of Fox Hill. Since it is an intersection, it should stay. It was noted that one could be removed below Moss Flower on Canaan Street but since it was not warned it will be left for now. There were no further comments. If no further objections are received by July 26<sup>th</sup>, the Town will proceed to have the lights shut-off.

**Hearing on Advertising at Williams Field**

The hearing is to determine if there are any objections to selling advertising space on the fences at Williams Field with revenue to go to the non-lapsing recreation fund. There were no objections and there was a consensus of the board to sell advertising space as long as the signs were professional in appearance.

**Report of Ohmer Ahern**

Commissioner Ahern addressed the Board of Selectmen and answered questions. He noted that originally, there was an anticipated tax increase of 14% that the County Commissioners were able to reduce to 8.18%. There has been a reduction in equipment costs by deferring equipment replacement. Ohmer reminded the Town that the Grafton County Dispatch Center is available to dispatching if the Town wants us to have them do the work. He discussed the new nursing home (which has a waiting list) and the new corrections facility (which has a capacity of 250 and current population of 150). 90% of the corrections facility food comes from the farm operation. Grafton County is one of the few operating farms left. Other cost savings were in health care where the co-pay and deductibles were increased and through tight billing oversight of nursing home billing by the State of New Hampshire. Ohmer asked that he be allowed to visit quarterly and the Board welcomed him.

**Transfer Station Operations Manual**

Samson reviewed the organization of the Manual. The Board indicated that the sticker requirement was only that they have a sticker, not that it be attached to the vehicle. After

discussion, it was agreed by the Board that the resident have a sticker attached someplace on the vehicle or on a placard that they carry provided that their name is marked in permanent ink on the sticker. There were two other suggestions made by Al Posnanski that would allow some discretion regarding assistance to transfer station patrons and also included batteries on the list of recyclables. The Board also asked that the date of approval be printed on the operations manual. Scott Borthwick moved approval of the Operations Manual with all of the proposed changes. Marcia Wilson seconded the motion and the motion passed unanimously.

#### Junk Yard Enforcement Policy

Samson reviewed the proposed policy regarding junk yard enforcement. Al Posnanski wanted to know how far the enforcement would actually go. He understood what the policy said and that it was currently limited to a very few cases but wanted to make sure that the public would be advised if the intent changed and broader enforcement was contemplated. Samson suggested that a clause be added that in the event that any enforcement notices were to be mailed, that the proposed action be noticed for a Selectmen's meeting at least 30 days prior to the initiation of enforcement. The Board concurred with the suggested change and asked that the policy be advertised for hearing in July.

#### RIB Project

There was a general discussion of the RIB project and water and sewer rates. The state has not yet issued a permit to allow for the new rapid infiltration beds. Samson will continue to push to get the beds started next week. The Board indicated that when the new capacity is available, applicants should be required to pay more for renewals of connection applications to penalize them for holding capacity allocations without actually constructing the projects or using the capacity. Samson indicated that he would include the ideas in the revised rate structures for water and sewer that are to be completed in July and August. He noted that Granite State Rural Water is scheduled to come in on July 6<sup>th</sup>. The strategies for capacity management include water reduction for the largest users to reduce sewage flows and a rate structure that encourages conservation and sewage minimization. The second strategy is to dose the RIB's each day to reduce the average daily rate. The third strategy is to reduce rain loading of the lagoons.

#### Tax Abatements

The Assessor's recommendations for tax abatements as well as the proposed rejections of abatement requests were reviewed and signed by the members of the Board.

#### Henley and Rodgers Deeds

The Board reviewed and signed quit-claim deeds for the Henley and Rodgers properties that were redeemed.

#### Other Business

Indian River Nursery School. Marcia asked that since there was a prior restriction against advertising and the Indian River Nursery School had made a donation of \$50 for a sign on the fence which they were later required to remove, the Town should refund the \$50

donation. She moved that the Town make the refund. Seconded by Scott Borthwick and unanimously passed.

South Road Manure. Samson was asked to include the Board when the South Road manure discussions were undertaken.

Facility Tours. Samson was asked to set up facility tours for the public at the water, waste water facilities during September. It was suggested that we could include fire, highway, police and transfer station facilities as well.

Board Meetings at Meeting House. The Board recommended that both August Meetings be held at the Meeting House.

Beach use by Enfield. Samson was asked to contact Steve Schneider at Enfield about life guard coverage at Canaan Street Lake Beach if the recreation program at Canaan is using our beach.

Canaan Recreation. Marcia described the reorganized recreation program in Canaan.

Library Plantings. The Board indicated by consensus that the proposed plantings in front of the Library be approved.

Bulldozer Purchase Order. The Board signed for an extension of the bulldozer purchase order but asked that it be fully utilized or stored at the Highway Garage.

At 9:05 PM Selectmen Borthwick made a motion to enter non-public session to discuss potential litigation under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:28 PM Selectman Wilson 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 9:30 PM Selectman Wilson 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 9:31 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, July 12<sup>th</sup>, 2011**

The public meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, Kate Keating and Bill Chabot.

Minutes of June 28, 2011

Motion by Scott Borthwick to approve the minutes. Second by Marcia Wilson.  
Unanimously approved.

#### Senior Center

There was a general discussion between the Board and Kate regarding access to the senior center. The locks had been re-keyed to avoid unauthorized entry into the building. It was noted that the Planning Board, Recreation, Conservation Commission, Historic District, Historical Society and Meeting House Committee regularly use the building. Kate indicated that she checked the town calendar to know when one of these committees is having a meeting. Mike indicated that not all committees are listing their meetings on the calendar. Bob thanked Kate for her concern regarding safe-guarding the building. It was decided that permission should be sought first from Kate or in the alternative from Bob Reagan. The key for the Town will be in the key box and will be secured unless released by Terri or Mike.

#### Rapid Infiltration Beds

Mike reported that we have started on beds 1 and 2. The bed elevations are complete and the rough berm finish grades are complete on the first two beds. The remaining work on these two beds includes a liner for the sides of the berm and the rip-rap on the side walls and the new pipe to bed number 1.

#### Water and Sewer Study

Samson indicated that in the first round of work with Granite State the strategy for water and sewer management includes encouraging conservation by big users, establish a system to spot and fix leaks in regular accounts, do the rapid infiltration beds daily and reduce rainwater that enters the lagoons.

#### Conservation Commission

There was general discussion regarding the transfer of the Casperson property to the Nature Conservancy. Much of the land will be more open to the public for recreational use (1,000 acres) and another large block will remain in active forestry. Thirteen thousand acres will be placed in current use for forestry and in land conservation easement. The town currently receives about \$17,000 per year in taxes. Nature Conservancy has indicated that they will be leaving part in current use and making payments in lieu of taxes on part of the land. Nature Conservancy has asked for a letter of support.

### Henley Equipment

Samson has heard back from the attorney on the Henley equipment and they are seeking the property back and are willing to trade the Freightliner motor for the equipment. He also indicated that Henley might be willing to sell some of the equipment at a reasonable cost to the Town. There was discussion as to whether the ramp truck and any other equipment might be useful to the Town and Samson indicated that he would check with the Departments to see if we wanted to place a bid on any of the equipment.

### Electrician for the Transfer Station

Samson indicated that we had received two bids for the wiring at the transfer station for the new live floor area. One quote came in at either \$10,000 or \$11,000 from Kevin Hurley for the wiring with and without a new pole on the upper landing of the live floor area. The second quote for \$4,281 from Langlois Electric needed additional conduit and wire that would add another \$500 to \$1,000 to the price for a total of \$4,781 to \$5,281. Samson recommended Langlois Electric. Scott Borthwick moved to award the contract to Langlois and Marcia Wilson seconded the motion. Carried unanimously.

### Re-organization of the Meeting House Committee

Samson and Borthwick reviewed the revised Articles of Agreement governing the Meeting House Committee. The Committee is also turning over all funds to a trust fund with the Trustees of Public Funds to be expended by the Selectmen with the advice and consent of the Meeting House Committee. The Committee will be composed of 7 members with staggered terms appointed by the Selectmen and based on the recommendation of the Committee. Scott Borthwick moved to approve the proposed Articles of Agreement and appoint the new members of the committee as recommended by the Committee. Marcia Wilson seconded the motion. Carried unanimously. Scott Borthwick moved to accept the donated monies in trust for the maintenance and restoration of the Meeting House. Marcia Wilson seconded the motion. Carried unanimously.

### Mortgage Deeds for Delinquent Taxes

Samson reviewed the plan to roll delinquent taxes, interest and penalties into a demand note and mortgage that will be taken on several properties where the taxpayers would have qualified for an elderly or disability deferral. The property will be retained by the owners until the town obligations reach the legal limit (about 80% of value) and will then be sold. The obligations will carry a 5% interest rate. Samson indicated that he had reviewed the strategy with Bernie Waugh's office and they had concurred with the strategy. Scott Borthwick moved to authorize drafting the mortgages and Marcia Wilson seconded the motion. Carried unanimously.

