

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, January 10th, 2012**

The public meeting at the Canaan 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. Other members of the Public in attendance included Al Posnanski, Bob Scott and Ellie Davis.

Minutes December 27th, 2011

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes of December 27th. Unanimous approval.

Warrant Articles

There was discussion about the need to seek funding for legal defense of the NH Electric Coop abatement case. Samson pointed out that the lost tax revenue in a single year, if we failed to defend, would equal three quarters of the legal expense. The draft articles includes article 11 which would ask for additional legal and technical funding to defend ourselves against NH Electric Coop. Scott Borthwick made a motion to approve articles 2 through 12 as drafted. Marcia Wilson seconded the motion. Unanimous approval.

Samson reviewed all of the submitted articles and noted that several had no language to “raise and appropriate”. Several had the word appropriate only and Samson said he would check with Bernie on the legality of using appropriate only. Scott asked if these would be defective if approved. Samson indicated that there was insufficient language in the Advanced Transit article and in the Tri-Cap article to raise and appropriate. Scott suggested that we accept all articles as drafted. Samson noted that we are obligated to accept them in any event. Each of the articles was reviewed separately for recommendation by the Board.

The WISE article (13) was not recommended by Scott Borthwick and Bob Reagan and recommended by Marcia Wilson.

The Senior Citizens Council (14) was recommended by Marcia and Bob Reagan and not recommended by Scott Borthwick.

The Advance Transit article (15) was recommended by Marcia Wilson and Bob Reagan and not recommended by Scott Borthwick.

The Visiting Nurses Association (16) was recommended by Marcia Wilson and Bob Reagan and not recommended by Scott Borthwick.

West Central Behavioral Health (17) was recommended by Marcia Wilson and Bob Reagan and not recommended by Scott Borthwick.

Mascoma Valley Health Initiative (18) was not recommended by Scott Borthwick and Bob Reagan and recommended by Marcia Wilson.

Tri-Cap recommended by Marcia Wilson and Bob Reagan and not recommended by Scott Borthwick.

Cross Country Contract

There was brief discussion regarding the contract. After review, it was determined that the contract included a little over \$25,000 for revaluation of 25% of the properties and would bill the revisions and new construction at a price per change. Scott asked how much we had budgeted and Samson indicated that there was enough to cover the base contract and the new parcels. The Board suggested that we hold off on the contract until the next meeting.

LCHIP

Samson reviewed the paperwork from LCHIP and noted that we have to sign our intent to accept the LCHIP grant at this time. There will be other documents that we need to prepare and submit during the spring. As part of those documents, there will be a new stewardship agreement. Scott Borthwick moved to authorize Bob Reagan to sign the letter of intent to go forward. Marcia Wilson seconded the motion and the motion carried unanimously.

School Care

Samson indicated that we had a February 1st deadline to decide whether we are going to take School Care for health coverage. School Care (CIGNA) has a total cost of \$305,000 while the LGC using Matthew Thornton would cost \$329,000 and Harvard Pilgrim through the new insurance cooperative would cost \$333,000. Marcia Wilson moved that the Town go with School Care. Scott Borthwick seconded the motion and the motion carried unanimously.

Other Business

There was discussion regarding a request by Bob Scott for an additional \$2,000 for electrical work for the lunch room. The Board asked if there were any ways that the Department could hold down this cost by using old fixtures or by stringing the wire themselves. Bob indicated that he would try to reduce the proposed expense by the next meeting.

Bob also asked that his purchase order for a new plow frame be authorized to give the Department more flexibility in how the frame is used. The purchase order was signed.

At 8:30 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, January 24th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the Public in attendance included Al Posnanski, Steve Gratalos, Ellen Woodward, Robert Scott, Phil Salvail and Ellie Davis.

Minutes January 10th, 2012

Motion by Marcia Wilson with second by Scott Borthwick to approve the minutes of January 10th as amended. Unanimous approval.

Highway

Sand.

Two members of the public addressed the Board about providing more sand at more convenient hours. The Board indicated that the sand was provided as an incidental convenience as it was illegal to use tax dollars to provide large quantities of sand for private driveways at no expense to the homeowners. Scott reinforced that the sand was a courtesy and not a right and had never been a right. They noted that the reason that the pile was moved from the area by the police station was to assure that it wasn't being taken by the truck load. Bob Scott indicated that he was hauling the sand to the transfer station at the rate of a dump truck a day and the pile was running very low for the rest of the winter (more than 2 months to go). Steve and Ellen indicated that the sand pile was frozen and there was no light at the transfer station where the pile is located. They also indicated that their grandson had slipped and sprained his wrist. The Board indicated that the sand was available on a first come first served basis and was for homeowners only and should be limited to just a few buckets. Steve and Ellen stated that they felt they should be able to get sand in a larger quantity.

Safe Routes to School Grant

Bob Scott described the proposed grant application for \$9,500 in funding to have the UVLSRPC do a needs assessment, education program and feasibility study for safer paths to the Canaan Elementary School. There was discussion of the perimeter around the school that would be studied and the fact that no local match would be required for this phase of the work. Motion by Marcia Wilson with a second by Bob Reagan to approve the grant application. Marcia and Bob in favor and Scott against. Motion carried.

Pricing on Gate at Transfer Station Road

Bob reviewed the results of shopping the gate and the necessary hardware and electrical and recommended that the Town contract with Superior Fence at \$14,625 plus the Langlois quote for the power installation. The overall price would be less than the Springfield price (\$16,775) without the power installation added. Motion by Scott Borthwick to contract with Superior and Langlois. Second by Marcia Wilson and unanimously approved.

Options for Sidewalk Snow Removal

Bob Scott requested that the Board authorize the purchase of a sander and snow blower for the Wastewater Kubota tractor to be used for snow removal on the sidewalks.

Townline Equipment had given a proposal for \$6,715 for the sander and snow blower. Samson indicated that the least expensive ATV type plow and sander would be in excess of \$20,000. There was discussion of blowing the snow versus plowing and Bob Scott indicated that it has traditionally been done by snow blowing although with a smaller snow blower. He indicated that is adequate space to blow the snow. The Board discussed that they had sought proposals from private contractors in the past and the proposals were always higher than the Town's cost. The Board asked Bob to get at least two other quotes from Kubota dealers and they would sign a purchase order on the lowest priced option.

Electrical in Highway Room and Storage Area

Bob indicated that he had obtained two different quotes trying to cut the cost of the electrical changes in the Highway Garage. The lowest cost he was able to get was for \$1,400 from Langlois. It was noted that so far Bob had authorization for \$2,000 and had actually spent about \$2,100. Scott Borthwick moved to authorize a total of \$3,500 for the new room. Marcia Wilson seconded the motion and the motion carried unanimously. Scott also noted that the compressor was continuously blowing the breaker at the main panel. Apparently, the compressor needs a 50 amp breaker for the size of the compressor. Langlois gave Bob a price of \$752 to change over the wiring and breaker size to accommodate the compressor. There was some discussion as to whether the location could be changed to drop the expense and it was decided that it was not practical. Motion by Scott Borthwick to approve the \$752 and seconded by Marcia Wilson. Unanimous approval.

Approval of Cross Country Contract

Samson brought up the Cross Country Contract for approval and indicated that he had checked comparable costs over the last 4 years and the budget currently has sufficient money in the line item to cover the Cross Country cost for 2012. Scott Borthwick moved to approve and authorize Bob Reagan to sign the contract. Marcia Wilson seconded the motion. The motion was unanimously approved.

Town Report Dedication

Samson asked what the Board's pleasure was for a Town Report Dedication. Marcia Wilson moved to dedicate the Report to Ed Labrie and seconded by Scott Borthwick. Unanimously approved.

Part time help

Samson indicated that he has met with several high school students who would be willing to work up to 5 hours a week doing filing or minor repairs on government buildings. Samson asked if that is something that the Board is interested in following up on. The Board indicated that he should continue to look at it and bring candidates before the Board for approval.

Other Business

4-H asked permission to sell food at the deliberative session. The consensus was yes. There was general discussion on the expense of the transfer station modifications including the trailer which total \$50,000 and the three and a half year pay-back period at the annual savings of \$14,500 a year.

Samson asked that the 2012 wage schedule be approved for employees so that we can start the new wage increase. The Board signed the schedule.

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 9:35 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 9:37 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 Marcia Wilson to place Doug King on paid administrative leave until 12:01 AM February 1st, 2012 per the recommendation of the Road Agent to allow Doug to meet with the Board to review his performance over the past year. Scott Borthwick seconded the motion. Unanimously approved. Motion by Scott Borthwick to require the Mechanic and Road Agent to mark the purpose and vehicle on purchase orders where the purpose of the purchase is unclear. Marcia seconded the motion unanimously approved.

At 9:40 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
FRIDAY, January 28th, 2012**

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

The meeting was warned as an emergency meeting at 3:30 PM by posting on the Town Bulletin Board with the purpose of amending the Warrant for Town Meeting. The posting requirement and requirements for printing and distribution dictated that a decision to amend the Warrant be made by Friday evening in order to meet the January 30th posting deadline. Scott Borthwick was working out of town at the time and participated by telephone conference call.

Samson indicated that there would be a delay of up to three years if the Town were forced to wait for all of the redemption periods on the sale of the Catherine Bates home on Route 118 for deferred taxes. The heirs are eager to do a direct transfer of the property to the Town for the deferred taxes. In order for the Town to accept the deed, the voters would have to authorize the Town to accept the deed to facilitate the sale and authorize the sale. Samson asked that we add an article to the warrant seeking that authority.

At 4:15 PM Scott Borthwick moved to adopt the proposed article that would provide the necessary authority. Marcia Wilson seconded the motion and the motion carried unanimously.

At 4:17 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, January 31st, 2012**

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, TA Michael Samson, Road Agent Bob Scott and Highway Employee Doug King.

Motion at 4:01 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 Bob Scott and Doug King.

At 4:50 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 4:52 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 4:54 PM Scott Borthwick moved to uphold and approve the recommendation of Road Agent Robert Scott regarding the continuation of employment of Doug King and directed Samson to verbally notify Doug King on Wednesday and to send a letter to Doug King confirming the Board's action. Motion seconded by Marcia Wilson and unanimously approved.

At 5:15 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, February 14th, 2012**

The public meeting at the Canaan Fire Station was called to order at 6:30 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson (by phone) 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 was Bob Scott.

At 6:50 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 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 6:52 PM Scott Borthwick moved to interview three candidates for the Highway Truck Driver/Laborer position in executive session at 4:00 PM on February 22nd. Second by Marcia Wilson. Unanimously approved.

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Al Posnanski, Daniel Henley, Robert Scott, Phil Salvail and Ellie Davis.

Minutes January 12th, 28th and 31st, 2012

Motion by Scott Borthwick with second by Bob Reagan to approve the minutes as written. Voted to approve 2-0.

Henley Equipment

Mr. Henley asked that the Board allow him to continue moving the rest of the equipment formerly owned by him from the Town gravel pit and indicated that it could be completed in a week or so. The Board indicated that they believed that the Town had gone well past the point of fairness in accommodating Mr. Henley. They noted that the equipment was forfeit when the property was taken for taxes in 2008 and abandoned a second time when Mr. Henley was given a notice to remove the property. The Town had expended time and money to remove the equipment from the property to sell the property. The Town had agreed to let him take most of the property back to his lot in Canaan if it were removed from the gravel pit by the end of November. Mr. Samson had extended that deadline several times until Mr. Henley ceased moving the equipment in January. The final deadline was to complete the removal by 20th. That deadline was not met ostensibly because of a family illness but that reason was not communicated to the

Town until February 10th. The Board indicated that they were not going to extend the courtesy further. Samson suggested that we could give Henley a week more in exchange for signing off on titles for the trucks. Without signed titles, the Town will have to conduct a public sale to clear title. Mr. Henley objected saying that those vehicles were valuable and he should get them back. Samson indicated that the value of the cement mixer, Freightliner tri-axle, shipping containers, roller, tow truck and backhoe equaled the value and cost of removing the equipment from the property and supervising the return of the balance of the equipment to Henley. The Board said that they would go with that option but that Henley needed to indicate that he was willing to do that by Thursday. Henley indicated that he didn't know the Town was keeping that equipment and Samson pointed out that we had communicated that fact to him by phone, through a letter to his attorney which was emailed by the attorney to him, by certified mail which he declined to accept and by regular mail at the address that Mr. Henley had indicated was the correct address in the summer of 2011. The Board indicated that he had an offer from the Board which he could choose to accept or reject by Thursday.

