

Canaan Budget Committee Meeting  
Thursday, October 7, 2021  
Canaan Police Dept, Special Operations Unit, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nathan Deleault, Stephen Freese, Cindy Neily, Mike Riese, Denis Salvail, Sadie Wells, Not attending: Karen Wolk (excused), Dan Collins (Select Board liaison unable to enter the Zoom session), Town Administrator Mike Samson; executive assistant Sharon Duffy; some members in person and some via Zoom; recorded by Roger Lohr

Approved Minutes

1. Call to Order

Committee Chair Sadie Wells called the Canaan Budget Committee meeting to order at 7:01 PM.

2. Minutes Approval

**Nate Delault made a motion which was seconded by Mike Riese to approve the September 16, 2021 Canaan Budget Committee meeting minutes as submitted and amended.**

Discussion: The amendment was to add Sharon Duffy title and change the amendment to the April 1 document. **Approved by all voting committee members.**

3. Proposed Canaan 2022 Revenue Budget Update

Town Administrator Mike Samson distributed two documents and gave a summary of the significant variances in the proposed 2022 Canaan budget. He stated that the currently proposed budget would require a 2.93% tax increase.

Some of the proposed revenue budget changes (increases and decreases) were reviewed and they included:

3A. an explanation of the new construction in Canaan and projection that the 2022 estimate for new construction is 1.5%;

3B. the SRO Resource Officer increase is due to retirement;

3C. the fire department increase was cited;

3D. the motor vehicle tax increase estimated at about \$40,000 as vehicle prices are higher and many people are purchasing vehicles;

3E. mixed recyclables have an increase of \$6,400 led by the significant increase for recycled materials;

3F. property sales were explained and examples were given;

3G. transfer station sticker sales are uncertain at this time;

3H. there was a discussion of the town office potential and there is an annual amount put into the capital reserve annually for a new town office project in the future;

3I. cemetery fees and Trust Fund were discussed.

4. 2022 Proposed Expense Budget

There is a 5% cost-of-living adjustment for town staff in accordance with the CPI. Employees do not receive an annual salary step increase but salaries do increase for changes in position responsibilities and market conditions.

Some of the proposed expense budget changes in Canaan were reviewed and included:

4A. financial administration has savings related to the audit associated with the lawsuit;

4B. the role of the town treasurer was explained with responsibilities including signing checks

and making deposits and transfers for the town accounts;

4C. data processing will have an increase for hardware replacements and a decrease in software;

4D. legal fees are associated with lawsuits and enforcement actions, but there is a savings for the prosecutor;

4E. personnel administration will have an increase for healthcare dependent upon filling the empty positions and their healthcare selections; the Budget Committee subcommittee on health insurance met during the summer and committee member Stephen Freese was asked to speak about the subcommittee discussions with the committee at the next Budget Committee meeting;

4F. the LFRF funding to be received in the amount of \$204,092 will be used toward the town water system construction project; there was an explanation about gross budgeting and using the general fund;

4G. on government buildings, there will be a payroll increase and a reduction in maintenance; there will be a new service contract for overhead doors and inspections will be reduced;

4H. insurance and liability premiums will be reduced by \$16,000;

4I. general government will have reductions in supplies and recording fees and an increase on telephone;

4J. the transfer station will have an increase in salary and tipping fees; some repair work will be outsourced and there will be savings for hauling recycled materials;

4K. the welfare department will have a new administrator and a new computerized system; Canaan will share services from a social worker who will be involved with 10 towns supported by DHMC; the amount for the welfare administrator is uncertain at this time; the committee discussed fuel assistance and rent assistance with regard to creative solutions;

4L. the Canaan recreation program will be reinstated with a new agreement in conjunction with Enfield;

4M. debt service will be reduced because of a lawsuit being paid off

It was stated that the town has applied for \$12 million in grants for the town water system construction project and broad band expansion.

##### 5. Adjournment

**Denis Salvail made a motion which was seconded by Cindy Neily to adjourn the meeting. Approved by all voting committee members.** The meeting was adjourned at 8:26 PM.

The next Canaan Budget Committee meeting is scheduled for October 20, 2021 at 7 PM featuring the police department and town clerk. The following Canaan Budget Committee meetings would be November 4, December 2, and December 16.