### Budget vs. Actual

Samson reviewed the Budget vs. Actual and noted that he had included a new column that indicated what was projected to be over and under through the balance of the year. The comparison indicated that there would be at least \$20,000 in surplus without adding the balance in the contingency accounts and that the surplus would most likely be higher.



Other Business

Parts of the Past Junk Yard license

There was general discussion regarding the renewal of the license. Scott Borthwick moved to approve the license and Marcia Wilson seconded the motion. Carried unanimously.

Lary Woodlot

The Board reviewed and signed the Notice of Intent to Harvest Wood

Maple Road Delimiters

Bob asked that the Board ask Bob Scott to install delimiters on the curve by Neily's house on Maple Road if they would like it.

At 8:50 PM Selectmen Borthwick made a motion to enter non-public session to discuss potential litigation under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:06 PM Selectman Wilson 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 9:07 PM Selectman Wilson 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 9:07 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, July 26<sup>th</sup>, 2011**

The public meeting at the Meeting House was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Ann Labrie, Ed Labrie, Noel Everts, Julie Smith, Dudley Smith, Elizabeth Chabot, Bill Chabot, John Carr, Al Posnanski, Steve Ward, Laura Aberri, Bill Monroe, Tom Dakai, Alisa Harris, Steve Harris, Dave Sagi, Aaron Allen, Andrew Mulligan, Charles Townsend, Rick Evans, and Daryl Burtnett (Nature Conservancy).

Minutes of June 12, 2011

Motion by Marcia Wilson to approve the minutes. Second by Scott Borthwick.

Unanimously approved.

**Mascoma Headwaters Protection Project**

Daryl Burtnett, NH Director of the New Hampshire Chapter of the Nature Conservancy spoke on behalf of the project. It will protect 13,000 acres of forest land in Canaan, Dorchester, Lyme and Hanover. The project will include 3 phases. Phase 1 will establish 4,215 acres of permanently protected legacy forest in Canaan and Dorchester. Phase 2 will protect 3,845 acres of working forest in Canaan and New Hampshire. An additional 7,300 acres will border the property creating a total conservation area of 20,000 acres. There are plans to sell the property to the Silvio O. Conte National Fish and Wildlife Refuge for management. Conte currently has holdings in Jefferson, Whitefield, Columbia and Colebrook. There will be no harvesting in the legacy forest area and motorized snow mobile traffic would be limited to the class 6 road and existing trails through that area. Much of the legacy land was posted previously and will be opened to hiking and other low impact activity. Current use taxes will continue to be paid while owned by Nature Conservancy and the working forest will be taxed on current use. If Conte acquires the forest, they usually make payments in lieu of taxes that are similar in amount to current use taxes. The Conservancy will try to sell the working forest. The working forest will have recreation easements even if sold. Nature Conservancy needs \$2.5 million and they have a pledge of \$1 million and have raised an additional \$200,000. Samson indicated that the current owner David Roby pays about \$17,000 in taxes but that the largest amount of the tax is on buildings that would be sold separately. About \$9,000 of the tax is on buildings, \$6,000 of the tax is on current use lands that will continue to be taxed on current use and about \$3,200 of the tax is on what would be about 2,400 acres of wilderness land and might be untaxed depending on the eventual owner. Rick Evans asked whether the \$3,200 includes the tax on yield. The answer was no. That was not calculated. He indicated that the timber tax should pay an additional \$3,000 on the legacy forest area if it was to continue to be harvested. He also indicated that harvesting was a better forest management practice and asked why there couldn't be harvesting. Burtnett indicated that the wilderness area would foster different species than the working forest and that this was a goal of the Conservancy. He also indicated that there was not an absolute ban on harvesting and that there might be limited harvests are required for good

husbandry. Evans indicated that stopping the harvesting in Canaan and Dorchester would remove 500,000 board feet of lumber from production and 2,800 tons of chips and would eliminate jobs for a sawyer, biomass plant worker, logger and trucker. Burnett indicated that other jobs related to the preservation may be created. There were concerns raised about horseback riding and snowmobile trail access being allowed.

#### Street Light Reduction

Bob Reagan indicated that he had heard from David Zani who asked that the two lights near Papa Z's be maintained since there is considerable foot traffic to the store. He also indicated that the Carter's would like to keep the light near their farm on the corner of Canaan Street just before the Canaan Center intersection. There were no further comments on the proposed plan. Scott Borthwick moved to terminate the street lights as warned and as owned by the Town except for the two by Papa Z's, the light by Carter's farm and the light at the end of Fox Hill Road. Marcia seconded the motion. Motion passed unanimously.

#### Rapid Infiltration Beds

Samson reported that the first two beds were nearly constructed and that the inspection by the engineers of the first two would be completed next week and we would start using them at that time. The second two would start construct at that time as well. We should make the August 15<sup>th</sup> completion date.

#### Tax Revaluation

Samson had prepared a spreadsheet analysis of the property revaluation that was completed last week. Notices of the new values would be going out this week and there would be an appeal process that should be complete by the end of August. Overall, there was roughly a 11% decrease in taxable property. The tax rate will increase because the value of property overall decreased. Some taxpayers will pay less taxes and a small percentage will pay more. The spreadsheet indicated which properties would show an actual increase in taxes paid and which would show a decrease. Generally, any taxpayers with an increased value over last year or with a lower value but less than 11% lower will see an increase in actual taxes paid. Several properties had new construction or new subdivisions which resulted in these increases. Most of the increases were for properties that border lakes and ponds or for larger commercial property.

#### Old Home Days Open Container

In keeping with past practice, the Open Container prohibition will be suspended from 6 PM to 11 PM on August 6<sup>th</sup> for Old Home Days. Motion by Scott Borthwick and second by Marcia Wilson. Unanimous approval.

#### Other Business

Alisa Harris asked why the speed limit was reduced on Back Bay. No one could answer the question and Mike indicated that he would check on the change. Samson handed out the Budget vs. Actual for the Board's review and indicated that we would walk through it on August 9<sup>th</sup>.

At 8:25 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, August 9<sup>th</sup>, 2011**

The public meeting at the Meeting House was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski, John Bergeron, Bill Chabot, Karen Wolk, Roger Baldwin, Elizabeth Jutlie, Mandy Ruest, Dick Abington, Charlotte Abington, Barbara Woodward, Robert Scott, Phil Salvail, Aaron Allen. Gary Woods and Erin Darrow.

**Police Department Report**

Chief Sam Frank reported on the year to date. He indicated that Old Home Day went fairly smoothly with only a few minor disturbances. He thought that the crowds were down slightly. He also reported that the Town had received a \$2,500 grant for a new breathalyzer. He reported that he has been successful in reducing officer overtime (about a 50% reduction) that he hopes will last throughout the balance of the year. He was asked if the new computer system is helping to reduce this cost and he indicated that it is cutting the after hours record input to 20 minutes and is a big help. He said that the effort with the Town Administrator to do a long term cruiser replacement plan was successful and will cut the annual replacement cost about \$6,000 a year going forward.

**Impaired Watershed Application**

Erin Darrow reported that she had submitted a preliminary grant notion of application for Impaired Watershed improvement. The Town would be responsible for 40% local funding and this local match would come from the highway crew normal manpower cost and equipment and material value. The project would do additional drainage management near the beach on Canaan Street Lake, as well a drainage work on Fernwood Farms Road, Corno Road, Back Bay and Moss Flower Road. The total overall project cost is \$160,000 including a major culvert replacement of \$80,000. The project could be split into two separate projects or remain as one. She will consult with the Board further after hearing how the pre-application progresses. In addition to the Impair Watershed application, she is exploring a Safe Routes to School grant. Samson indicated that there were several organizations already exploring this possibility and suggested that she contact the Recreation Commission and Healthy Eating Active Living (HEAL) regarding their efforts. Erin also indicated that she is looking at getting FEMA money either as a storm event repair or as pre hazard improvement. The match on this grant would be 75% federal and 25% local. She is planning on using this money to fix the bridge on the access road leading to the transfer station. Joe Frazier asked what was going on at the Town Beach and she indicated that the NH Lakes Association was putting in rain gardens to reduce run-off into the lake. The Board indicated that she should keep them informed of her progress.