Budget vs. Actual

Samson went through the expense statement and reviewed all of the areas of concern. Many lines which show heavy early expense are annual payments that are typically made at this time of the year. We are a little under on the support contract for the IMC system. Some of our heating accounts are higher and others lower and Samson believes that this may be errors in which tank is being filled. There are three tanks next to each other at the Police, Fire and Highway Departments. He noted that the transfer station is finally showing its true cost. Samson noted that we will have a problem with winter sand as we budgeted zero for the year based on the stockpile we had put up in 2011. Cash flow is fine and we have almost enough cash to carry us until May even if there is no other revenue in March and April. Typically, there is at least a few hundred thousand dollars in revenue between February and May. Bob Scott asked that the Board increase the authorization on the salt shed by \$1,262 for extra freight cost. The total would be \$88,000 and the \$1,262 would come out of contracted services for 2012. The consensus of the two Board members was to approve the increase.

School Care Membership Agreement

Samson reviewed the membership agreement with School Care and recommended that the Board sign the contract. The terms are similar to the Local Government Center and Primex and will run from July 1, 2012 to June 30th, 2013. He indicated that the employees with Highway and the Police Department had reviewed the coverage and had no problem with the proposed coverage. Scott Borthwick moved to approve the contract and Bob Reagan seconded the motion and the motion passed with two votes in favor.

Vachon Clukay Engagement Letter

Samson indicated that it was time to sign a letter engaging the services of Vachon Clukay for an audit of the 2011 financials. Scott Borthwick moved to have Bob sign the engagement letter and Bob Reagan seconded the motion and the motion passed with two votes in favor.

Personnel Policy Amendments

Samson reviewed the draft changes to the Personnel Policy with respect to premium cost sharing for employees hired after 2/1/2012 and the use of cell phones. Samson asked if the Board wanted to include the 35% premium sharing for family and spouse and also include the 50% premium sharing for spouses on another employer insurance plan. The consensus of the Board was to include both provisions. Scott Borthwick moved to approve the personnel policy changes and Bob Reagan seconded the motion and the motion passed with two votes in favor. (copy attached and made part hereof)

Motion at 8:15 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick and second by Bob Reagan. Reagan and Borthwick voted in favor.

At 8:25 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Reagan and voted 2-0 by roll call vote. At 8:28 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Reagan and voted 2-0 by roll call vote.

At 8:30 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Scott Reagan and voted 2-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

MEDICAL BENEFIT PLAN

Eligible employees may participate in our medical insurance plan. After sixty days of continuous service, full-time employees may enroll in either a single, two-person, or family contract after meeting the eligibility criteria stated in our plan documents. Coverage begins on the first of the month following sixty days. Information and enrollment forms may be obtained from the Finance Office. To assist you with the cost of this insurance, the Town will pay 100% of the cost of the employee’s health insurance. Eligible Employees who are hired after February 1st, 2012 and who need a two person or a family plan will be expected to contribute 35% of the additional cost above a single person rate that is assessed for that insurance. Spouses of Eligible Employees who are hired after February 1st, 2012 and who are covered under or have the option of being covered under another employer’s health insurance plan and who wish to enroll under the Town plan will be expected to contribute 50%, rather than the 35% of the difference in cost to the Town between the one person and two person coverage if the spouse wishes to be insured on the Town policy. Additional coverage for family members of spouses required to contribute 50% would require an additional contribution of 35% of the additional cost assessed for family coverage beyond the two person coverage. The balance is to be paid by the employee through authorized payroll deduction.

Part-time employees whose normal workweek is less than 35 hours shall be entitled to participate in the Town's group policy, at the employee's expense. The employee shall authorize a deduction from their weekly pay to cover the monthly policy premium.

Please see the Finance Office for more details.

DENTAL PLAN

Eligible employees may participate in our dental plan. After sixty days of continuous service, full-time employees may enroll in either a single, two-person, or family contract after meeting the eligibility criteria stated in our plan documents. Coverage begins on the first of the month following sixty days. The Town pays 100% of the cost of the dental plan. Eligible Employees who are hired after February 1st, 2012 and who need a two person or a family plan will be expected to contribute 35% of the additional cost above a single person rate that is assessed for that insurance. Spouses of Eligible Employees who are hired after February 1st, 2012 and who are covered under or have the option of being covered under another employer's health insurance plan and who wish to enroll under the Town plan will be expected to contribute 50%, rather than the 35% of the difference in cost to the Town between the one person and two person coverage if the spouse wishes to be insured on the Town policy. Additional coverage for family members of spouses required to contribute 50% would require an additional contribution of 35% of the additional cost assessed for family coverage beyond the two person coverage. The balance is to be paid by the employee through authorized payroll deduction.

Information and enrollment forms may be obtained from the Finance Office.

Part-time employees whose normal workweek is less than 35 hours shall be entitled to participate in the Town's group policy, at the employee's expense. The employee shall authorize a deduction from their weekly pay to cover the monthly policy premium.

Cell Phones: Employees shall not use cell phones while working on Town time (which shall exempt official breaks and lunch) except for cell phones assigned by the Town to the Employee or other cell phones specifically identified by the Town as phones to be monitored for official town business. But under no circumstances shall Employees operate a motor vehicle or other heavy equipment while using a cell phone. Vehicles equipped with "hands free" equipment are exempt. This rule may be waived in emergency situations where cell phone communications are essential to Town business.

Approved by the Board of Selectmen 2/14/2012

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, February 22nd, 2012**

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, TA Michael Samson, Road Agent Bob Scott and two Highway Laborer candidates.

Motion at 4:01 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 Bob Scott and employment candidates.

At 5:20 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 5:21 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 5:22 PM Scott Borthwick moved to offer employment to Shawn Lettre for the position of Highway Truck Driver/Laborer with placement on Grade 6 at \$14.00 per hour with a 90 day review. Motion seconded by Marcia Wilson and unanimously approved.

At 5:23 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Scott Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, February 28th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Al Posnanski, Phil Salvail and Ellie Davis.

Minutes February 14 and February 22, 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes as corrected for February 14th. Unanimous. Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes as corrected for February 22nd. Unanimous.

Budget vs. Actual

Samson went through the income and expense statements for the year to date. Revenues are slightly ahead at this time and do not pose any cash flow issues. There have not been any major changes on the expense side yet. The expenses for heating are uneven across the accounts but are still within budget overall. Petroleum products for the Mechanic are running high. We are now being billed for electricity at the transfer station and that charge is about \$160 a month with no offsets that are identifiable. Site improvement expenses for hard pack on the roads have used up the site work budget at the transfer station. Medical assistance in welfare is running higher than normal.

Right to Know – Bulletin Boards

Samson indicated that he would send out a memo to all departments and committees that they are required to follow the right to know law and post the agendas of their meetings at least 24 hours in advance. Minutes are also required of elected commissions and boards and should be available to the public. Samson asked that the Board allow the purchase of two outdoor bulletin boards for public notices with one hung in front of the town offices and one hung at the fire station. Scott Borthwick moved to spend up to \$800 for the two bulletin boards to come out of executive miscellaneous. Second by Marcia Wilson. Unanimous approval.

Water Conservation Plan

Samson reviewed the outline of the Water Conservation Plan he is drafting for DES. It highlights what we have already done and identifies steps to be completed with the next two years and a final rate revision based on a larger user base and equitable rates in 2015. The consensus of the Board was to submit a plan as outlined.

Meters – Cost and Timing

Samson indicated that the cost of the meters, reader and software will be about \$36,800 plus installation which would add another \$15,000. He indicated that the process will take 6 months and needs to be done even at the higher cost. The cost will come out of the first year's increased rates and the non-lapsing fund. The Board asked Samson to get quotes from several companies by the end of March.

Police Department Electrical Retrofit

National Grid has identified a number of changes in the Police Department that will drop costs about \$350 a year. The cost of the equipment changes is \$1,848.84 of which National Grid will fund all but \$785.76. Motion by Marcia Wilson to approve the retrofit expenditure. Second by Scott Borthwick. Unanimously approved.

Transfer Station Operations

Samson reviewed the progress with the operators. So far everything is going well.

Appointments

Scott Borthwick indicated that the Historic District Commission voted to recommend Reverend Dr. Keven Schwamb for the position of alternate member of the Historic District Commission. Motion by Scott Borthwick to appoint. Second by Marcia Wilson. Unanimous approval.

Road Naming

The Board reviewed the request by Bill Wilson to name a road on the McKinstry property "Glen Way" to facilitate 911 numbering. Motion by Scott Borthwick to name the road Glen Way" and second by Marcia Wilson. Unanimous approval.

Meeting on Town Meeting Night

The consensus of the Board was to hold a brief meeting at the Fire Station on March 13th.

Other Business

Samson indicated that he would work on alternate water and sewer rates based on new users prior to 2015 and in light of the mandate to level water rates per gallon for all classes of users.

It was mentioned that Indian River Nursery School was interested in putting a sign on the playground fence again. Samson was directed to communicate with them regarding the rate.

Samson was asked if Wanner was planning on attending a meeting to outline the future of the Roby property. Samson indicated that other than Wanner's statement that they would like to come in at some point in the future, he had heard nothing about a date.

Marcia reported on the programs that recreation had put on this month and reported that Competition Complex will be offering after school activities as well. Marcia indicated that she would be responsible for organizing these activities.

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

At 8:45 PM Selectman Borthwick made a motion to come out of non-public session.

The motion was seconded by Selectman Wilson and unanimously approved. At 8:42 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and unanimously approved.

At 8:43 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, March 13th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Bob Scott, Al Posnanski, Phil Salvail and Ellie Davis.

Minutes February 28, 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for February 28th. Unanimous.

Budget vs. Actual

Samson noted that there had been few changes in either expenses and revenues and there were no new areas of concern.

RFP's Tower, Senior Center, Recreation and Water Meters

Samson distributed the RFP's for each of the spring projects and noted that they had been provided the Board in advance. Samson discussed the need for an RFP on the playground equipment even though we had a proposal in hand noting that there is a bid requirement and also noting that the the final proposal process may hold down expense allowing for additional equipment. Motion by Scott Borthwick with second by Marcia Wilson to approve the four requests for proposals. Unanimous.

Water Conservation Plan

Samson distributed and discussed the final water conservation plan to be submitted to DES. He noted that Joe D'Amour and Scott Clang had both reviewed the plan and both indicated that DES would probably have more questions and suggestions.

Other Business

Bob Scott asked that the Town stop winter maintenance on the Ramor Farm Road. There was some discussion as to whether it is a Town Road and whether it is a class 5 or 6 road. The status of the road would dictate the steps needed to stop maintaining the road in the winter. Samson said that he would check the roads status. Motion by Scott Borthwick with second by Marcia Wilson to stop winter maintenance subject to it being a private road. Unanimous.

Al Posnanski reminded Mike that there was a meeting with the Recycling Committee planned for March 27th at 4 PM and asked that Mike bring copies of the Transfer Station Operations Manual and Personnel Policy to the meeting. Mike said that he would.

Motion at 7:55 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 8:02 PM Selectman Wilson made a motion to come out of non-public session.

The motion was seconded by Selectman Borthwick and unanimously approved. At 8:02 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 8:03 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, March 27th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Bob Scott and Al Posnanski.

Reorganization of the Board

Scott Borthwick moved that Bob Reagan be Approved As Chairman and Marcia Wilson seconded the motion. Unanimously approved.

Scott Borthwick moved that the Board be reappointed to the same committees and boards that they served on in 2011. Marcia Wilson seconded the motion and the motion was unanimously approved.

Acceptance of the Minutes March 13th, 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for March 13th. Unanimous.

Highway Expenditures

Bob Scott asked that he be allowed to buy the trailer immediately and take possession of the backhoe immediately with billing to come in June on the backhoe. Samson pointed out that most of this money (excepting the resale value of the old trailer) are already present in the Highway Capital Reserve account and would not impact the cash flow of the Town prior to sending out tax bills in May. Scott Borthwick moved to authorize the immediate purchase of the trailer and the purchase of the backhoe subject to billing in June. Marcia Wilson seconded the motion. Unanimously approved. The Board asked what Bob thought he could sell the trailer for and he thought that \$5,000 was a fair price. Scott Borthwick moved to authorize Bob to sell the old trailer for no less than \$4,000. Marcia Wilson seconded the motion and the motion carried unanimously.

Regional Commission

Christine Walker gave a presentation to the Board of the current work of the Regional Commission and explained a brief report of the nature of housing and employment and population in the region including Canaan. There was general discussion of how that data related to Canaan. Christine noted that the Regional Commission undertakes studies at the request of the communities it serves. No action requested or taken.