**Bill Chabot – Conservation Commission**

Bill indicated that the Conservation Commission is supporting the efforts of the Nature Conservancy to protect the former Casperson property in north Canaan. He noted that

there were concerns expressed by Selectmen and others regarding restrictions that would be placed on the land if managed by the Silvio Conte Management program. He reviewed the numerous emails that had been received from Silvio Conte and Nature Conservancy regarding forest management practices and recreational use of the land. Samson reviewed his research from other towns with Silvio Conte that indicated that usually the tax revenues were higher but that horses, dog sledding and sugaring were not allowed and that snowmobiling is allowed if previously existing and documented. There was considerable discussion as to whether wilderness forest management was preferable to managed forests. It was also noted that there are pre-existing preservation easements on the property even if Silvio Conte does not acquire the property. There were suggestions that the Interior Department is not known for appropriate forest management and others indicated that forestry management practices were good in the eastern part of the country. Aaron Allen asked the Board to indicate whether they would support the Nature Conservancy efforts. Scott indicated that he would not support the use of Silvio Conte but did support the protection of the property generally. Bob Reagan indicated that he would not support Silvio Conte but would support Nature Conservancy. Marcia Wilson indicated that she would support either.

Minutes of July 26, 2011

Motion by Scott Borthwick to approve the minutes. Second by Marcia Wilson.  
Unanimously approved.

Mobile Equipment Capital Budget

Samson reviewed the proposed Capital Budget for major mobile equipment. He indicated that the new proposal would go to a capital reserve account for the police department and a modified replace schedule that averaged 6 years rather than 5 years and would reduce the annual town cost by \$6,000. He also noted that there was still a gap between the annual budgeted amount and the average annual need of \$25,000 that would eventually need to be addressed but that the amount budgeted last year will meet about 80% of the long term need. He also noted that the need for next year was for a command vehicle for the fire department (\$15,000), a new back hoe and a new cruiser. All of these would be funded from the capital reserve account.

Report on the FAST squad design

Samson handed out a print for a 1,700 addition to the police station that would expand the FAST squad capability by adding two small over night bunk rooms and an additional ambulance bay. The plan is to offer private pay transport service to increase the revenue to the FAST squad that would keep the town's cost flat over the next five years. In addition it would provide bunk quarters for up to 4 people (separate sexes) that could be shared by the police department for weekend on-call coverage and by the FAST Squad for overnight accommodations. In addition, the police department would get needed evidence and general storage space and a bathroom near the holding cell for security. The plan is to raise all of the money from grants and FAST contribution. The building would continue to be owned by the town. Samson indicated he will report back as the budget and funding gets firmed up. Phil Salvail asked if this would go to the voters and the answer is no since there would be no local funds used. Maintenance would be minimal as

the FAST squad does their own cleaning. That would leave heat and lights. While there would be additional lighting, a motion detection system would actually reduce lighting. The cost of additional heat would be marginal and would be offset by a five stable service contract.

#### Report on Senior Center Elevator

Samson indicated that we must either replace the elevator at the senior center next year or stop using the second floor. While there preliminary estimates that were three times higher, it looked like the total project cost would be less than \$30,000. The only interior structural work would include moving four 8 foot long non-load bearing walls and closing in four windows. Samson is meeting with Rural Development to see if we can obtain funding.

#### RIB Report

The Rapid Infiltration Beds are 50% complete and should be ready for the end of the month.

#### Budget versus Actual

Samson reviewed the expenses year to date and noted that the budget is in good shape this year with an anticipated under expenditure of funds. He noted that the web site development is progressing slowly as we are maintaining the old site as well as creating the new site. He asked that the board authorize an increase in the hours for the web manager by \$2,000 to complete the work. Motion by Marcia Wilson to approve and second by Scott Borthwick. Unanimous approval. There was discussion that we need to lock in fuel prices and Samson indicated that this was underway and would be done as soon as possible.

#### Trees on Depot Street

Samson indicated that there were two trees that needed to be replaced and that the cost to replace them would be about \$450 dollars. Gary Wood indicated that he believed that if Jeff Majewski would maintain them they will survive. The Board indicated that Samson could prepare a purchase order and asked that Majewski sign the new volunteer agreement indicating that any additional expense would need to be approved by the Board.

#### Other Business

Samson was asked to post the new valuations on the web. Scott asked Samson to see if the new building at Cardigan Mountain School has a building permit. There was general discussion regarding beach access and dogs and smoking.

There was a request to replace Tom Guillette on the Library Board of Trustees with Susan Remacle until March. Scott Borthwick moved to do so. Marcia Wilson seconded the motion and it was passed unanimously.

At 10:10 PM Selectmen Borthwick made a motion to enter non-public session to discuss items under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 10:28 PM Selectman Wilson 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 10:30 PM Selectman Wilson 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 10:31 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, August 23rd, 2011**

The public meeting at the Meeting House was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski and Phil Salvail.

Minutes of August 9<sup>th</sup>

The minutes of August 9<sup>th</sup> were reviewed. Motion by Marcia Wilson, second by Scott Borthwick to approve the minutes. Unanimously approved.

Employment Policy

The draft employment policy was discussed and Samson was directed to have the department heads review the policy and make comments for the next meeting.

Town Building Repairs Contractor

Samson indicated that he had negotiated a proposal with Barry Clause to do specific odd jobs related to town buildings as they arise as a private contractor. The rate negotiated was \$30 per hour. It is anticipated that these jobs would average about 5 hours a week and total no more than \$7,500 a year.

Cleaning at Beach and Meeting House

Samson also spoke with Heather Jacobs about cleaning the bath house and the Meeting House. She indicated that she would clean the bath house twice a week and the Meeting House weekly for \$40 a week. It was decided that Heather would go on Town payroll and that the rate would be set at 4 hours per week at \$10.70 per hour to cover the cost of FICA and Medicare. Motion by Scott Borthwick and second by Marcia Wilson to hire Heather Jacobs. Unanimous.

Use of School Property for Recreation Activities

Samson reviewed a proposed MOU regarding the use of school property by the Canaan Recreation Commission that spells out who is responsible for certain actions and who controls building usage and presence of individuals on school property. Motion by Scott Borthwick and second by Marcia Wilson to approve the MOU. Unanimous approval.

Auditors Retainer Letter

Samson provided a retainer letter that needs the Board signature so that the audit can be completed. Motion by Scott Borthwick and second by Marcia Wilson to approve signing the letter. Unanimous approval.

Draft Capital Budget

Samson delivered a proposed Capital Budget that has been submitted to the CIP Committee and walked through the various sheets. There is a spread sheet for major mobile equipment that calls for replacement of the oldest Crown Victoria cruiser, the backhoe and the fire command vehicle. On that schedule, \$6,000 of the cruiser would

have to come from available surplus in the police department accounts at the end of the year. 2012 would see the return of a police department capital reserve account with funding of \$24,000 per year. There a second sheet with non-mobile equipment. This schedule includes two pages of equipment that needs replacement on a regular basis. The schedule is carried out for a 20 year projection. Each year shows the current level of funding in the budget and shows whether there will be additional need from surplus to cover the projected expenses. Arrows indicate where useful lives have been advanced or retarded to accommodate cash flow. Whenever possible, the useful live will be extended. The next funding cycle in 2012 shows a need that is less than the current level of funding. A third sheet shows the proposal for road reconstruction (paved and dirt) and budgets \$60,000 for dirt road reconstruction (not just maintenance) and \$193,500 for paving. A final sheet will be prepared for buildings by October 1<sup>st</sup>.

#### Draft Operating Budget

Samson distributed copies of the proposed operating budget. The draft results in an operating budget that is \$30,910 less than last year's budget and has wage increases of 2% which is still significantly less than actual increase in the consumer price index. There are a number of areas that we do not have final figures for yet and these will be adjusted through the middle of October. There increases in elections, auditing, assessing, library, fuel, prosecutor's office, dispatch, household hazardous waste, software for the police department, police and fire equipment, and fire wages. There are decreases in government buildings, transfer station, police overtime, contingency accounts and debt service. There is an expectation of increases in workmen's comp, liability and health premiums anticipated at 10% in each area. These will not be known until later this fall. Electric bills still need to be evaluated and we need final figures for assessing and dispatch contracts. A final draft will be ready on September 13<sup>th</sup> prior to submission on the 15<sup>th</sup> to the budget Committee.

#### Town Office Door

Samson reported that Joe Butterfield's price for replacement of the front office door is lower than the quote from MTD. Scott Borthwick moved to award to Butterfield subject to proof of insurance. Marcia Wilson seconded. Motion carried unanimously.

#### Budget vs. Actual

Samson handed out the current Budget vs. Actual with projections through the end of the year. As of now, the year end shows at least \$62,000 in unspent appropriated funds. He stated that this number could reach as much as \$90,000.

#### RIB Report

The Rapid Infiltration Beds are not yet complete and hopefully will be complete by Labor Day. The two new monitoring wells are due to be installed by the end of the month.

At 8:40 PM Selectmen Borthwick made a motion to enter non-public session to discuss items under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:10 PM Selectman Wilson 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 9:11 PM Selectman Wilson 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 9:12 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, September 13th, 2011**

The public meeting at the Meeting House was called to order at 7:12 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson.

Motion at 7:00 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved.  
At 7:40 Selectman Wilson 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 7:42 PM Selectman Wilson 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.

The public meeting reconvened at 8:00 PM. Members of the public included Al Posnanski and Scott Lepine

Minutes of August 23rd

The minutes of August 23<sup>rd</sup> were reviewed. Motion by Marcia Wilson, second by Scott Borthwick to approve the minutes. Unanimously approved.

Final Hearing on Junkyard Enforcement Policy

There was a final review of the proposed Junkyard Enforcement Policy. Scott Lepine asked about the time he would have to get into compliance. He indicated that the car in the highway right of way was already scheduled to be removed. He also asked what he would need to do to avoid enforcement. He was told that the car in the right of way would need to be removed and that the remaining cars would need to be screened from the road. Samson noted that while he would not be eligible to get a junkyard license because the remaining vehicles were too close to the road, the Town had drafted the policy to indicate that the distance to the road would not automatically start an enforcement action so long as the area was visibly screened from the road. He also noted that while that was the Town's new policy for enforcement, the decision not to enforce was not binding on the state which could choose to enforce. Samson indicated that the Town was only enforcing against the worst offenders as objectively described in the new policy. Al Posnanski asked if new junkyards could follow the new, less restrictive standards. Samson indicated that they could not and Al noted that that should be clarified in the policy so that people would not be discouraged from applying for a junkyard license. Marcia Wilson moved to adopt the policy with that clarification and Scott Borthwick seconded the motion. Unanimously approved.

Report on Hurricane Irene Damage and FEMA Authorizations

Samson handed out the summary of damage that had been submitted to FEMA after the hurricane. He also reviewed the areas that had the greatest damage and indicated that he would be working to prepare applications for FEMA assistance during the next three weeks. The largest financial damage was to remediate and fix three bridges. Two of the

three bridges are on the State's red-list. Damage claims from the Town are currently about \$500,000 and may well reach \$800,000. Samson indicated that he had met with Gloria to set up the accounting system for reimbursement and had reviewed our current cash flow needs to make sure that we can pre-pay the repairs. He also checked with DRA and the Town's accountants to make sure that we can spend beyond our current appropriations. He noted that we need to hold the warned meeting (tonight) to accept FEMA funds and to use those funds for repairs to Town infrastructure. The hearing was warned to accept FEMA money for repairs and to expend those monies that are received and are in addition to regular voted appropriations for those repairs. The warning was run in the Valley News and as part of our agenda on-line and posted. Motion by Scott Borthwick to accept FEMA money for repairs and hazard mitigation needed after Hurricane Irene. Second by Marcia Wilson. Unanimously approved. Motion to expend any FEMA monies received for the purpose of storm damage repair and future hazard mitigation where such expenditures are beyond voter approved appropriations and where the expenditures are reimbursed by FEMA made by Scott Borthwick and seconded by Marcia Wilson and unanimously approved.

#### Department Head Budget

Samson walked through the Department Head Budget one last time before its submittal to the Budget Committee. The current draft is approximately \$22,000 less than the amount appropriated in the current operating budget. We are still waiting for contract numbers for health care, workmen's comp insurance, property and liability, Prosecutor, BMSI and Avitar. Samson indicated that he thought the insurances were fairly conservatively budgeted but did not know what the other numbers will be yet. He also indicated that he was trying to increase the highway contingency to fund dirt road reconstruction. The budget has \$20,000 included for the meeting house tower that may or may not be needed but would be used for other building expense. The budgeted number for salt assumes saving money by mixing salt and sand which would require a salt shed. No action was taken at this time. The budget will go to the Budget Committee.

#### Budget v. Actual

Samson reviewed the Budget v. Actual. There were questions regarding the projections for the end of the year. Samson indicated that he had reviewed the projections and still believed that there would be at least \$60,000 in surplus generated from less expense and an additional \$150,000 in funds raised above the budgeted revenue. While the projection column may not be up to date, we are still running with less expense than appropriated. He indicated that he will get the projection column up-dated for the September 27<sup>th</sup> meeting.

#### Water and Sewer Rates

Samson put the spreadsheet software up on the screen to show what would happen if we raised an additional \$60,000 per year for capital costs and \$30,000 a year for water and sewer operating expense. The projected budget that was demonstrated assumes that we will have accurate water and sewer bill based on actual flows with new radio transmitted meters. It also assumes that we will bill actual flows rather than a range. Based on those assumptions, about forty users' bill would drop and thirty nine users would go up less

\$2,000 a year and twelve users would go up \$2,000 or more a year including the Town and the School District. The Board indicated that we should schedule a hearing on rates for the end of October and run a new series of rates with the same budgeted amounts but with flat increases at the bottom of the schedule and see what happens at the top of the schedule. This will reduce the current subsidy for the largest users but eliminate the reductions for the smallest users with all of the increases from reduced subsidies going into the capital budget funding and increased operating budget.

#### Other Business

Motion by Marcia Wilson and second by Scott Borthwick to approve bereavement pay for Barry Geddis if it is approved by the Cemetery Trustees. Unanimous approval.

Motion to approve the application by Hersey Auto for an inspection station and dealership made by Scott Borthwick and seconded by Marcia Wilson. Unanimous approval.

Motion to reappoint Andrew Mulligan and Michael Roy to the Historic District Commission for new three year terms expiring in 2014. Motion by Scott Borthwick and second by Marcia Wilson. Unanimous in favor.

Motion to approve the request by NH Electric Coop for a pole placement by Scott Borthwick and second by Marcia Wilson. Unanimous in favor.

Motion to send a letter of thanks and commendation to the Canaan Fire Department, Police Department, Highway Department and Emergency Management Director for the excellent service they provided during Irene made by Marcia Wilson and seconded by Scott Borthwick. Unanimous approval.

Motion to approve mailing a source water protection mailing with payment to come from the water fund made by Scott Borthwick and seconded by Marcia Wilson and unanimously approved.

At 9:57 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, September 27th, 2011**

The public meeting at the Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the Public included Al Posnanski and Barb Hayward.

Minutes of September 13th

The minutes of September 13<sup>th</sup> were reviewed. Motion by Scott Borthwick, second by Marcia Wilson to approve the minutes. Unanimously approved.

Cemetery Tree Removal

Barb Hayward discussed the plan for tree removal at the cemeteries and indicated that the Trustees were likely to approve a plan to schedule the tree removal over the next five years and start with the tree removal at Cobble Hill Cemetery. Samson indicated that he had received proposals from David Heath and asked if it was likely that the low bid from Chippers would be accepted for Cobble Hill. Barb indicated yes and Samson noted that he would include that amount in the budget that had been presented by David. Barb indicated that the final decision should be reached in the next two weeks.

Budget vs. Actual

Samson reviewed the budget versus actual and indicated that all of the projections are up to date. He noted that we are still likely to have between \$60,000 and \$80,000 in unspent money at the end of the year (not counting last minute encumbrances). Cash flow was looking fine and we will be able to pay for the fire truck in October. He said that we are still holding the contributions until we know for sure what our Hurricane Irene expenses are. There were questions about the rapid infiltration beds (complete) and the transfer station (being wired so we can move the equipment and being permitted). The Board directed Samson to install electric heat in the attendant's booth and sell the Rinnai heater. Samson indicated he would also put fiberglass insulation in the new shed.

Part Time Officer

There are seven applications which Sam is reviewing. Scott asked that we get clarification on what the prior part time employment agreement said about required service. He also asked that we get an agreement from the new potential candidates that they will give us at least 20 hours per week of part time work if we pay for their training and certification. Sam indicated that he would come back to the Board with a recommendation.

Other Business

Samson asked that a proposal from HEB be approved for engineering work on the FEMA damage. Motion by Scott Borthwick, second by Marcia Wilson to approve the proposal and authorize Bob Reagan to sign. Unanimous approval.

Scott Borthwick asked that Samson get a copy of the FAST business plan that supports the new addition from Carol Goodman. Samson agreed to obtain it.

Samson indicated that he had directed that we get information on where and how the new fire truck was repaired and get some type of adjustment even if it is an extended warranty. He will report on the progress. There was discussion of the need to flush all of the town hydrants to assure that they are working. Motion by Marcia Wilson to ask the Fire Department to flush the hydrants. Second by Scott Borthwick. Unanimous approval.

Bob Reagan asked that we notify all charities after next year's town meeting that because we receive all of our tax money in two payments that we will disburse their funds in two payments in July and December.

Motion at 8:12 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved.

At 8:40 PM Selectman Wilson 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 8:42 PM Selectman Wilson 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 8:45 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen



**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, October 11th, 2011**

The public meeting at the Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the Public included Sam Frank, Al Posnanski and Phil Salvail.