Health Care Proposal

Samson indicated that he has been working on a plan whereby employer insurance payers and their enrollees take a more active role in holding down primary care and prescription drug costs. The plan would use country wide bidding of drugs and primary care services that gave consumers a say in the cost and utilization of doctors, staff and equipment. The future savings over time could restrain cost increases by as much as 26%. Samson noted that he had given the individual Board members a preview of the plan and that he

understood that there was a consensus that he could contact other public and private employers to see if there was interest. It was also noted that they process will take about 5 years to fully implement the plan. All enrollees would still have choice on primary doctors and where they obtain their drugs but would pay a higher deductible if they chose not to use the the most cost effective service.

Recognition for Fire and Rescue

The Board reviewed a letter from James Collins, Assistant Chief of Massport Fire-Rescue about the professional quality of care that the Canaan FAST Squad and Fire Department exhibited while responding to an auto accident in Grafton. Mr. Collins asked if he could participate in a recognition ceremony for the crews for their excellent work. The Board indicated by consensus that they would like to set up a ceremony in the near future.

Sewer Capacity

Samson announced that the sewer connection moratorium has been officially lifted and we have notified all people on the waiting list. There will still be at least 20-25 units that can be added in the water and sewer district after the waiting list is complete.

Budget vs. Actual

Samson noted that there had been few changes in either expenses and revenues and there were no new areas of concern. The Board asked about the collective totals on electric usage and heating fuel usage and costs. Samson indicated that while some accounts are very low and others are very high, the cause is inaccurate allocation on the bill as to whether it is fire, highway or police where all three tanks are located together. The total of all heating accounts is generally under budget so far. On electricity, we have higher usage in KWH in police, fire and highway without a clear understanding of why yet. We will attempt to figure out why. The transfer station rewiring has resulted in a monthly charge of \$200 to pay for compactor electricity and heat in the shed but there has been no drop in other accounts near the transfer station so the belief is that the compactor may have been billed through the street light. Samson indicated that with increased enforcement activity, he believes that the legal expense item will run as much as \$20,000 over budget but will be offset by other savings.

Police Salaries – Police Contract

The Board signed a revised payroll authorization that includes higher police pay after the ratifying vote of the union contract at the March Town Meeting. The actual contract had been signed earlier and was in effect once approved by the voters. Samson noted that the signed contract had incorrect language on page 15 under “Article 12 – Outside Work Details” and that the final documents had the correct page 15 included.

Fire Department Officers

Samson indicated that Chief Bellion had submitted the list of Canaan Fire Officers for 2012. Motion by Scott Borthwick and second by Marcia Wilson to approve the list. Unanimously approved.

Meeting House Repairs

Samson noted that there is a contractors meeting on Wednesday, March 28th at 1:00 PM at the Meeting House. Bid solicitations went out to 3 local contractors, four contractors from New Hampshire, five from Vermont and one from Maine.

Other Business

Samson noted that the Transfer Station Committee had met at 5:00 PM to review operations at the Transfer Station. New Stickers would start in April after we get sufficient workers for the registration process.

Samson noted that we would be using the volunteer help of nearly 100 students from Cardigan Mountain School in April.

Bob Reagan asked that we find and replace the wandering bouys on Canaan Street Lake.

Motion at 9:10 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 9:20 PM Selectman Wilson made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 9:21 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 9:22 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, April 10th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Bob Scott and Al Posnanski.

Acceptance of the Minutes March 27th, 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for March 13th. Unanimous.

Department of Labor

Samson reported on a meeting with the Department of Labor where the Town was being cited for failure to file a Safety Summary and hold quarterly Safety Committee meetings for the past two years. He also reported that the Department would be doing a town wide audit on April 18th. He indicated that he had met with Department Heads to plan for the audit. He reviewed the documentation on the Safety Summary, the documentation on training, the distribution of the Safety policy to all permanent employees, the emergency signage and lights and correction of known violations. Improvements were made for flammables. All lighted exit signs and emergency lights have been tested and repaired and all regulated systems are being checked. A training plan has been created for the next three years based on the input from department heads.

Heavy Equipment Rentals

There was a discussion of the need for both an excavator and a bull-dozer. Both are needed for road rebuilding and for work on the Back Bay project. Samson distributed pricing to buy a low hour used excavator for \$60,000. The pay back on the excavator would be three years. The consensus was to try to plan ahead to do it next year. The Board authorized the lease of the two pieces of equipment. Motion by Scott Borthwick with second by Marcia Wilson to approve. Unanimous.

Abatement of Disbrow Estate Taxes

The Board reiterated the Town policy of not abating taxes nor interest and penalty. Motion by Scott Borthwick with second by Marcia Wilson to deny abatement request. Unanimous.

Other Business

Samson was asked to work with Marcia Wilson to do an inspection filing with LWCF on the status of the dock at Canaan Street Beach. Samson also indicated he would look at the use restrictions related to the dock which has not been used for several years due to safety issues.

Scott Borthwick discussed the moving of the monument and the issue of whether there should be two flag poles or one. He indicated that he would take care of the issue.

Scott Borthwick discussed the request by the hill climb promoters to organize community events around the June Hill Climb that is moving to Canaan from Gunstock. He asked Marcia to work on coordinating any events.

Bob Scott discussed the options available to make concrete push walls at the base of the salt shed. There are insufficient 6 foot long end-pour blocks available for the base. We need 250. There are only 3'x3' blocks available and would not give adequate stability. He requested that he be allowed to purchase a poured wall for the shed. The Board indicated that he should identify where the money would come from in the budget and asked that he get a final price by the next meeting.

Phil raised the issue that there are local dealers selling mulch for \$22.50 if there was need. Samson indicated that the recreation area will need mulch later this summer.

Motion at 8:25 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 8:35 PM Selectman Wilson made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 8:36 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 8:37 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, April 24th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Bob Scott, Ellie Davis, Phil Salvail and Al Posnanski.

Acceptance of the Minutes April 10th , 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for April 10th. Unanimous.

Health and Safety Report

Samson distributed a report on the audit by the Department of Labor. Generally the auditor was pleasantly surprised to see that most issues were housekeeping issues. All of the obvious items like state inspections, eye wash stations, signage and personal protective equipment were in place. The third floor of the Town Office building was cleaned out using the volunteer assistance of Cardigan Mountain School students on the day before the inspection. Copies or required reports and the two training sessions that the Town had were provided. The list of observations, recommendations and suggestions ran to nearly two pages. The primary true safety issues were the need for drill press guards, chains for compressed gas cylinders, removal of flammables from boiler rooms and frayed wires on two power tools that were not in service but were not marked as out of service. Nearly all will be corrected within the next two weeks. The exception will be the suggested redesign of the public access areas at the Town Office.

Water Rate for Capacity Only Bills

Samson explained that he had heard from at least half of the 20 plus users that are billed for water and sewer capacity but were not using the service. The new rate is fifty percent higher for the base capacity charge and is higher to require payment of a capital reserve charge based on 12,000 gallons of reserved capacity. Most of the people billed objected strenuously to this capital reserve charge. The argument behind the charge is that if a party wants to reserve capacity but then does not use the capacity, they should not be billed for the costs of operation but should be billed for the creation of a capital reserve fund that can be used to replace system components as they fail. Samson asked if the Board wanted to change this policy. After much discussion of the pros and cons of change, the consensus of the Board was to leave the rate unchanged.

Budget vs. Actual

Samson reviewed the income to the Town and noted that it is running slightly ahead of projections. On the expense side, there are several areas that are of concern. We will probably overspend the legal fee budget by at least \$10,000 for prosecution of subdivision and junk yard cases and overspend the streetlight account by \$3,000 for the disconnections. He also noted that we are spending about \$25,000 for the new salt shed and will have spent about \$17,000 for health safety related expenses all of which were

not budgeted specifically. He stated that we will be holding back all of the miscellaneous accounts in light of the over expenditures.

Highway Construction Budget

Samson handed out a spreadsheet of the highway projects for the remainder of the year. There is about \$244,000 available for the projects. They include replacement of the Back Bay culverts, rebuilding of sections of South Road and Jerusalem Road, construction of the new salt shed and normal repairs and maintenance. There is currently enough money to complete the projects and still have about \$20,000 available for unforeseen needs in the construction budget. As part of this discussion, Bob Scott asked for approval of the cost of poured walls for the new salt shed. He had solicited bids from several companies and had also priced out using pre-cast blocks. The poured wall would offer more stability and would last longer even though it was at least \$5,000 more expensive. The Board signed the purchase order.

ARM Grant Application

Bob Scott explained his request for engineering services to prepare an ARM grant application for drainage improvements on Cod Fish Hill. He explained that there was a tight deadline to get the application in. There was reluctance on the part of the Board to pay for the application with such a short lead time. Motion by Scott Borthwick and second by Marcia Wilson to hold off on the grant application. Unanimous approval.

Waste Hauling Issues

Samson noted that a meeting with Art Conkey and his drivers remedied the issue of considerable trash being dropped on the ground when the trailer is picked up. The issue is that the ram automatically backs off of the live floor trailer allowing the trash to flow back into the space between the ram and the back of the trailer. Conkey was given a key to the attendant's shed so that the ram can be cycled before removing the trailer. Samson also asked what the Board's pleasure was for a disposal fee for florescent bulbs. He had discovered that the fee was 50 cents a bulb in the past and that the fee was sufficient to cover florescent bulb disposal in the future. Motion by Scott Borthwick to set the fee at 50 cents per bulb. Second by Marcia Wilson and unanimous approval.

Humane Society

Samson explained that the original contract with the Humane Society assumed that the most the Town would pay is \$1,500 a year. In practice, the Town received bills totaling \$1,000 in the first 60 days. Samson indicated that he was able to renegotiate the contract to a flat fee of \$750 a year for all cats and dogs with the Town owing for 2011 and 2012. It was noted that the revised contract had the wrong town name and should be corrected. Scott Borthwick moved to approve the revised contract as amended which was seconded by Marcia Wilson and unanimously approved.

Revise Town Administrator Job Description

Samson distributed a copy of the revised job description that includes responsibility for filing of the biannual Safety Summary and quarterly convening of the safety committee.

Motion by Borthwick and second by Wilson to add the new paragraph 11 to the job description to add the described responsibilities. Unanimously approved.

Other Business

Samson passed out communication from Chuck Townsend asking for support to get the Legislature to honor the constitutional commitment for a single representative for a town if it had at least 3,300 people. The consensus of the Board was to invite all three local representatives to the May 8th meeting to discuss why that commitment wasn't being honored.

Samson noted that there was going to be a Tower Meeting to review the contractor proposals at 5 PM on the 26th. All were invited.

Samson indicated that he had confirmed that Assistant Chief Collins from Massport would attend to present certificates of commendation at the May 8th meeting for the first responders that worked at a serious accident extrication in Grafton in March and that Grafton would also be participating.

Marcia Wilson reported on her plan to contact community organizations to seek their help in putting together community events on the June 13th when the hill climb will be held.

At 8:45 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, May 8th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included numerous visitors, legislators, Canaan Fire Chief Bill Bellion, Canaan FAST Squad President Alan Ricard, Canaan Police Chief, Sam Frank and the Grafton Fire Chief, Grafton Police Chief, Russell Poitras, the Grafton Rescue Squad and Assistant Chief James Collins of Massport Fire Rescue.

Presentation of Commendations

Officer Sam Provenza was presented with a Certificate of Commendation for completing the NH Police Academy Officer Training with the highest academic score of his class.

Fifteen Fire Fighters, FAST Squad members and a Canaan Police Officer were awarded a Certificate of Commendation for the professional service performed on an accident extrication on March 8, 2012 in Grafton. The awards were presented by the Canaan Board of Selectmen upon the recommendation of Assistant Chief James Collins of Massport Fire Rescue who observed their performance and was very impressed.

Meeting Recessed until 7:45 PM

Meeting reconvened in Fire Station Meeting Room at 7:45 PM

Selectmen and Town Administrator in attendance. Also in attendance: Al Posnanski, John Bergeron, Chuck Townsend, Paul Mirski, Ellie Davis, Philip Salvail, Joe Frazier, and Denis Salvail.

Purchase of Fire Command Vehicle

Chief Bellion presented all of the research on the acquisition of a new-to-us, used command vehicle. It appears that the best vehicle with the proper balance of age, miles, and quality is a club cab truck from Shaker Valley Auto. Motion by Scott Borthwick and second by Marcia Wilson to purchase the truck for \$16,000 and the trade in of the old Expedition. Fifteen Thousand will come from the voter authorization and \$1,000 will come from the Fire Department operating budget. As long as there is an appropriation for the truck and there is one, the Board can expend additional sums from other accounts. Unanimous approval.