Sam Frank reported with his quarterly report to the Board  
Chief Frank is continuing to hold down overtime costs and is also continuing to receive grants to cover special patrols and equipment. He is moving forward to find additional potential part time officers that could be trained and or approved for service to the Town subject to Board approval. Calls and investigations are continuing to be above normal. The Board thanked Chief Frank for his and the officers efforts and the report.

Minutes of September 27th

The minutes of September 27<sup>th</sup> were reviewed. Motion by Scott Borthwick, second by Marcia Wilson to approve the minutes. Unanimously approved.

Budget vs. Actual

Samson reviewed the budget versus actual and indicated that all of the projections are the same. He noted that we are still likely to have between \$60,000 and \$70,000 in unspent money at the end of the year (not counting last minute encumbrances approved by the Board in December). Cash flow was alright through to the new tax bills in November. Samson indicated that we should be able to pay the charities at start of November when the new bills go out.

Water & Sewer Rates

Samson reviewed the proposed water and sewer rates with the Board and asked if there were any further changes. If there were no other changes he suggested that we warn the rate increases for hearings on October 25<sup>th</sup>, November 8<sup>th</sup> and November 22<sup>nd</sup>. The Board directed him to warn the meetings by sending a letter to all users and tell people about the recent up-grades to water and sewer, the reduction in the reserves, the operating budget increases, the lack of rate increases, the actual revenues, the need for capital reserves, the subsidies for the largest users, the plan to notify users if there are apparent leaks and the need to fix inaccurate meters. Samson also indicated that he would run a notice in the Valley News.

Capital Budget 2012

Samson handed out Capital Budgets submitted to the CIPC for Mobile Equipment, Other Equipment, Highways and Bridges. The remaining Budget will be for Buildings and will have an inventory as well as list the proposed improvements for the Meeting House Tower, the Senior Center elevator, the salt shed, the FAST Squad addition, and the highway garage floor drains and their funding sources. The CIP Committee will make recommendations to the Planning Board and Selectmen and the Planning Board will

recommend to the Budget Committee. The Tower repairs are to come from LCHIP, contributions and the 2012 operating budget. The floor drains will come from the 2011 operating budget. The FAST Squad will come from grants to the FAST Squad and the FAST Squad reserves. The Senior Center elevator will come from grants and from the 2011 operating budget. The salt shed will come from either the 2011 or 2012 operating budget.

#### Budget 2012

There are no major changes in the proposed 2012 budget and we are waiting the health insurance numbers before finalizing the police contract and the wages for 2012.

#### Other Business

Samson asked that the Junk Yard Enforcement Policy be amended to clearly state it applies to pre-existing junk yards only and could not be used to create new junk yards. He noted that he thought the language was clear that it only applied to pre-existing junk yards when asked by Al Posnanski when the policy was approved but discovered later that the language was not clear. Scott Borthwick moved to approve the clarification and Marcia Wilson seconded the motion. Unanimous approval.

Samson noted that the Town has been served with a notice of appeal by NH Electric Coop on their revaluation.

Bob Reagan reported on a rewrite of a community water supply and well head protection ordinance proposed by the Source Water Protection Committee. The Board asked that John Bergeron provide a summary of how the ordinance differs from other state laws.

Bob Reagan also noted that there was a suggestion by the Source Water Protection Committee to merge with the Conservation Commission.

Scott Borthwick asked Marcia to ask the Conservation Commission what their purposes and responsibilities are.

Scott Borthwick reported that the Budget Committee is moving forward well.

Motion at 8:35 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimously approved.

At 8:42 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 8:43 PM Selectman Wilson 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.

Selectman Wilson moved to approved Chief Sam Frank's continuing rate of pay. Scott Borthwick seconded the motion. Unanimous approval.

At 8:45 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, October 25th, 2011**

The public meeting at the Fire Station was called to order at 6:45 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the Public included Bob Scott

Motion at 6:45 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved.

At 6:53 PM Selectman Wilson 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 6:54 PM Selectman Wilson 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 7:00 PM Chairman called the public meeting to order. Other members of the Public in attendance included Al Posnanski, Ellie Davis, Gordon Gagner, Sarah Brubeck (Valley News) Dick and Marty Pusey, Nelson and Maxine Therriault, Stella Butterfield, Bob Arnold, Phil Salvail, Ruth Conwell and Carol Cushman

Minutes of October 11, 2011

Samson indicated that he had not had an opportunity to complete the minutes and asked that they be deferred to the next meeting. The Board agreed.

School Street

Samson indicated that he had advised the resident who wanted to make School Street one-way full-time to seek support from the Road Agent and the Police Chief.

Zani Property Transfer

Samson proposed that Cardigan Mountain Land Surveys draft a recordable survey indicating the metes and bounds description for the access road into the former landfill site. Samson was directed to get a price for doing the survey work and seek purchase order approval for the surveying.

Propane Tanks

Samson reviewed the status on propane tanks and stated that the price to acquire the underground tanks from Rymes is \$9,400 which is the same as the price that Rymes paid Youngs. The price for the above ground tanks is \$4,604 and would be paid to Simple Energy. Bob Reagan expressed concern that the underground tanks might be leaking and would be expensive to replace. Bob asked what the age of the tanks was. Samson indicated that he thought they were about 12 years old. Bob indicated that they can be tested to determine if they are leaking or not. The consensus of the board was to get the underground tanks tested and find out how old they are. Motion by Scott Borthwick and second by Marcia Wilson to purchase the above ground tanks and get the underground tanks tested. Unanimous approval.

### Year End Expenditures

Samson indicated that he had asked all Departments for year-end expenditures to come before the Board in December for encumbered expense. Samson indicated that he expected that there would be at least \$60,000 available not counting the FEMA reimbursement.

### FAST Business Plan

Samson distributed the business plan for the FAST Squad. He noted that the FAST Squad had sufficient deposits to pay for the match on the building expansion and for a third ambulance. The variable cost for the proposed private pay transportation service is less than 15% of the billable cost. At that rate of return, and assuming that the major portion of the building expansion was paid by grants, the FAST Squad would need only 10 private pay transportation services a year to break even and as the assets would be fully paid, there would be minimal risk.

### Hydrant Flushing

Samson reported that the Fire Department had agreed to undertake hydrant testing. George Lazarus indicated that they would be making up a schedule at their next meeting.

### Municipal Water System

Scott Borthwick moved to recess the Selectmen's Meeting at 7:30 in order to enter a meeting of the Water System Commissioners to discuss proposed water and sewer rate increases. Motion seconded by Marcia Wilson. Unanimously approved.

### Water & Sewer Rates

Samson made a detailed presentation on the reasons for the proposed rate increases. Copies of the relevant materials are attached. Basically, rates have not changed since 1998. During the first ten years of the sewer system the rates generated a surplus that built up a reserve of nearly a half million dollars. Since 2000, the rates are generating about \$50,000 a year less than what the water and sewer system is costing. The reserve account is virtually gone and rates need to be increased by about \$60,000 a year to fund operations and create an account that can pay for minimal replacement. This would be a 60% increase in rates.

As part of the study, the existing rates penalized the smallest users and subsidized the largest users three to one because the rates were designed around a high minimum usage threshold. The proposed rates looked at billing everything on a straight per gallon basis but ultimately settled for rates that subsidized large users about 1 and a half to one. Any less subsidy would result in rates that were as much as ten times higher for the largest users.

The new rates are based on actual gallons used and would use new radio read meters to monitor flows. Unexpectedly high flows would be reported to landowners monthly so that they could check for leaks. The rate will have a capital reserve charge, a capacity charge and a usage charge. The usage charge will be based on gallons (as would the

capital reserve charge) but there would be three tiers for rates with the lowest rate still be set for the largest users but at half the older subsidy rate.

Samson indicated that there were two more hearings to provide information and urged people to make suggestions on alternative rate structures as well as to seek information about their individual impacts. One suggestion was made to try to add more rate tiers to the system to reduce the impact for the largest users. Samson indicated that he would try that approach with the next computer models. Another suggestion was made to provide landlords more time to implement changes in their leases to include the higher water charges. Samson indicated that it might be possible to phase in the capital cost piece 6 months later than the user fee piece of the rates. He also suggested that Granite State Rural Water would be willing to check the individual properties to see if there was any major leaking. People questioned the quality of the water and Samson indicated that the changes made to the system in 2009 and 2010 resulted in five quarters of testing indicating no problems with the water system. A letter attesting to this is on the Town web-site. These changes rely on the use of both chlorinated surface water and water from drilled wells. The use of both sources minimizes chlorine residuals and the presence of radon in the water. These changes were funded from the reserve account which is now nearly depleted. The reserve account also funded the expansion of the rapid infiltration beds at the wastewater plant.

Hearing on rates closed at 9:30 PM.

Motion by Scott Borthwick to re-enter the Selectmen's meeting at 9:35 PM. Second by Marcia Wilson and unanimous approval.

Motion at 9:37 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved.

At 10:12 PM Selectman Wilson 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 10:13 PM Selectman Wilson 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 10:14 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, November 8th, 2011**

The public meeting at the Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the Public included Al Posnanski, John Bergeron, Andrew Musz, Ellie Davis, Nelson Therriault, Maxine Therriault, Ruth Conwell and Jeff Majewski.

Minutes of October 11<sup>th</sup> and October 25<sup>th</sup>.

The minutes of October 11<sup>th</sup> were reviewed. Motion by Scott Borthwick, second by Marcia Wilson to approve the minutes. Unanimously approved. The minutes of October 25<sup>th</sup> were reviewed. Motion by Scott Borthwick, second by Marcia Wilson to approve the minutes. Unanimously approved.

Hearing on Class 6/Private Road Access Permit for Augustus Means

At 7:05, the Planning Board joined the Board of Selectmen to conduct a hearing on whether to approve a private access road to the Augustus Means property off of Canaan Street. The Planning Board described the proposed development and the nature of the existing private road and the willingness of the landowner (Means) to sign a waiver of liability for recording in the land records. The exact nature of the building is not known other than the intent is to replace the current cottage with a larger cottage that could be all season. The road across the Means property does not exist yet. There were no people testifying either in favor or against the application. There was general consensus that the application lacked any detail as to the actual building but it was also clear that the building would be used for residential purposes and perhaps as a boat house. At 7:15 PM the Planning Board closed testimony and recommended approval of the application subject to Means securing all other necessary permits and the road meeting the standards of the Fire Chief. That decision was formally conveyed to the Board of Selectmen by the Planning Board Chairman. The Board of Selectmen, having heard the testimony or lack thereof and the facts of the application and the recommendation, asked if there was any further discussion. There was none. Scott Borthwick moved to approve the application subject to the two conditions of the Planning Board and Marcia Wilson seconded the motion. The motion unanimously carried.

Zani Property

Samson reported that we should get a survey of the right of way into the old landfill property within the next two week and that it is being done by Scott Sanborn of Cardigan Mountain Land Surveys.

Propane Tanks

Samson indicated that the underground tanks anodes were tested to assure that it was functioning correctly and that they were operating. He noted that he took photos of the tests.

### Methodist Church Lease

There was a general discussion of the access leases for the Church parking lot and the parsonage strip next to the Town Offices. There was a general discussion by two Board members of the desirability of getting access for public parking at the Church if there were no long term obligations. There was no interest in going back to the voters for a long term lease nor was there an absolute need to acquire land from the parsonage. Samson was advised to notify the Church accordingly.

### Conservation Commission

Samson indicated that he had conveyed the Board's request that the Conservation Commission tell the Board of Selectmen what their responsibilities are and what power they have and whether they can speak for the Town.

### Water & Sewer Rates

Samson reviewed the multi step rate structures as requested by Ruth Conwell as well as an option to increase the basic charge for non-using customers. Ruth asked if she could develop her own proposal that would raise the rates as needed without reducing anyone's rates. Samson agreed to furnish her a copy of a blank spreadsheet so that she could develop the rates. Jeff Majewski asked that the voters be asked to approve picking up the capital funding on the entire town tax base. It was noted that there are only 600 voters at best in the water and sewer districts and that the Town has at least three times that many voters who would oppose the whole town picking up the capital cost. The final hearing will be on November 22<sup>nd</sup> at 7:30 PM.

### Budget vs. Actual and Year End Projections

Samson reviewed the budget versus actual and indicated that the projections for unspent money including FEMA money not totals about \$160,000. He reviewed the major sources which included \$60,000 in FEMA funds and nearly \$60,000 in Highway money. He also distributed a sheet indicating the major year-end expenditures that were being requested including a salt shed for \$86,000, floor drains in the highway garage for \$17,000, \$14,000 for propane tanks and a new elevator at the senior center for \$30,000. The list totaled about \$153,000. The projections will be acted on at the last meeting in December.

### Other Business

Motion at 8:45 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick and second by Marcia Wilson. Unanimously approved.

At 8:42 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:15 PM Selectman Wilson 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 9:18 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, November 15th, 2011**

The public meeting at the Canaan Town Offices was called to order at 4:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson.

Samson reviewed the proposal numbers for health care from Local Government Center and School Care (CIGNA). He indicated that the Local Government Center Health Trust number was low enough to fit within the projected budget number. He also indicated that he expected a final number from Harvard Pilgrim on Wednesday. Based on that rate structure, he recommended that the Board could adopt the 3% wage increase for all employees with the police union to take effect in April and all others to take effect in January.

Motion by Scott Borthwick to adopt a general fund budget of \$2,990,693 and a combined Water and Sewer Budget of \$171,109 (Water \$83,532 and Sewer \$87,577). Second by Marcia Wilson. Unanimously approved.

Samson reviewed the final draft of the proposed police Union Contract and noted that the 3% increase is included to start in April of 2012 and that performance pay is excluded. There are adjustments to the calculation of overtime in weeks with holidays, vacation time and personal time. Wage increases in 2013 and 2014 are to be no less than the increases for other town employees and every effort will be made to find savings and non-tax revenue to fund an increase equal to CPI.

Motion by Scott Borthwick and second by Marcia Wilson to approve the final contract draft subject to voter and union approval. Unanimous approval.

Motion to recess the meeting to the Canaan Police Department Conference Room to complete contract negotiations made by Marcia Wilson and seconded by Scott Borthwick. Unanimous approval at 4:45 PM.

Meeting reconvened at 5:00 PM at the Canaan Police Department. The union indicated that they were prepared to sign the draft contract and that it would be submitted to the membership for signature. At 5:30 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, November 22<sup>nd</sup>, 2011**

The public meeting at the Fire Station was called to order at 6:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson and George Sansoucy.

Motion at 6:00 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved.

At 6:50 PM Selectman Wilson 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 6:51 PM Selectman Wilson 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 7:00 PM Chairman Reagan called the public meeting to order. Other members of the Public in attendance included Al Posnanski, Ellie Davis, Ruth Conwell, Nelson Therriault, Len Reitsma, Noel Everts, Elizabeth Chabot, William Chabot and Judith Kushner.

Minutes of November 8<sup>th</sup>, 2011

After review of the minutes, Scott Borthwick moved to approve the minutes, second by Marcia Wilson and approved unanimously.

#### Conservation Commission

Bill Chabot gave a report on the efforts of the Conservation Commission and reviewed their statutory responsibilities. Scott Borthwick noted that he wants to make sure that the Commission communicates with the Board of Selectmen. He acknowledged that the Commission may give its opinion but he stated that the only group that should state the Town's position on a topic as controversial as the proposed Mascoma headwaters preservation effort should be the Board of Selectmen. Bill agreed that the Conservation Commission does not speak for the Town and advises the Town on what courses of action the Town should pursue for the conservation of land and water. He hoped that the Commission did help in securing information about the preservation effort and answering questions.

Scott Borthwick moved to recess the regular meeting at 7:30 and enter into a meeting of the water and sewer Commissioners. Second by Marcia Wilson. Unanimously approved.

#### Water and Sewer Rates

Ruth Conwell made a presentation of an alternate plan for the funding of water and sewer. Her proposal would increase the first threshold of users by the same level of CPI adjustments that had occurred over the past ten years during which the rates remained constant. She stated that this rate increase would raise sufficient funds to cover the proposed operational budget. She stated that after the new meters were in, the Town could look at the actual flows and increase rates further in needed to cover capital costs.

Samson indicated that the plan would still assure a very high subsidy for the largest users and would only raise about \$30,000 of the \$70,000 needed. The Board thanked Ruth for her input. Samson indicated that there had been some discussion by individual Board members about using a credit system to cushion the increases for people whose accounts increased by more than \$200 a quarter with declining credits over the next two years. The Board took all of the comments under advisement and indicated that it would set rates at the next meeting on December 13<sup>th</sup>.

Motion by Scott Borthwick to come out of the Commissioners meeting at 7:30 PM.  
Second by Marcia Wilson. Unanimous approval.

The Board came out of the Water and Sewer Commissioners Meeting and re-entered the regular Selectmen's Meeting at 8:30 PM.

#### Zani Deeds

Samson reviewed the work of Cardigan Mountain Land Surveys and noted that the physical monuments were mostly in place and that the legal description of the right of way was now available. He asked for authority to have the deeds prepared for execution. Motion by Scott Borthwick and second by Marcia Wilson to authorize the preparation of the deeds. Unanimously approved.

#### Parking Agreements

Samson reviewed the three agreements that would be drafted to allow for public parking at the Assembly of God Church, the Methodist Church and the Methodist Church Parsonage. He asked for approval to send the documents to Gardner Fulton and Waugh for final drafting. Motion by Marcia Wilson and second by Bob Reagan to have the licenses drafted. Unanimously approved.