Contract for meters and installation

Samson reviewed all of the points of the Stiles and Ferguson proposals and Bob Reagan noted that the summary was accurate. Samson recommended going with the Stiles proposal for the nutating disk meters which had excellent accuracy, lower wear, low pressure loss and less annual maintenance cost. He also recommended using M2 for the installation. Finally, he handed out a summary of the funds available indicating that there

will still be a balance of \$51,000. Motion by Scott Borthwick and second by Marcia Wilson to award the meter contract to Stiles with a total 10 year value of \$61,364 installed. Unanimous approval. Motion by Scott Borthwick and second by Marcia Wilson to award the installation contract to M2. Unanimous approval.

Appointments

John Bergeron reviewed the requested appointments for the Historic District and the newly created Board of Adjustment. Motion by Scott Borthwick and second by Marcia Wilson to reappoint John Bergeron to the Historic District Commission with a term expiring in 2015. Unanimous approval. Motion by Scott Borthwick and second by Marcia Wilson to appoint Kris Burnett to a term expiring 2015, Bill Chabot to expire in 2015, Jan Forbush to expire in 2014, Giovanna Lepore to expire in 2014, Michael Roy to expire in 2013 and Ed Berger, John Bergeron, Scott Berry and Michael Griffin as Alternates on the Board of Adjustment. Unanimous approval.

Reapportionment

All three local Representatives attended the meeting regarding the newly proposed reapportionment and proposed House Districts. Under the plan adopted, Canaan would share a Representative with Dorchester and Wentworth. Canaan would share in a second Representative with those three towns and another five towns. Paul Mirski gave a detailed explanation regarding the history of the state constitutional requirement to have a representative elected from any town that has enough population to justify one seat. He also described the federal requirements that every seat must not have a variance of 5% more or 5% less than the ideal population divided by the total seats available. In order to attempt to honor the state requirement while operating under the federal mandate, Paul argued that the proposed plan came as close as possible. There was discussion by all about the problems and advantages of redrawing some district lines by crossing county borders. Townsend noted that there were other options he believed were available including increasing the deviation to as much as 16%, computing deviations based on county population and using weighted voting. Sova indicated that he thought there was more flexibility in the federal one man one vote standard at a lower jurisdictional level like a house seat and compared it to union school districts. It was agreed that it was too late for the Town to join a law suit to enforce the state constitutional standard. Townsend noted that individuals could still join in the suit. All agreed that perhaps, we should start now to plan restructuring for the next census.

Junk Yards and Sub-Division Violations

Samson reviewed with the Board a summary of all of the proposed enforcement actions which would include enforcement against Michelle Lewis for violation of sub-division regulations, and Lawrence Gaudette, Roger Lepine, Charles Adams, and Judith Jameson for junk yard violations. Motion by Marcia Wilson and second by Scott Borthwick to authorize sending the Notices of Violations. Unanimous approval.

Fire Works

Samson and Marcia Wilson described how the Town was hosting the traditional Cardigan Mountain School fireworks at the Canaan Fairgrounds Speedway on July 4th. All

approvals had been received including permission from the track. There will be no admission charges and food will be available.

Other Business

There was discussion indicating that the Farmer's Market was approved for use of the Common again.

Motion at 9:25 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick and second by Marcia Wilson. Unanimous.

At 9:45 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and unanimously approved. At 9:45 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and unanimously approved.

At 9:45 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, May 22nd, 2012**

The public meeting at the Canaan Fire Station was called to order at 6:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson, Joseph Damour (Water System Operators) and TA Michael Samson.

Motion at 6:10 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 was Joseph Damour.

At 6:53 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 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 6:54 PM Chairman Reagan re-opened the public meeting. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Joseph Damour, Philip Allen, Ellie Davis, Connie McCrossin, Phil Carter and Al Posnanski.

At 6:55 PM Scott Borthwick moved to send a management memorandum to Water System Operators indicating areas of concern and the Town's intent to review quarterly. Second by Marcia Wilson. Unanimously approved.

Acceptance of the Minutes May 8th, 2012

Motion by Marcia Wilson with second by Scott Borthwick to approve the minutes for April 10th. Unanimous.

Cemetery Complaint

Phil Allen indicated that the grave of his family in the Canaan Street Cemetery is a disaster and had no sod on the grave. The grave was opened in december and had been seeded but there is no grass yet. Phil indicated that he expected sod by the Memorial Day weekend. Ellie indicated that it was David Heath's problem and he should fix it. Phil Carter indicated that it was up to David and whoever hired him. They indicated that the family should contact David. Phil Allen said that it was the Town's responsibility and the Town should sod the plot. Phil Carter indicated that he would follow up on the sod issue.

There were some objections to the pines being cut in front of the Wells Cemetery and there were also complaints that Cobble Hill Cemetery hadn't been cleaned up yet. The Board noted that complaints are to be addressed by the Cemetery Trustees.

Health and Safety Report

Bidding on the Meeting House Renovations and the Recreation Equipment

Samson reviewed the bids on the renovations at the Meeting House and the recommendation of the Preservation Committee to use the services of Harvest Construction of Hartford, Vermont with a price of \$73,200. Motion by Scott Borthwick and second by Marcia Wilson to award the bid to Harvest Construction. Unanimous approval.

Samson reviewed the bid proposals for the recreation playground equipment and the recommendation of the Recreation Commission to go with Pettinelli and Associates of Burlington, Vermont with a price of \$36,082. Motion by Scott Borthwick and second by Marcia Wilson to award the bid to Pettinelli and Associates. Unanimous approval.

Budget vs Actual

Samson reviewed the income to the Town and noted that it we probably will exceed revenue expectations for delinquent tax interest, meals and rooms, motor vehicle registrations, welfare reimbursements, FEMA and for planning permits. On the expense side, there are several new areas that are of concern. We will spend \$9,700 to stabilize the Bates property to prepare for sale. Assessing is running about \$5,000 over budget for Cross Country but may be reimbursable from capital reserves, solid waste and recycling will be about \$6,500 over budget at current rates and the cost of the snowblower/sander, Highway Garage lights and waste water-highway-transfer station gate is \$7,700. On the positive side there will be about \$60,000 in savings and the total cost of the Department of Labor improvements will be about \$10,000 less than anticipated. Samson indicated that he still anticipates a small surplus at year's end.

Recreation

Marcia Wilson discussed efforts to work collaboratively with Enfield to create a beach program at Canaan Street Lake. The plan would include funding a lifeguard and swim instructors. The plan would also use joint Enfield and Canaan staffing and raise funds through lesson fees and grants.

Samson discussed vandalism at Williams Field in the bathrooms. We are still missing hinges on the playground gates and there are problems with fires and plugged toilets in the bathroom. Samson indicated that after talking with Sam Frank possible fixes include putting in a smoke detector with a flashing light so we can tell if someone is lighting a fire and that we use a strongly built toilet paper dispenser that limits the amount of paper available to reduce the plugging of toilets. Eventually, we still need to get time lapse cameras on the area so we can detect who is causing the damage.

There are several organizations that will be selling food on the day of the hill climb including the Legion and Masons.

The Memorial Day parade will be on Monday at 9AM.

The bouys are being set by Friday using Cardigan Mountain's boat and Highway crew.

Other Business

Samson indicated that we are taking a stronger position on delinquent taxes by requiring that taxes be paid by June in the future or they will go for deeding. Samson indicated that there were about ten delinquents that had until October last year to get current. The consensus of the Board was to tell those repeat delinquents that they needed to get the taxes paid that were the subject of the tax deeds by September 1st and in the future, the final date for payment before deeding would be June 1st.

Samson indicated that he would be meeting with Alice Peck Day management next week to discuss the cost containment initiative.

Samson indicated that Jeannie Forrester would like to address the Board on June 26th.

Samson indicated that the bulletin boards have arrived and wanted to use Barry Clause to install them. He also noted that David Heath will be asked to fix the broken window at Gloria's office.

Samson reported that we are tracking web site usage and we are getting about 500 unduplicated users a week on the site from local servers. That represents about 35% of the Town's population. We are also tracking which pages are being used and how often. There are many users using the site several times a week. We will be creating new calendars for use of the Common and Williams Field and they will be posted on the Community page of the website and the calendars will be on the Community Meeting Spaces tab.

Samson asked what day the Board wanted to give to the Transfer Station employees for their holiday. The Board indicated that they should be given Tuesday May 29th as a paid holiday. Motion by Marcia Wilson and second by Scott Borthwick. Unanimously approved.

The Board indicated that they wanted to meet with welfare applicants that were receiving more than \$250 and were regularly repeat clients.

Motion at 8:43 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 8:58 PM Selectman Wilson made a motion to come out of non-public session.

The motion was seconded by Selectman Borthwick and unanimously approved. At 8:59 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

Motion by Marcia Wilson and second by Scott Borthwick to terminate April Rowell's contract for cleaning at the Library and Town Offices and to retain the services of Heather Jacobs at the rate of \$12 per hour effective next week. Unanimously approved.

At 9:00 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, June 26th, 2012**

The public meeting at the Canaan Fire Station was called to order at 6:35 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, TA Michael Samson and Sherri Farrell.

Motion at 6:35 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick second by Bob Reagan. Unanimously approved. Invited to attend was Sherri Farrell. Selectman Wilson joined the meeting at 6:50.

At 6:55 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 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 7:00 PM Chairman Reagan re-opened the public meeting. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Jeannie Forrester, Paul Simard, Barry Clause, Bob Scott and Al Posnanski.

Acceptance of the Minutes May 22nd , 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for May 22nd. Unanimous.

Jeannie Forrester

Jeannie Forrester spoke on her past term in the Senate and specifically what she was able to do on the Public and Municipal Affairs Committee. She indicated that some of the major issues that she worked on during the session included:
Northern Pass and the option of creating an underground system;
Support for the 6 wood chip power plants to obtain adequate power tariffs;
And a rule change to allow certification of public works workers to replace culverts without a specific permit. She indicated that she was proud to be able to serve municipalities. Jeannie introduced Paul Simard of Bristol who is currently in the House. He indicated that he will be a candidate in the floterial district that Canaan is part of. Some of his accomplishments include a cap of 2% for welfare payments by towns and the use of managed care for medicare and Medicaid cases. Scott Borthwick discussed the need for welfare caps for towns and also discussed the need for the Department of Labor to notify towns if a report is late rather than imposing a fine and inspection. There was also a discussion regarding the public employment retirement system. Scott Borthwick asked what could be done to change the law that requires Police Chiefs to approve the levels of protection for community events like races. There is a tendency to over police the events. Forrester and Simard said they would look at the issue.

Recreation Swim Program

There is a swim budget of \$6,550 and can be reduced to a low of \$3,085. There is a balance of \$2,000 in contributions and fees and a balance of \$3,000 unspent in the recreation budget. Marcia indicated that they would like to raise an additional \$1,550 to completely fund the program. The Commission intends to hire three people working part time to cover the lifeguard's duties and the water safety instruction. Motion by Scott Borthwick and second by Marcia Wilson to authorize hiring three part time employees for the program provided that the cost is covered by the existing budget and fees and contributions and further authorize the mailing of contribution letters for support of the program. Unanimously approved.

Highway

Bob Scott asked that he be allowed to hire Dan Quimby as a temporary full time worker to replace Larry Brabant . The pay is to be negotiated and subject to approval of the board. Motion by Scott Borthwick and second by Marcia Wilson to authorize hiring Dan Quimby with pay to be negotiated. Unanimously approved. Bob also indicated that the salt shed was done but that it would need an end wall on one of the structures and would cost about \$15,000. He indicated that the request would be deferred until 2013.

Meeting House

Samson reviewed the Harvest Construction reimbursement request for \$16,625 and recommended payment. Motion by Scott Borthwick and second by Marcia Wilson to authorize the reimbursement request of Harvest Construction. Unanimous.

Welfare Rules

Samson reviewed the suggested rules for welfare recipients that receive multiple payments. The Board has already stated that all recipients receiving more than \$250 shall meet with the board. In addition, Samson suggested that multi month recipients in a single year should be given places to seek employment and obtain a sign off that there are no openings available to them. A second requirement would be to require recipients to obtain sign-offs from social service agencies that they had attempted to obtain benefits from appropriate service agencies. A third requirement would be to require housing support candidates to apply for subsidized housing after three months of rent support. The final requirement for people receiving three months of benefits is to look at a prior year tax return and budget resources for the coming year and make budgetary requirements based on need and resources. Motion by Scott Borthwick and second by Marcia Wilson to the adoption of those five requirements. Unanimously approved.