#### Trash Hauling

Samson reviewed the current status on potential haulers. He anticipated receiving prices from three or four haulers and expected to have the service in place by the first of December.

#### Budget vs. Actual

Samson reviewed the Budget vs. Actual and noted that it hasn't changed much since expenditures are slow with Gloria on vacation. He still expected to have at least \$120,000 available for the salt shed and the senior center elevator at the end of the year.

he had not had an opportunity to complete the minutes and asked that they be deferred to the next meeting. The Board agreed.

#### Warrant

Samson handed out drafts of the Warrant Articles for review and suggestions. He was advised to report on the condition of the existing equipment trailer, check into pricing for a used 25 ton trailer, and asked to make sure that the equipment evaluations by Larry Brabant and third party facilities is complete before the Warrant Articles will be approved.

NH Electric Coop Abatement Proceeding

Motion by Scott Borthwick and second by Marcia Wilson to retain the services of Donahue Tucker and Ciandella to represent the Town on the NH Electric Coop abatement petition. Unanimously approved.

Other Business

Chief Bellion has completed the Means driveway review.

At 8:45 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, December 6<sup>th</sup>, 2011**

The public meeting at the Canaan Town Offices was called to order at 6:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson.

Samson asked the Board to approve the Water Improvements Grant reimbursement request for interest for 2012 that was part of the ARRA project at the water plant. This will reimburse the interest cost for the Town on the loan outstanding. This loan will be paid off when the project is complete after the fence is installed.

Motion by Scott Borthwick approving and authorizing Bob Reagan to sign. Second by Marcia Wilson. Unanimous approval.

Samson reviewed the status on Town Office door bids and asked that the bid of Matt Dow be awarded. Motion by Scott Borthwick approving and authorizing Bob Reagan to sign. Second by Marcia Wilson. Unanimous approval.

Samson reviewed the bids for furnace cleaning and inspection. Motion by Scott Borthwick authorizing Samson to go with the lowest of the bids from Hennessey, Simple Energy and Hammond. Second by Marcia Wilson. Unanimous approval.

Samson reviewed the two proposals for repair of the Wastewater Treatment plant roof. Motion by Scott Borthwick approving the award to MTD for a price of \$2,184 to \$2,484. Second by Marcia Wilson. Unanimous approval.

Samson reviewed the status and conversations regarding the Henley personal property. Henley claims he knew nothing of the November 28<sup>th</sup> deadline to remove his equipment and asked for an additional 90 days. The Town owns the equipment by way of his abandonment of the equipment in 2008. We have now reached a total of nearly \$28,000 in storage fees and removal costs that were incurred in preparation for the property sale. Samson recommended withholding enough property to offset these costs or just keeping the equipment.

Motion by Scott Borthwick telling Henley that the Town would keep the Freightliner engine, the Freightliner Triaxle, the overseas storage containers, the Ford wrecker, the Cat backhoe, the construction staging and the cement mixer and sending by regular and certified mail a notice allowing Henley to remove the balance within 30 days or lose the remaining equipment. Second by Marcia Wilson. Unanimous approval.

Samson reviewed quotes from Art Conkey, Earl Flemming, Connecticut Valley, Max Jewell and noted the possibility of a quote from Vincent Hammond. At this point Art Conkey is the lowest bid. The contract would be on a trip to trip basis until further notice. Motion by Scott Borthwick authorizing Samson to go with Conkey unless a lower bid comes in prior to Friday. Second by Marcia Wilson. Unanimous approval.

Samson reviewed prices from Mike Duffy (Horizons) and Pathways to complete as-built drawings for the Transfer Station. Motion by Scott Borthwick authorizing Samson to award to the lowest of the two bidders (Duffy). Second by Marcia Wilson. Unanimous approval.

Samson asked what the Board's wishes were for dump stickers. He noted that there is no enforcement at this point as we are waiting for new stickers with identification numbers. Scott indicated that he didn't think there was much of a problem as we haven't heard of any complaints from Ross. Bob indicated that we needed to use volunteer help to issue new stickers if we give them out. Scott suggested having the Conservation Commission issue the stickers. All agreed that the stickers will only work if Sam enforces the Town's solid waste ordinance. Motion by Marcia Wilson and second by Bob Reagan to purchase the stickers and enforce subject to Sam's willingness to enforce the ordinance.

Samson asked that the Board authorize the purchase of a new printer for \$400 from Staples to replace the unit at the Fire Department with the expense to come out of their equipment line. Motion by Scott Borthwick approving. Second by Marcia Wilson. Unanimous approval.

Samson reviewed the proposal by Springfield Fence for a 6 foot and 8 foot high fence around the Water Treatment Plant. Motion by Scott Borthwick approving the 6 foot high fence. Second by Marcia Wilson. Unanimous approval.

At 6:45 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, December 13th, 2011**

The public meeting at the Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Others in attendance: Chief Sam Frank, Al Posnanski, Ellie Davis, Joe Butterfield, and Phil Salvail.

Minutes Nov. 15, Nov. 22 and Dec. 6<sup>th</sup>

Scott Borthwick moved that the minutes of November 15 and 22<sup>nd</sup> and the minutes of December 6<sup>th</sup> be approved as written. Marcia Wilson seconded the motion. Unanimously approved.

#### Police Department

Chief Frank addressed the board and asked that they sign a purchase order encumbering funds for a radar unit for the new cruiser to be ordered in 2012. He noted that the funds were available in this year's budget and he wanted to conserve funds in the 2012 budget and keep the purchase price down to just the cruiser at \$24,000. The consensus of the board was to sign the purchase order and it was signed. Chief Frank also indicated that they had completed enough of the preliminary review process to have a candidate ready for board review on the 27<sup>th</sup>. Sam indicated that he would not be available for the interview on the 27<sup>th</sup> but that Todd or one of the other officers would be and asked if that would be acceptable as he wanted to get the new hire into a training program right after the first of the year. The board indicated that would be acceptable. The board also indicated that the language of the officer's contract needed to have reimbursement protection related to working a minimum of 20 hours a week for the Town.

#### Water System Operators

Joe Damour attended the meeting to answer questions about the coming year's operations. Samson noted that the Town was approving a new rate structure and budget to allow for an increase in maintenance and funding for replacement lines and equipment. He also noted that one of the major issues is the significant difference between the water produced at the plant and the water metered at the users. This difference will not be acceptable to DES and we would like to track down where water is being lost. A priority will be to check the condition of the water main from the lake to the plant and from the plant to the Village. As the line is well over 100 years old, it is anticipated that it may already have issues that are causing a loss of water. Joe was asked to develop a strategy for checking these lines and he suggested running a camera down the line. Mike asked him to get a price for the service. A related issue is that we will be replacing all of the meters with radio read meters in the spring. There are about twenty accounts with no meters due to freezing, lack of pressure and malfunctions. Joe Butterfield confirmed that he had very little pressure. Joe Damour and Mike discussed the use of a pump station or home based booster pumps to increase pressure. The pump station seemed to be too expensive and Joe was asked to develop a price for the home based booster pumps. He was also asked to determine how to install the meters in areas with no pressure. He



agreed to get back to the town with information. Samson noted that we will have to meter flushing, the fire department tanker fills and other known un-metered uses. On other water issues, Joe was asked whether he was responsible for hydrant flushing. He indicated that he was. It was noted that when the water main across the river broke last summer, the hydrant in front of Ellie's was inoperable and no one knew it. It appears that there is no on-going system in place for hydrant flushing. The board has asked that the fire department check all of the hydrants and suggested that this could be coordinated with Alan. Joe agreed that we should be checking them at least every couple of years and thought we were. Samson indicated that we had a similar situation with manholes which should be inspected annually but have not been. Joe asked what the purpose was and Samson indicated because the law required it and we would be unable to even know if there was a problem if we never open the manholes. Joe said there would be nothing to see since the pipes pass through the manholes and they are often full of water. Samson indicated that if the manholes were sealed in the bottom and the collars/risers were replaced and sealed, we could open the covers and see if there was flow outside of the pipe entering the manhole. Joe indicated that he believed they should be checked once every few years. Joe was asked to create a plan. Samson indicated that Hanover checks them every 6 months. Joe indicated that Canaan is no Hanover. Samson responded that once every three years is too long, especially since several have not been opened in over 10 years. Joe was asked to develop a plan for manhole checking annually. Joe was asked about the waste water plant and whether we were going to automate the flows through the plant to the rapid infiltration beds. Joe indicated that it may not be possible since the main valve works hard and is not in a well that would allow a motorized drive. There was general discussion about the need to have at least minimal flow every day to maintain compliance. Joe indicated that they were attempting to find a setting that will allow for some standard flow every day without draining the lagoons down too far. Joe was asked whether the lagoons needed to be cleaned out and he indicated that he thought there was less than a foot of solids in the lagoons and felt there was no need as most solids are collected in the individual septic tanks. Samson also asked that a new replacement schedule be created for equipment to assure that we have adequate funding. Bob Reagan asked about one clause in the WSO contract but was assured that the clause pertained to WSO only. There were no further questions and Joe was thanked for his input and the board indicated that it would complete its review of the contract.