Hill Climb

Samson reviewed the rumors circulating about the Hill Climb. The staffing of private duty officers was as negotiated two months before the Hill Climb. There were a total of three state police officers that Canaan asked to have in the region but not in Canaan to allow for backup if necessary. There were no undercover officers staging at the Fire Station or the State Highway Garage. There was no apparatus or software used to do facial recognition at the Hill Climb. Only 2 DWI citations were issued by Canaan police. Barry Clause stated that he had donated a portapotti to the Fire Department at the request of George Lazarus for use of the public. When Barry picked it up, there was a plastic

baggy for donations. Barry thought that it was insulting to have the Fire Department raise funds on his donation. Samson indicated that he would follow up on the baggy. (NOTE: The baggy was put on the portapotti to seek donations for Barry Clause not the Fire Department. There was virtually no use of the portapotti and no donations were made.)

Junk Yards and Subdivisions

Samson indicated that there was progress by all violators to conform except for Chuck Adams. He recommended a 30 day notice to Chuck that citations would be issued. Motion by Scott Borthwick and second by Marcia Wilson to send the notice of Commencement of Prosecution to Charles Adams. Unanimous approval.

Department of Labor

Samson reviewed the proposed DOL response indicating what steps we had taken to correct all violations and asked the board if they would like to make any changes. Motion by Scott Borthwick and second by Marcia Wilson to authorize sending the response. Unanimous approval.

Budget v. Actual

There are no significant changes to projected revenues and expenses.

Other Business

There was a consensus to get a proposal from Langlois for moving and combining the two electrical services at the Town Office.

Samson reviewed the proposal from Maine Oxy to reduce the cost of gas service at the Highway Garage with a five year contract that can be cancelled annually. Motion by Scott Borthwick and second by Marcia Wilson to authorize signing the contract as amended by Samson and authorize the Chairman to sign the contract. Unanimous approval.

Samson reviewed a request by Tony Bishop for replacement of his tire that went flat going over the Back Bay detour. The consensus of the board was to maintain the legal policy of not accepting liability for the tire.

A junk yard license for Parts of the Past was renewed and signed.

Acknowledgements for contributions made for the Meeting House were signed for mailing.

There was a consensus of the Board to open the second floor pew boxes in the Meeting House to the public.

Motion at 9:40 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 10:11 PM Selectman Wilson made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 10:12 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 10:12 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, July 10th, 2012**

The public meeting at the Canaan 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 in attendance included Larry Gaudette, Brett MacDonald, Michael Farnsworth and Al Posnanski.

Acceptance of the Minutes June 26th, 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes as amended for June 26th. Unanimous. The Board indicated that the next meeting on the 24th would be at the Meeting House.

Farnsworth/Hill Climb/RidgeRunners Complaint

Samson distributed copies of the Farnsworth complaint about costs and heavy police presence at the June hill climb. Farnsworth spoke to the Board and indicated that he believes that there was grossly excessive police activity that will scare off future attendees. Farnsworth said that he had proof that there were 12 or more undercover state police officers, that facial recognition software was used that police were stopping people for going two miles over the speed limit and were using sobriety checkpoints. He also indicated that the \$4,500 cost of the police protection, although what the parties had agreed upon, was excessive and would prevent him from making money for his non-profit. Samson repeated that he had been assured that there were no undercover officers, that no facial recognition software was used and that the Town had only cited two people for DUI and both were unrelated to the hill climb. He also stated that the Town had requested that 3 state police officers be available in the area should back-up be required. Farnsworth was asked what he considered to be appropriate costs and coverage. He indicated that he should pay no more than \$3,000 for no more than 9 officers and that there should be no command trailer nor cameras on the grounds. After considerable discussion and offers of proof from Farnsworth and Brett MacDonald, the Board indicated that they would review the situation again and report back at the next Board meeting.

Larry Gaudette Junk Yard Application

Larry spoke with the Board describing his plans for cleaning up his property. As requested, he has submitted an application for a junk yard license. All parties agree that the existing and proposed junk yard area does not meet setbacks from the river nor from the road. Larry indicated that he will be cleaning the northside entirely and will rebuild a suitable wall and screening gate for the south side of Route 4. The Board indicated that as long as the property is screened and there is no discharge to the river, the Town will not enforce the state junk yard law in keeping with Town enforcement policy.

DRA Review of Assessing

Samson reviewed two memos from Sam Greene of DRA regarding our assessing practices. Basically, there are a couple of inconsistent applications of what is residential and what is commercial. There is a major problem with all current use properties being

assessed as 100% usable for current use purposes. There is a state Supreme Court case saying that uniform treatment of current use is arbitrary. There is also a case of a current use property that is not eligible for current use. Samson indicated that he would contact Cross Country to discuss these issues with them and also plan on how to address the uniform current use properties.

Budget vs. Actual

Samson reviewed the current expense numbers and indicated that there were no new surprises and that we should be alright for the rest of the year unless there was a late year emergency expense in excess of \$20,000.

Summer Swim and Beach Program

Marcia Wilson gave a report on the beach and swim program. She indicated that there were more than 20 students who signed up for lessons and that the Recreation Commission had secured the services of a certified WSI and 2 lifeguards. The employees would teach swimming 5 days a week for 2-1/2 hours a day and provide lifeguard coverage for 6 hours a day, 5 days a week and for 7 weeks. She reviewed the existing budget available and the grants, gifts and fees collected to date and indicated that there were enough funds to pay for the \$5,700 program. Marcia asked that the program and hiring be approved. Motion by Scott Borthwick with second by Marcia Wilson to approve the program and Samuel Foxall at \$11 per hour, Ashleigh King at \$14 per hour and Daniel Delback at \$11 per hour, all based on availability of funding from the Recreation budget and funds raised. Unanimously approved.

Town Administrator Report

Samson indicated that the meters were progressing and most should be installed within the next 3 weeks.

The playground equipment has been installed and a grand opening will be held on August 3rd at 4:00 PM. The cost came in about \$10,000 under budget and only uses part of the Williams Field money.

The salt shed is complete except for the need of a back panel on the shed used for salt. The Meeting House progresses and the issue of beam approval and architectural shingles has been resolved. Parker has been assured by LaValley that the beams will be cut and delivered by next week.

Back Bay bridge has been set and the road way will be adjusted to pass more perpendicular to the bridge abutments.

Samson indicated that there was no progress on Chuck Adams Route 4 junkyard and a certified letter indicating the start of fines will be sent. There is also no progress on the approved plan for Lepine and a notice will be sent.

Samson reviewed the weights for the transfer station and indicated that the waste had increased 18% so far this year and that we needed to start policing the sources of trash. The increased trash would increase disposal costs and increase trucking costs. The savings on trucking should still be more than half of the rolloff cost. It was suggested that the Town use colored trash bags to identify what trash is coming into the transfer station from the Town that is hauled by Rudder. Samson handed out a statement on the recycling revenues that need to be deposited in the solid waste non-lapsing accounts. Motion by

Scott Borthwick with second by Marcia Wilson to approve depositing \$6,155.73 representing 25% of the 2011 in the non-lapsing account and \$4,742.09 representing 25% of the 2011 recycling revenue in the non-lapsing account. Unanimously approved.

Other Business

Bob asked that we undercoat the new Fire Department command vehicle.

Bob asked that we get the cross walks painted for old home days. Marcia suggested that we hire two of the kids who volunteered for the playground equipment installation.

At 8:30 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, July 24th, 2012**

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

Motion at 6:35 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick second by Bob Reagan. Unanimously approved. Invited to attend was Jaclyn Lindberg.

At 6:55 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 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.

The public meeting at the Canaan 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 in attendance included Chief Sam Frank, Brett MacDonald, Mitch Evans, Phil Salvail and Al Posnanski.

Acceptance of the Minutes July 10th , 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes as amended for July 10th. Unanimous.

Farnsworth/Hill Climb/RidgeRunners Complaint

Chief Frank addressed the Board to respond to the complaint from Ridge Runners and Michael Farnsworth. In essence, Chief Frank indicated that there were no undercover officers that he was aware of and the State Police deny there were any. There were only three state police officers on duty at a time (two separate shifts) that were to generally be in the Canaan area. There were minimal arrests and only 1 DUI by a non-hill climb person. Facial recognition was not used and the Police Department billed Ridge Runners less than initially quoted. Samson provided a report and indicated that he had verified all that Sam has stated with the County and the State Police and had verified how much police coverage cost at Gunstock which was higher and used more personnel than was used at Canaan. Brett MacDonald thanked the Board for the information and indicated that they would begin talking with Sam earlier in preparation for 2013. The Board and Sam indicated that before the discussions start, the Department will require payment for 2012.

Water & sewer Abatement

Samson reviewed a water bill for Therriault and a sewer bill for Streeter. In Therriault's case, the formula was incorrect resulting in an over chage of \$67.00 and in Streeter's case, he documented that he filled a swimming pool with water and verified how much so that his sewer bill was overstated by \$62.92. Motion by Scott Borthwick with second by

Marcia Wilson to approve the abatement of \$67.00 for Therriault and \$62.92 for Streeter. Unanimous.

Junk Yard Report

Samson gave a brief junk yard report indicating that all are complying to some extent and expect that they will complete cleanup this fall.

Kilton Road Bridge

Samson reviewed a letter from Lorraine and Alan Goodman requesting that the Board remove a snowmobile bridge on the Class 6 portion of Kilton Road. The Board was curious when the bridge was put in. To their knowledge, there was never any authorization for anyone to put in a bridge. Motion by Scott Borthwick with second by Marcia Wilson to direct Samson to advise the Goodman's that the bridge was not constructed by the Town, not directed to be constructed and that the road is a Class 6 and there is no obligation to maintain nor is there any Town liability. Unanimous approval.

LCHIP Agreement

Samson reviewed the LCHIP Stewardship Agreement for the Meeting House. The Agreement needs to be signed and returned to LCHIP as soon as possible. Apparently, we had received and signed an acknowledgement for the grant but did not receive the Agreement. Motion by Scott Borthwick with second by Marcia Wilson to authorize Bob Reagan to sign the Agreement. Unanimously approved.

Playground

Samson reviewed the plans for the Playground Grand Opening to be at 4PM on August 3rd. The last pieces of the project, the gate and the sunscreen tent, are to be done by the 3rd.

Report on Meter Installation

The water meters are going in quickly. The full replacement of all meters currently in operation will be complete by the end of the month and will be about 140 of the 158 locations. The balance will be new construction of pits and pumps and additional meters and will be done by the end of September.

Filing

Samson noted that he had about \$5,000 in the data processing budget to fund assistance for filing in the office. The plan has been to use Sharon Duffy to do the filing. Sharon had indicated that her daughter, Erica Nugent, could do the work during the next 4 weeks and would do it for \$12 per hour which is less than Sharon's wage. Even if she were to work 40 hours a week for 4 weeks with FICA and Medicare the cost would be just over \$2,000. Motion by Scott Borthwick with second by Marcia Wilson to approve hiring Erica Nugent to file at the rate of \$12 per hour. Unanimous approval.

EDA Funding

Samson reported that HEB had identified EDA funding as a way to secure money for the replacement of the Transfer Station bridge. He indicated that he had a meeting with Chris

Fournier and EDA to review the funding on July 26th. The Board indicated that they weren't excited but that he should learn what money is available and what strings are attached.

Samson reported on the Canaan Lake Beach closure for e-coli contamination. The actual closure was for two days and was the result of high heat and rain with run-off into the lake.

Sign(s) Near Office

Amy Thurber has requested that the Library be allowed to use the Town Crier Sign fully since the Town has a new bulletin board at the office. The Board's consensus was to allow the Library to control the Town Crier.

Rev. Parent has requested that the Town put a no parking sign near his driveway since library patrons are parking in a way that blocks his ability to enter or leave the drive way. The consensus of the Board is to recommend that Re. Parent call the police when the drive is blocked since that is already illegal.

Other Business

There was discussion about speed limit signs and it was noted that the standard speed is 35 mph unless otherwise posted.

At 8:15 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, August 14th, 2012**

The public meeting at the Canaan 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 in attendance included Bob Scott and Al Posnanski.

Acceptance of the Minutes July 24th, 2012

Motion by Marcia Wilson with second by Scott Borthwick to approve the minutes as amended for July 24th. Unanimous.

Replacement of GMC Truck Body

There was general discussion of the wisdom of buying a new truck body that can be switched to a new truck in two years. There is less than \$2,000 in cost difference between fixing the old body and buying a new body. The new body would have the sides that comedown reducing the corrosion in the truck box. The Board signed the purchase order for the replacement of the truck body.

Back Bay Culvert

Samson and Bob Scott indicated that there was a consensus to adjust the drive lanes of Back Bay Road so that it curves to the north before approaching the new culvert. This will allow for an approach to the culvert that more closely aligns the road to the abutments. Samson indicated that Cardigan Mountain School was willing to relocate the road as proposed. The consensus of the Board was to do the realignment provided that the Town receives something in writing indicating that they were in agreement to trade land to allow for the curve to the north.

Paving Contract

Samson reviewed all of the bids received and Bob Scott indicated that he wanted to award the contract to GMI even though the per ton price was a few cents more than Blaktop. Factoring the actual tonnages proposed, the two prices were nearly identical. Bob indicated that there was some concern about the quality of material used by Blaktop on South Road the last time they paved as well as their failure to put a patch layer in a hole on Back Bay prior to paving Back Bay. Samson indicated that he had reviewed these concerns with Blaktop and they indicated that they would work to remedy any issues that Bob had with the last paving job. Motion by Scott Borthwick with second by Marcia Wilson to approve the award of the paving contract to GMI at a price of \$73.45 per ton. Unanimous approval.

Part Time Police Officer

Samson stated that Chief Frank had told him that he had not prepared the proposal for the Board yet and that he would make the presentation at the next meeting.

Coyotes

Samson reviewed the request by Barbara Baker to send Fish and Game a letter requesting the removal of coyotes near her home. Scott questioned whether there was a real problem since no one else was complaining. Samson indicated that Baker has told him that the coyotes had killed a cat and a chicken. Scott indicated that the State would only tell her to call him in any event so she should hire it done if it was an issue for her. The consensus of the Board was to take no action on the request that would set the precedent of trying to manage wildlife.

Delbeck Substitutes

Delbeck broke an arm in after work hours activity that put him out of commission for the rest of the season. Samson asked to use the services of Enfield lifeguards (at the same rate of pay as Delbeck) to cover Delbeck's remaining hours. There would be no increase in cost and only a swapping of hours. The resolution to authorize two substitutes to cover his shifts was signed by two of the three Selectmen with Wilson and Reagan signing.

Library Trustee

Cindy Neily communicated that Beth Wolf would be leaving as a Library Trustee and asked that Valerie Fleischer be appointed to serve until the March 2013 election. Motion by Marcia Wilson with second by Scott Borthwick to approve the appointment of Valerie. Unanimous approval.

Grant for reimbursement of interest paid on the Water Improvements

Samson reviewed the paperwork for a grant to reimburse the Town for interest paid on the loan executed when we did the water improvements in 2010. The loan is to be repaid this fall and this grant will cover the last loan expense we will have on the project. The money is available in the Water-Sewer Non-lapsing Account. Motion by Borthwick with second by Wilson to approve the grant application. Unanimous approval.

Moore Trailer

Samson indicated that the Bank expected to get nothing for the Moore trailer and was already liable for \$33,000. They would not be putting any additional money into paying taxes or penalties. Samson indicated that they might be prepared to sell the unit for a token sum of \$100 to \$500. The trailer has been abandoned by Moore and is in fair condition. Samson indicated that we will be owed about \$12,000 which is about what the home is worth. Samson also indicated that he had spoken with Rood (park owner) who indicated that he wanted to see the unit stay in the park and would bid on it to prevent someone from buying the house at a discount and then moving it out. Samson suggested that the options were to keep the property and rent to a welfare client with a payback of about 10 months or to sell it at a public sale. The Board consensus was to get an assignment of the mortgage from the bank for \$50 and put the home up for public sale.

Kilton Road Maintenance

Strawberry Brook Forestry has asked that we maintain Kilton Road on the part that is Class 6. Samson indicated that we should respond as we did for Goodman indicating that the Town would not be maintaining a Class 6 road. Consensus of the board was to do so.

Bug Infestation

Samson reviewed the quote from JP Pest for removal of the bugs near the vault. The exterminator indicated that they are all seasonal bugs and will die later this fall anyway. The consensus of the Board was to wait until spring to see if they return and then make a decision regarding extermination.

Close-Out Old Garage Brownfield Site

Samson reviewed the letter from Nobis asking that we request the close out of the Old Garage Brownfield Site as remediated. All of the Board signed the request.

Budget v. Actual

There are no significant changes to the budget at this time.

Other Business

Alisa Harris raised the issue of speed limits in a written citizen request. Bob Scott indicated that all paved roads are 30 MPH and dirt roads are 25 MPH. Samson indicated that all of the speeds need to be reviewed as part of the rewrite of town ordinances and suggested that we tell Alisa that we will do that during the next six months. Consensus of the Board to have Samson convey that message.

Joe Roberts in requesting approval for a wine and beer license at the Competition Complex with some live entertainment. Motion by Scott Borthwick with second by Marcia Wilson to send a letter approving the license subject to state approval and entertainment as described in Robert's letter to the Board. Unanimous approval.

Motion at 8:10 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Wilson and second by Scott Borthwick. Unanimous.

At 8:18 PM Selectman Wilson made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 8:19 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 8:20 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, August 28th, 2012**

The public meeting at the Canaan Meeting House was called to order at 6:30 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Littlefield (at 6:45 PM), TA Michael Samson and Chief Sam Frank.

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 Bob Reagan. Unanimously approved. Invited to attend was Sam Frank and Mike Samson.

At 6:58 PM Selectman Borthwick made a motion to recess the non-public session until the conclusion of the open meeting. The motion was seconded by Selectman Littlefield and voted 3-0 by roll call vote. At 6:59 PM Selectman Littlefield 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 at the Canaan Meeting House was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Littlefield, and TA Michael Samson. Members of the Public in attendance included Chief Sam Frank and Al Posnanski.

Acceptance of the Minutes of August 14th , 2012

Motion by Scott Borthwick with second by Marcia Littlefield to approve the minutes as amended for August 14th, 2012. Unanimous.

Budget vs. Actual

Samson reviewed the budget statements and noted that while the overages and savings looked to be a wash, he is still expecting to have between \$45,000 and \$55,000 available in surplus with much of the surplus coming from under expense on health care.

Part Time Police Officer

Motion by Marcia Littlefield with second by Scott Borthwick to approve the hiring of a an additional part time police officer, Jeffrey Hunold, subject to review and approval by Chief Frank and final interview with the Board of Selectmen. Unanimous approval.

Paulsen sewer abatement

Samson reviewed the file on Paulsen's request for an abatement. Motion by Scott Borthwick with second by Marcia Littlefield to approve the abatement of \$38.64 of his sewer bill for the documented diversion of water that filled his swimming pool which will not be drained into the sewer system. Unanimous approval.

Water & Sewer Voluntary Disconnection

Samson reviewed a discussion that he had with Jeff Majewski about the viability of voluntarily disconnecting from water and/or sewer to use on-site water and sewer. A state law allows the disconnection of water. Samson indicated that he has determined that the

Town may impose a special benefit tax that taxes the land that has the option to connect to the system that could be used to offset all of the fixed costs (including capital reserves) of the water system even after voluntarily giving up the connection. At this point there is no request for the disconnect.

Inter Fund Transfers

Samson provided resolutions for Board signature requesting and authorizing transfers of Funds from Trust Funds to reimburse the Recreation, Meeting House, Water & Sewer, and Bridge accounts. The Board members signed the authorizations.

Perry Road Apron

Samson discussed the idea of building up a level ramp at the Route 4 end of Perry Road so that cars accelerating up the hill in the winter time would have a level area to stop before entering Route 4. Bob Reagan wondered if the new slope to the level area would be too steep. The Board asked that Bob Scott take a look at the feasibility of the apron being flat.

NHELECOOP Appeals

Samson reviewed the proposal by Town Counsel to merge the 2010 and 2011 Coop appeals. Motion by Scott Borthwick with second by Marcia Littlefield to approve the merger. Unanimous approval.

Other Business

Samson noted that the MS 1 would be available for review and signature by the end of the month.

Motion at 8:02 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Littlefield and second by Scott Borthwick. Unanimous.

At 8:22 PM Selectman Littlefield made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 8:22 PM Selectman Littlefield made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved.

At 8:23 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Littlefield and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, September 25th, 2012**

The public meeting at the Canaan Fire Station was called to order at 6:30 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Littlefield (at 6:45 PM), TA Michael Samson and Bob Scott.

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 Bob Reagan. Unanimously approved. Invited to attend was Bob Scott, Keth Baravalle, Bayne Stone and Mike Samson.

At 6:58 PM Selectman Borthwick made a motion to recess the non-public session until the conclusion of the open meeting. The motion was seconded by Selectman Littlefield and voted 3-0 by roll call vote. At 6:59 PM Selectman Littlefield 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 was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Littlefield, and TA Michael Samson. Members of the Public in attendance included Bob Scott, Ellie Davis, Patsy Carter, Amy Thurber, Valerie Fleisher, Beth Wolfe, Sue Remicle, Phil Salvail and Al Posnanski.

Acceptance of the Minutes of August 28th , 2012

Motion by Scott Borthwick with second by Marcia Littlefield to approve the minutes as amended for August 28th, 2012. Unanimous.

Long Range Planning – Library

Beth Wolfe spoke to the Canaan Library Long Range Plan. Generally, the survey respondents desired more books and media and longer hours. The three major objectives that the Library Trustees are pursuing are more visibility for the Library services offered, greater outreach to community groups for information and cooperation and an increase in the book and media collections.

Budget vs. Actual

Samson reviewed the budget statements. There are no major changes and he still expects at least \$50,000 in year end savings. The total savings on health care will be \$75,000.

Sewer and Water Ordinance

Samson reviewed the up-dated sewer and water ordinance that has the rate structures revised to incorporate the rates approved in December of 2011. Motion by Scott Borthwick with second by Marcia Littlefield to approve the Water and Sewer ordinance as amended. Unanimous approval.

Recreation Funding

Samson reviewed the income and expense for recreation over the past two years. The program has broken even and has a balance in the non-lapsing account sufficient to fund

the swim program next year. Long term, the town and Enfield are exploring HEAL funding a part-time or full time person to assist in fund raising and coordination of volunteers and instructors. Samson indicated that it is possible to fund all of the programs and the Coordinator by increasing the fees and offering scholarships.

2013 Budget

Samson distributed the 2013 proposed budget for expenses and income and indicated that there is sufficient revenue to cover all increases and still maintain a surplus.

Kevin Lary – O’Shea

Samson indicated that the O’Shea property was demolished by Kevin Lary even though the house was to be deeded to the Town. Town counsel has indicated that there would be little proof of actual damages to the Town and recommended no legal action.

Other Business

Samson was asked to recommend to charities that they try to hold down their increases in support.

Samson indicated that Joe D’Amour will be meeting with the Board on October 23rd.

Al asked about looking at Transfer Station fees.

Motion at 8:37 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Littlefield and second by Scott Borthwick. Unanimous.

At 9:04 PM Selectman Littlefield made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 9:05 PM Selectman Littlefield made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 9:06 PM Selectman Littlefield made a motion to offer Keith Baravalle the position of Town Mechanic at the rate of \$40,000 per year with a review in 60 days and a revised wage not to exceed \$43,000 per year. The motion was seconded by Selectman Borthwick and unanimously approved.

At 9:08 PM Selectman Borthwick made a motion to recess until Tuesday October 2nd at 7:00 AM to interview the most recent part time police officer previously approved. The motion was seconded by Marcia Littlefield and unanimously approved by the Board.

The meeting reconvened at 7:00 AM on Tuesday, October 2nd. Attending were the Board, Samson and Sam Frank.

Motion at 7:01 AM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Marcia Littlefield and second by Scott Borthwick. Unanimous.

At 7:25 AM Selectman Littlefield made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 7:27 AM Selectman Littlefield made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 7:31

AM Selectman Littlefield made a motion to authorize Chief Frank to hire Jeffrey Hundold as a part time police officer in accordance with the recommendation and at the rates of pay detailed by Chief Frank.

The motion was seconded by Selectman Reagan and approved.

At 7:33 AM Selectman Littlefield made a motion to seal the minutes of the non public session and adjourn. The motion was seconded by Selectman Borthwick and unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, October 9th, 2012**

The public meeting at the Canaan Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Littlefield, TA Michael Samson, Al Posnanski, Chuck Townsend, Martha Richards, Philip Ferneau and Joe Frazier.

Acceptance of the Minutes of September 25th, 2012

Motion by Scott Borthwick with second by Marcia Littlefield to approve the minutes as amended for August 28th, 2012. Unanimous.

Visits by Chuck Townsend and Martha Richards

Candidates Townsend and Richards visited with the Board of Selectmen to seek feedback and support. There was general discussion about labor laws, state revenues, county taxes, merchant services at the county prison and savings from wood chip heating.

Budget vs. Actual – 2012 Year End Encumbrances

The Board reviewed the expense report for 2012 and noted that it is anticipated that there will be at least \$54,000 surplus in the operating budget. There are no new surprises for expenditures unless fuel goes up dramatically. Samson also distributed a sheet of proposed year end expenditures totaling \$51,000 that included: over expenditure on the eager beaver trailer of \$5,200, repair of the rescue vehicle of \$7,000 (partial payment), library electrical entrance and generator \$16,600, computers \$3,250, diagnostics for mechanic \$13,000, paint cabinet \$800, shredder \$500 and used bulldozer \$5,000. There are additional needs including highway garage outside lights, tree removal and transfer station cameras that total an additional \$7,000 if there is additional surplus available. Samson noted that the paint cabinet, trailer, rescue vehicle, computers and diagnostics are all necessary. The Board indicated that they would authorize the expenses by purchase order on a case by case basis.