#### Water & Sewer Rates

The board indicated that he had completed its hearing process on new rates and believed that the higher rate structure was needed but would use credits to help offset part of the highest increases over the next two years. Motion to approve the attached proposed three tier rate structure, the capital reserve funding and the capacity charge and to further approve the attached credit system made by Marcia Wilson and seconded by Scott Borthwick. Unanimously approved.

#### FEMA Partial Payment

Samson discussed the recent notice that we would be receiving half of the FEMA reimbursement this month and the final upon completion of all work which should also be this month but reimbursed in January. He indicated that we need to approve the

certification of all the expenses and the completion and the permission for audit. Scott Borthwick moved to authorize Bob Reagan to sign the necessary forms. Unanimously approved.

#### Budget versus actual

Samson reviewed the expenditures and the year-end anticipated balances. It appears that we will have at least \$134,000 available once all of the FEMA money is received. This should be sufficient to cover all of the elevator repairs in the senior center and most of the salt shed depending on other year end needs.

#### Twin Bridges Contract

Samson noted that the annual contract is due for renewal to start January 1<sup>st</sup> for computer technical services. The money is available in the proposed operating budget. Motion to approve the Twin Bridge contract by Marcia Wilson and second by Scott Borthwick. Unanimous approval.

#### Zani Property Exchange

Samson reported that we had the survey for the Zani land swap right of way and we should be ready to sign the deed and necessary documents. Scott Borthwick moved to authorize Bob Reagan to sign all necessary documents for the land swap. Marcia Wilson seconded the motion and it was unanimously approved.

#### Other Business

Samson asked that the board request Gloria transfer the balances owed the capital reserve accounts to Cindy Neily. Scott Borthwick so moved and Marcia Wilson seconded the motion. Unanimously approved.

Samson asked that the Board request eleven thousand dollars from the revaluation capital reserve to fund the 2011 evaluation. Scott Borthwick so moved and Marcia Wilson seconded the motion. Unanimously approved.

Purchase Orders were authorized for Barker Steel for the Transfer Station, for Ossipee Mountain for radios and the Highway base unit, and for Springfield Fence for a new fence by the transfer station hopper.

Samson was asked to check on why we are using sand on Goose Pond Road.

Motion at 9:05 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick and second by Marcia Wilson. Unanimously approved.

At 9:45 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:46 PM Selectman Wilson 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.

Motion by Scott Borthwick and second by Marcia Wilson to communicate with Henry Minasian representing the Methodist Church that the Town does not see a need to further negotiate licenses with the Church and the Town has not need of any permission or

support from the Church and it appears that communications are not being productive.  
Unanimously approved.

At 9:52 PM Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, December 27<sup>th</sup>, 2011**

The public meeting at the Canaan Town Offices was called to order at 6:30 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson.

Motion at 6:30 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved. Invited to attend were Ryan Porter and Samuel Provenza.

At 6:55 PM Selectman Wilson 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 6:56 PM Selectman Wilson 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 6:58 PM Scott Borthwick moved to hire Samuel Provenza as a part time officer working no more than 20 hours per week. Second by Marcia Wilson. Unanimously approved.

At 7:00 PM Chairman Reagan called the public meeting to order. Other members of the Public in attendance included Al Posnanski and Ellie Davis.

Minutes December 13<sup>th</sup>, 2011

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes of December 13<sup>th</sup>. Unanimous approval.

Budget vs. Actual

Samson reviewed the financial status of the Town. He indicated that the estimate at this point is that there is \$124,319 in funds available for year-end expenses. He also indicated that there will most likely be an additional thirty to forty thousand dollars available after all payroll and bills are up-dated.

Year End Encumbrances

Samson reviewed the list of year end purchase orders that are requested. The total for all of these items is \$137,558. The items include \$20,100 for a new lift at the Senior Center (required by law). \$12,500 for building changes at the Senior Center to accommodate the lift, \$3,000 for a new entry at the Fire Station, \$86,738 for a new salt shed (required by law), \$7,500 for lighting at the highway garage, \$3,100 for creating a lunch room at the highway garage and \$4,620 (\$10,100 less sewer funds of \$3,367 and FEMA funds of \$2,100). The board reviewed each request. Marcia Wilson moved to approve and Scott Borthwick seconded approval of a purchase order of \$20,100 to All-Ways Accessible for a lift, up to \$12,500 to MTD for renovations to the Senior Center for the lift, \$74,838 for a new salt shed, \$7,500 to Langlois Electric for lighting at the highway garage, \$2,000 to RP Johnson for a lunch room and \$10,100 for a new gate on Transfer Station Road. The

total authorized was \$121,588. The Fire Department was directed to obtain hard numbers on the new entry and come back to the Board in 2012. The Highway Department was directed to look at the numbers further and see if there is a way to get the lunch room for \$2,000.

#### Draft Warrant Articles

Samson handed out and reviewed draft warrant articles for consideration. They have been sent to Bernie for final review.

#### Bench on the Common

The Board reviewed a request by a family to donate a bench for the Common, Scott Borthwick moved to accept in principal and refer the contribution to the Friends of Canaan Main Street for review. Second by Marcia Wilson and unanimously approved.

#### Humane Society

Samson reviewed the annual contract with the Humane Society for animal care. Motion by Marcia Wilson and second by Scott Borthwick to approve the contract and limit expenditures under it to \$500 per year. Unanimously approved.

#### Zani Deed

Samson reported that all drafts of the Zani Deeds are approved and David has signed his deed. The transfer tax issue needs to be resolved and will total about \$200. Motion by Scott Borthwick and second by Marcia Wilson to sign the deed and pay up to half of the transfer tax out of the legal fees account. Unanimously approved.

#### MVHI Emergency Heat Protocol

Samson reviewed a protocol drafted by MVHI that is used in a number of communities to provide emergency heat for people running out in the middle of the night. The protocol says that Listen will answer the calls and provide the fuel until it has exhausted its funds after which the Town will be liable for the expense through a payment guarantee. The Board noted that not only will the Town make the payments for people in need, we will also be responsible for emergency delivery fees in the middle of the night because people are not watching their fuel levels. It was also noted that the Town has emergency fuel funds that it gives out through the Town Welfare Department. Motion by Marcia Wilson to decline to sign the protocol. Second by Scott Borthwick. Unanimous approval.

#### Water System Operator' s Contract

The Board discussed the renewal of Water System Operators contract. Motion by Scott Borthwick to approve the contract. Second by Marcia Wilson. Unanimous approval.

#### Other Business

Bob Reagan asked what the status was on the Caspersan property and purchase by Silvio Conti. Scott Borthwick indicated that he would check on it.

Samson discussed whether to change the direction at the Transfer Station. There are pros and cons to the change but the waiting area would be flatter and there would be less

traffic conflict at the bottom of the hill if the direction was reversed. The Board suggested that we run a poll on the web site to ask people which way they would like to go.

Bob Reagan asked that we look at getting an alarm system in the Town Hall to warn if the heat was out in the Town Hall.

The Board approved the request for a raffle by Cardigan Mountain School. Scott Borthwick moved and Marcia Wilson seconded. Unanimous approval.

The Board approved the requests by Fish and Game and Old Home Days Committee for use of the Common and Williams Field. Motion by Scott Borthwick and second by Marcia Wilson. Unanimous approval.

Samson was directed to send a letter to National Grid complaining about the inefficient and unsafe tree cutting being done by their contractor.

Motion at 9:20 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick and second by Marcia Wilson. Unanimously approved.

At 9:50 PM Selectman Borthwick made a motion to come out of non-public session.

The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:55 PM Selectman Wilson 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.

Motion by Scott Borthwick to give a one time bonus of \$100 to Bob Scott for his work on Irene including the FEMA paperwork, for his work to fill in for Larry, for taking on more department responsibility for government buildings and for reducing and reorganizing his budget. Second by Marcia Wilson and unanimous approval. Motion by Scott Borthwick to give a one time bonus to Bill Bellion for his work on the ice storm, the tornado and Irene as well as organizing FEMA's interaction with Canaan and preparing mitigation applications. Second by Marcia Wilson and unanimously approved. Motion by Scott Borthwick to give a one time bonus to Gloria Koch for her efforts to prepare all of the FEMA filings and back-up documents that resulted in \$89,000 in reimbursements. Second by Marcia Wilson and unanimously approved. Motion by Scott Borthwick thanking Sam Frank for his efforts in computerizing the Police Department, reducing overtime and working to handle an increased criminal complaint load. Second by Marcia Wilson and unanimously approved.

At 10:15 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott 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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Marcia Wilson  
Canaan Board of Selectmen