Perry Road Entrance

Samson indicated that there was a consensus of Bob Scott and several residents on Perry Road that the Town extend the paved apron down the hill for at least 100 to 200 feet to allow for save access to Route 4. The Board concurred.

Transfer Station Fees and Staffing

Samson handed out an up-dated sheet on the comparative costs for hiring a full time transfer station person and doing our own hauling and the current system. He noted that the funding is all within the existing budget. Samson also passed out a sheet showing actual costs and current fees for certain wastes. He recommended that the rate for tires and 20# propane cylinders be reduced. Motion by Scott Borthwick and second by Marcia Littlefield to drop the passenger tire fee to \$2.00, leave the truck fee at \$5.00, charge as needed for larger tires, and drop the 20# propane fee to \$1.00. Unanimously approved.

Other Business

Marcia Littlefield indicated that the Conservation Commission would be hosting an open house at the hut maintained by the Conservation Commission in West Canaan from 10 to noon on Saturday October 13th. She also indicated that the Recreation Commission will host a Halloween open house for all Canaan kids at the Senior Center on October 31st. Samson indicated that he is getting quotes for aeration equipment for the lagoons and agitation equipment for the water storage tank.

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

At 9:17 PM Selectman Littlefield made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and unanimously approved. At 9:18 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Littlefield and unanimously approved. At 9:19 PM Selectman Borthwick made a motion to terminate the contract with Water Systems Operators on January 1st, 2013. The motion was seconded by Selectman Littlefield and unanimously approved.

At 9:20 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Littlefield and unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, October 23rd, 2012**

Chairman, Bob Reagan called the meeting to order at 6:30 PM. In attendance were Selectmen Robert Reagan, Scott Borthwick and Marcia Littlefield, TA Mike Samson, and Jacqueline Lindberg.

Motion by Scott Borthwick, second by Marcia Littlefield to go into executive session. Unanimously approved. At 7:03 PM, motion by Scott Borthwick to recess the executive session until following the open meeting with second by Marcia Littlefield. Unanimously approved.

Chairman Bob Reagan called the open session of the Board to order at 7:05 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Selectman Marcia Littlefield. Also in attendance, TA Mike Samson, Road Agent Robert Scott, Chief William Bellion, John Hennessy, Al Posnanski and Mike Hutchinson.

Minutes of October 9th, 2012

Motion by Scott Borthwick to approve the minutes of October 9th, 2012. Second by Marcia Littlefield. Unanimously approved.

Burn Permit Complaint

Mike Hutchinson discussed how difficult it is for a person working 6 days a week to get a burn permit. He indicated that his only free night is Saturday night. He asked if it would be possible to get a burn permit on line. A discussion between Samson, Bellion and Hennessy ensued. There are a couple of issues that preclude total on-line application and approval. The first is that the location has to be checked prior to issuance. The second is that a permit cannot be issued until everyone is sure of what the weather will be on the day of the burn. Bill Bellion and Mike Samson indicated that they would try to develop a system that could be done partially on line and work to strengthen the weekend approval system.

Highway Mechanic

Item postponed to executive session.

Budget vs. Actual

Samson indicated that at this time, it still looks like the budget will have at least a \$45,000 surplus. Samson reviewed the list of proposed encumbrances for year end. The purchase orders for the first two coming up for approval are for outside lights for the highway garage (\$1,221) and a paint cabinet for the highway garage (\$750). The purchase orders were signed. Marcia Littlefield asked that the light at the back door of the senior center be repaired prior to Halloween.

MS 4 and MS 5

Samson reviewed the MS 5 prepared by the auditors reviewing last year's finances and the MS 4 prepared by Samson of the projected revenue to be raised in 2012. The MS 5

indicates that the undesignated fund balance exceeded \$1 million dollars before taking \$194,000 to fund capital reserves and one-time expenses approved by the voters. The MS 4 indicates that revenue is ahead of expectations and will easily meet expectations. Based on the revenue coming in, the tax rate should be the same as last year's rate. There were no further questions and the Board signed the MS 5 and Samson signed the MS 4. Both will be transmitted to DRA on Wednesday.

Milt Wilson Abatement

A copy of the proposed abatement was distributed to the Board. Samson indicated that the new meter that was installed on Wilson's property on Follansbee Road leaked for several weeks. The proposed abatement will charge Milt the same as he was charged for the previous quarter. Motion by Scott Borthwick to approve the abatement with a second by Marcia Littlefield. Unanimous approval.

Tax Sales

A list of properties due to go up for sale was distributed and Samson asked which properties should go up for auction and which should be listed with a broker. The consensus of the Board was that the Tucker, Moore and Vincelette properties should go up for auction. The old highway garage and Bates properties should be listed with a broker. The Autoware property should be held and the Champney property (mobile home) should be removed. The Board wanted more information on the Burke Ridge and Bressett properties.

Road Discontinuance

No action until the owners and adjoining properties are notified and allowed to speak with the Board.

Building Permit – Augustus Means

Samson distributed a proposed enforcement letter from Bill Wilson regarding Means failure to meet permit conditions. The consensus of the Board was to take enforcement action with respect to Historic District, Planning Board and Building Permit violations.

Water Meter Connections

Samson reported on the progress of water meter connections and indicated that there were 23 left to be done which included all the new pits and installations where none previously existed.

Recreation Cooperation

Samson noted that he had reviewed the proposed recreation budget with the Board indicating that with fee increases, the Recreation Commission could fund a joint coordinator with Enfield (underwritten by grants) to strengthen and improve the volunteer system and raise additional funds for the programs in both towns. The funding would come from user fees and looked to be initially enough to fund a half time position without the grants. He reported that there are currently two grants available to support the program. The consensus was to continue to explore the program. Samson asked if recreation instructors who have been previously approved by the Board and who were

returning to provide similar service needed Board approval for a return engagement. The consensus was that if the funding were available for the program, no additional Board approval was required.

Old Home Days and Town Wide Yard Sale

The consensus of the Board was to approve the requested permissions for the 2013 Old Home Days and Town Wide Yard Sales.

Other Business

Al Posnanski announced that the 4-H Chicken Pie Dinner will be November 10th between 5 and 7 PM.

Samson was asked to check into new trailers on the McKinstry property on the west side of Rt. 118.

Samson was also asked to call Chuck Townsend about the funding levels from the Taniff program.

At 8:20, Selectman Borthwick moved to reenter executive session to discuss personnel issues. Marcia Littlefield seconded the motion and it was unanimously passed.

Samson and Scott were invited to attend.

At 8:35 Selectman Littlefield moved to come out of Executive Session. Borthwick seconded the motion and the motion passed unanimously. At 8:36 PM Selectman Littlefield moved to seal the minutes and Selectman Borthwick seconded the motion. Motion passed unanimously. At 8:37 Selectman Borthwick moved to offer the Town Mechanic's position to Bayne Stone at a wage of \$36,000 per year for 90 days and then to a base of \$39,000 after completing training on computer assisted diagnostics. Second by Marcia Littlefield and unanimously approved.

Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, November 13th, 2012**

Chairman Bob Reagan called the open session of the Board to order at 7:00 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Selectman Marcia Littlefield. Also in attendance, TA Mike Samson, Al Posnanski and Ellie Davis.

Minutes of October 23rd, 2012

Motion by Scott Borthwick to approve the minutes of October 23rd, 2012. Second by Marcia Littlefield. Unanimously approved.

Employee Wage Information

Samson indicated that Ellie Davis had requested the annual salaries or base wages for the town employees. Samson indicated that he deferred the request until the Board meeting to determine the legality of the request. He indicated that there is no restriction on releasing the information and recommended the release of the information. The Board agreed.

Clerk of the Budget Committee

Samson indicated that the Budget Committee wants to hire a replacement clerk to prepare budget committee minutes. He indicated that there was sufficient money left in the account to pay a replacement clerk and to fund advertising for the position. There was a consensus of the Board to advertise the position to be paid and take the expense from the budget committee.

DOL Assumption of Liability for Town Clerk and Town Office Employees

Samson submitted a draft letter asking for a waiver of the employee safety requirement for a security window for the Town Clerk in exchange for an assumption of the risk by the Town and agreement for indemnification. Samson noted that the employees were in agreement. There was a consensus of the Board to send the letter.

Waste Water Aerators

Samson reported that the cost of wastewater aeration (diffuse air) would be in excess of \$100,000. The Board suggested that we get the aerators operational prior to the spring and asked Samson to check on whether all the motors were back.

Road Discontinuance

Letters have gone out for a hearing on November 27th. In addition, a letter will go out to the property owners on the end of West Shore Road indicating that we will be unable to plow and maintain the road unless there is a turn around area provided.

Halloween Recreation Program

Marcia reported on the successful Recreation Halloween Program at the senior center.

Master Plan Review and Up-Dating

Marcia indicated that the Planning Board was currently reviewing the Town's Master Plan to see if there were any changes needed or inconsistencies. The plan has not been up-dated since 2006. The Plan envisioned that there were activities that needed to be accomplished and the review will help to see how much progress has been made.

Building Permit Violation

Samson indicated that most of the outstanding issues with Augustus Means have been resolved. The new road design is still not resolved nor approved by Chief Bellion.

Budget vs. Actual

Samson reviewed the current status of the expected year end surplus and the requested needs. He indicated that in December we will need to decide on and encumber money for the Library electrical entrance and generator, the repair of the Fire Department Rescue vehicle and the diagnostic software and tools for the mechanic's position. The total budget for these three items combined with the overage on the equipment trailer is \$41,000. The current year end surplus is at least \$31,000 but will increase as we get closer to the end.

Default Budget, Budgeted Revenue & Expense

Samson reviewed the default budget for 2012 as well as the proposed revenue and expense budgets. We now have a final health care cost number which is \$347,380 including the increased coverage with new employees. The total expense budget is \$3,115,908 and the total amount to be raised by taxes stays flat.

Other Business

Samson indicated that the Transfer Station attendants are checking contractor's bags if they are suspicious of the trash. 1300 stickers have been distributed. There was a general discussion of the staff coverage for holidays. The consensus of the Board is to have the transfer station staff cover every holiday when the Town is usually closed except for Christmas Day and Thanksgiving Day. Normal days that we have given off in the past will be covered by two of the three crew members with compensating days off anytime within three weeks before or after.

At 8:27, Selectman Borthwick moved to enter executive session to discuss personnel issues. Marcia Littlefield seconded the motion and it was unanimously passed.

At 8:40 Selectman Littlefield moved to come out of Executive Session. Borthwick seconded the motion and the motion passed unanimously. At 8:40 PM Selectman Littlefield moved to seal the minutes and Selectman Borthwick seconded the motion. Motion passed unanimously. Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, November 27th, 2012**

Chairman Bob Reagan called the open session of the Board to order at 7:00 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Marcia Littlefield. Also in attendance, TA Mike Samson, Al Posnanski, Bob Scott, Keith and Lindsay Batten, Marilyn & Dan Kierstead, Mark Sanbourne, Jeannette Boucakis, Barry Laraway, Bill Crowther and Ellie Davis.

Minutes of November 13th, 2012

Motion by Scott Borthwick to approve the minutes of November 13th, 2012. Second by Marcia Littlefield. Unanimously approved.

Road Discontinuance

Mark Sanbourne and Jeannette Boucakis spoke on the desire to keep Rameor Road a town road. Bob Scott indicated that the issue for the highway crew was the lack of visibility exiting Rameor Road onto Route 118. Mark indicated that he would develop a plan and bring it back to the Board that would address the issue. The Board by consensus indicated that if they received a plan by the first of the year would agree to leave the road a town road. Bill Crowther also asked that Ricard Drive remain a town road. Bob Scott indicated that the issue with Ricard is that there is no area sufficient to turn the grader and plow trucks around. Bill indicated that he would remedy the problem and the Board indicated that if the turn around area was sufficient they would drop the plan to discontinue the road.

Street Light

Lindsay and Keith Batten asked the Board if they would reconsider the removal of the street light in front of the Batten property on RT 4 and School Street (at the intersection of School and US 4). The Board indicated that there were at least three public hearings, a mailing to all affected homeowners and maps at the 2012 Deliberative session and no one attended to ask that the light remain. At this point all of the lights warned for removal have been removed saving the Town \$3-5,000 per year. The consensus of the Board was to deny a reconsideration. The Battens were encouraged to reinstate the light themselves if they wished.

Kierstead Logging Operation

The Kiersteads described their efforts to open fields on the former McKee property. Samson described the limitations that were imposed by the conservation easement and indicated that they would need to provide a timber management plan that was in conformance with the conservation easement requirements. Samson also indicated that the State Stewardship Office wanted two weeks to consider the next steps that should be taken. Samson provided the Kiersteads with a copy of the conservation easement language and the last adopted timber management plan.

Water & Sewer Operator Applications

Samson indicated that several applications had been received and that the last day would be on December 4th. Copies of the applications received to date were given to the Board members.

Budget vs. Actual and Encumbrances

Samson indicated that while there were a few changes, in needs versus savings, it was clear that there would be enough money to pay for all of the proposed encumbrances including a new electrical entrance, generator (town office), rescue truck repair and highway garage diagnostics. At this time, we do not have bids in for the generator or the rescue truck repairs and they will be available before the end of the year. Bob Scott reviewed the cost of the diagnostic system for the highway garage. Motion by Scott Borthwick to approve the encumbrance of \$9,672 for the merger of the two electrical entrances at the Library/Town Offices into a single entrance with the work to be done by Langlois Electric. Second by Marcia Littlefield. Unanimously approved. Motion by Scott Borthwick to approve the encumbrance of \$9,102.24 to NAPA for the diagnostics at the highway garage and \$300 to Twin Bridges for the up-grade of a lap-top for use at the garage. Second by Marcia Littlefield. Unanimously approved.

Default Budget

Motion by Scott Borthwick to approve the proposed default budget of \$3,033,768 for 2013. Second by Marcia Littlefield. Unanimously approved.

Proposed Revenue Budget

Motion by Scott Borthwick to approve the proposed Revenue Budget for 2013 that will raise or otherwise obtain from undesignated fund balance a total of \$3,531,716 with no more than \$2,024,434 coming from property taxes. Second by Marcia Littlefield. Unanimously approved.

Proposed Expense Budget

Motion by Scott Borthwick to approve the proposed Expense Budget for 2013 that will raise and appropriate or otherwise obtain from undesignated fund balance a total of \$3,111,321 and an additional \$164,000 for capital reserve funding (reevaluation, police, fire and highway) to come from the undesignated fund balance. Second by Marcia Littlefield. Selectmen Reagan and Littlefield in favor and Selectman Borthwick opposed. Scott indicated that he was fearful that the revenue would not come in and we would have to raise taxes. Motion by Scott Borthwick to approve the proposed water and sewer budgets totaling \$171,109. Second by Marcia Littlefield. Unanimously approved.

Other Business

Samson indicated that perhaps we should check on the quality of the old trailer that we took for taxes. The Board's consensus was to check on the quality of both trailers and store them if they were of value.

Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, December 11th, 2012**

Chairman, Bob Reagan called the meeting to order at 6:30 PM. In attendance were Selectmen Robert Reagan, Scott Borthwick and Marcia Littlefield, TA Mike Samson, Transfer Attendants Ross Longley and Jon Lounder.

Motion by Scott Borthwick, second by Marcia Littlefield to go into executive session. Unanimously approved. At 6:55 PM, motion by Scott Borthwick to recess the executive session until following the open meeting with second by Marcia Littlefield. Unanimously approved.

Chairman Bob Reagan called the open session of the Board to order at 7:00 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Selectman Marcia Littlefield. Also in attendance, TA Mike Samson, Ross Longley, Jon Lounder, Al Posnanski and Mark Sanbourne.

Minutes of November 27th, 2012

Motion by Scott Borthwick to approve the minutes of November 27th, 2012. Second by Marcia Littlefield. Unanimously approved.

Rameor Road Discontinuance

Mark Sanbourne outlined his plans for changing the Rameor Road access to Route 118. He asked if the change in sight lines to the north and south would be sufficient and the Board said that it would if the Board received something in writing prior to January 8th.

Kierstead Logging Operation

Samson said that the Kiersteads came in and asked if they would get a sign-off on their Intent to Cut timber. Samson indicated that there would have to be a Forestry Management Plan in place that recommended the harvesting. The Kiersteads indicated that they wanted to withdraw the application for Intent to Cut. Samson noted that they could but indicated that they would still be required to pay a tax on the timber already harvested.

Water/Sewer Candidates

Samson indicated that the Water and Sewer District received at least 10 very qualified candidates for Water & Sewer Superintendent. The Board will review the applications and make a decision this week.

Water and Sewer Issues

Meters – all will be in by the end of the month.

Aerators – All of the candidates indicated that we should replace the surface aerators with diffuse air bubblers. The cost of the lines and system other than the blowers is about \$35,000. The decision will be deferred until the new Superintendent is hired.

Blow-out hydrants – The Highland problem is the corrosion in the pipe which will be replaced in the spring. The new owners on Follansbee indicate they do not have a serious problem and we will look at the issue in the spring.

Budget vs. Actual
No new changes.

2013 Budget

Samson reviewed the latest draft of the general fund budget as set by the budget committee and the board. Motion by Scott Borthwick to approve the proposed budget totaling \$3,088,521 including everything except for the warrant articles which will be voted on on January 8th with a second by Marcia Littlefield. Unanimous approval. Samson reviewed the water and sewer budgets which have been adjusted to change from contracted management to in-house salaried management. Motion by Scott Borthwick to approve the water and sewer budgets totaling \$171,109 with a second by Marcia Littlefield. Unanimous approval.

Samson reviewed the language for a warrant article asking the voters if they would like a statement of the tax impact of all warrant articles. Motion by Scott Borthwick to approve the article in keeping with section V-b of the revised statute with a second by Marcia Littlefield. Unanimous approval.

Refund off Insurance Premiums

Samson walked through the action taken by 12 towns seeking to share in the refund of premiums previously paid by those towns that were ordered to be refunded by the State of New Hampshire. Samson indicated that he had authorized the attorneys to add Canaan to the list. The Board had no objection.

Cardigan Mountain School Raffle

Approved by consensus of the board.

Granite State Electric Utility Pole Permit

The Board unanimously approved the pole location permit and signed the permit.

FAST Squad Contract

Samson indicated that there were two options on the contract including a 5% increase or an agreement that the Town would do general maintenance on the ambulances (excepting major repairs). Motion by Scott Borthwick to approve the contract at \$55,000 with an agreement to do general maintenance with a second by Marcia Littlefield. Unanimous approval.

Disbrow Property

Samson indicated that he has checked to see what clean-up on the property will cost and has a price between \$7,500 and \$15,000 for the clean up depending on a survey of the debris for asbestos. The cost of the survey is \$600 and would be done by Catamount Environmental. Samson asked for authority to do the survey with the cost being tacked

on to the sales price. Motion by Scott Borthwick to approve the contract with a second by Marcia Littlefield. Unanimous approval.

Year End Meeting

There was a consensus to hold the last meeting of the year on Friday, December 28th at 4:30 PM at the Town Office.

At 8:10, Selectman Borthwick moved to reenter executive session to discuss personnel issues. Marcia Littlefield seconded the motion and it was unanimously passed.

Samson and Scott were invited to attend.

At 8:35 Selectman Littlefield moved to come out of Executive Session. Borthwick seconded the motion and the motion passed unanimously. Motion by Scott Borthwick to invite two candidates for Water & Sewer Superintendent to interview with the Board on Thursday, December 13th at 4:30 at the Town office with a second by Marcia Littlefield. Unanimous approval.

At 8:36 PM Selectman Littlefield moved to seal the minutes and Selectman Borthwick seconded the motion. Motion passed unanimously. At 8:37 Selectman Borthwick moved to recess the Executive Session until 4:30 PM on December 13th. Selectman Littlefield seconded. The motion was unanimously adopted.

At 4:30 PM on December 13th, the Board re-entered executive session to interview two candidates for Water & Sewer Superintendent. At 5:45 Selectman Littlefield moved to come out of Executive Session. Selectman Borthwick seconded the motion and the motion passed unanimously. Scott Borthwick moved to offer the Superintendent's position to John Coffey of Wilmot at a wage of \$45,000 per year. Second by Marcia Littlefield and unanimously approved.

At 5:47 PM Selectman Littlefield moved to seal the minutes and Selectman Borthwick seconded the motion. Motion passed unanimously. Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
FRIDAY, December 28th, 2012**

Chairman Bob Reagan called the Board to order at 4:30 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Marcia Littlefield and TA, Mike Samson.

Budget vs. Actual

Samson reviewed the latest Budget vs. Actual report. He indicated that the second print out of the proposed year end encumbrances and transactions would be more informative than looking at every line item. The major point of the Budget vs. Actual report is that there is currently \$170,884 unencumbered.

Year End Revenue

Samson distributed a year end revenue sheet with anticipated final number for revenue. Tax revenue was where it should be with a balance of actual revenue and delinquent tax revenue that was a little better than expected. Non-tax revenue had been budgeted at \$1,087,550 and came in at \$1,147,475 with two additional payments due from Enfield's PILOT payment of \$1,700 and Mascoma's payment of \$16,100 for the last quarter of 2012 for the SRO position. Adding those two payments would result in non-tax current revenue of \$1,165,275. This compares with projected revenue for next year of \$1,183,282 or about \$18,000 more than this year. That will be funded by \$19,000 to come from an unspent balance in the Highway Block Grant money and \$10,000 in reimbursements from Bates and Moore tax sale properties.

Encumbrances

Samson reviewed the sheet with all estimated year expenses and proposed encumbrances. He indicated the major proposed encumbrances were for a cruiser laptop, replacement of the 10 wheeler dump body, a used bull dozer, a new telephone system for the police department and town offices, a generator for the town offices, continuing legal expense on the NHECOOP case and repair of the rescue vehicle. Even with all of these encumbrances and a hold back of \$26,000 for last payroll and in transit expenses, there would be a surplus of \$32,354 that would be added to the the undesignated fund balance. The total for the surplus and excess revenue would be in excess of \$164,000 budgeted for 2013. Motion by Scott Borthwick to approve the following proposed encumbrances that would extend beyond 12/31/12:

Mechanic Diagnostics NAPA	\$9,102	
Mechanic laptop Twin Bridge	\$460	
Legal and Experts DTC & Sansoucy	\$27,350	12091
Electrical Entrance Langlois	\$9,672	12086
Generator Samson	\$9,000	TBA
Rescue truck body work Rocke	\$3,800	12092
Re-sign rescue truck Alan's	\$750	12090
Crusier laptop Twin Bridge	\$3,500	12085
Bulldozer Herrin	\$5,000	12084
10 Wheeler body Osgood	\$5,000	12082
Tire balancer NAPA	\$2,982	12083
Fire Dept. radios/pagers Ossipee Mt.	\$3,400	12089

Telephone system Twin Bridge	\$14,500	12081
Transfer station cameras Samson	\$800	TBA
Welfare PO's 12093-12099	\$1,650	12093-12099
TA computer Twin Bridge	\$1,050	12087
Elevator roller All-ways	\$600	12043
Turn-out gear Bergeron Protective	\$3,156	12076
Dump 3 Osgood repairs	\$3,500	12079
Denison Lubricants	\$1,939	12074
Gravel/stone Green Oak Realty	\$22,320	12073
AD Instruments	\$500	12077
Kirk's Towing	\$562	TBA

Second by Marcia Littlefield. Unanimously approved.

Junk Yards

Samson reviewed the progress with Gaudette, Jameson, Lepine, Adams and Pappas. Gaudette has been directed to finish up the north side of Route 4, Jameson has been directed to move the tires, Lepine has moved the Chevy and has 60 days to move the two vehicles beyond the Roadmaster, Adams has been given a detailed list of what needs to be finished at West Farms Road and directed to finish that area up as the top priority.

Road Discontinuance

Scott Sanborn's narrative and maps of the proposed changes to Mark Sanbourne's property were discussed. Samson indicated that the proposed changes had been reviewed with Bob and would address his concerns. The consensus of the Board was to take no further action on road discontinuance of Rameor Road with the understanding that the sub-division application would be completed in the spring and the changes made to Route 118 completed in 2013.

Other business

Samson discussed potential plans for the Moore and Champney mobile homes. He suggested that the Moore home would go up for auction and that the Town was owed about \$12,000 for the home. He noted that it was possible for the Town to enter a reserve bid for the home that could be sold to a lower income town employee at the price of what is owed. This would assure reimbursement to the town and also offer affordable housing to an employee. He also noted that the Champney home was structurally sound but needed extensive work to reair the inside. He suggested that the town offer to give it away rather than pay someone to take it. The board concurred with both plans.

Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

Robert Reagan, Chairman

Scott Borthwick

Marcia Littlefield
Canaan Board of Selectmen