

Canaan Budget Committee Meeting  
Wednesday, January 10, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Stephen Freese via Internet, Jamie Jukosky, Al Posnanski, Mike Riese, Denis Salvail, Philip Smith Jr., Sadie Wells; Town Administrator: Mike Samson. Public attendees: Alan Rickard, Russell Wester  
Committee member not attending: Patty Duszynski.  
Recorded by Roger Lohr

Final Minutes

1. Call to Order

Chair Ellie Davis called the meeting to order at 7:30 PM.

Four Budget documents including the Warrant Articles and revenues were distributed to the committee members.

Town Administrator Mike Samson stated that revenue number should be \$2,062,633. Sadie Wells made a motion which was seconded by John Bergeron to accept \$2,062,633 as anticipated revenue in the town of Canaan for 2018. The motion passed 9-0-0.

The committee decided to review amendments to the previous meeting minutes documents later in the meeting.

2. Warrant Articles

Town Administrator Mike Samson explained the Warrant Articles. A typo was highlighted in the warrant document. Samson informed the Committee about a change in the Orange recycling contract due to an increase in recycling costs.

The Budget Committee reviewed the Warrant Articles:

Sadie Wells made a motion which was seconded by John Bergeron to accept the Warrant Article 02 regarding appropriations in the amount of \$3,668,506 in the town of Canaan for 2018. The motion passed 8-1-0 (Davis opposed).

Article 03, which is the Canaan water and sewer appropriation (\$182,485 combined) was recommended by the Budget Committee: 9 Yes and 0 no.

Article 04, which is for the purchase of a truck from the Highway Equipment Capital Reserve Fund was recommended by the Budget Committee; 8 Yes and 1 No (Davis). The words "Sterling Truck" will be removed from the article and the word "eighty" thousand will be corrected.

Article 05, which is for adding \$30,000 to the Police Cruiser Capital Reserve Fund was recommended by the Budget Committee: 9 Yes and 0 No.

Article 06, which is for adding \$55,000 to the Fire Truck Capital Reserve Fund was recommended by the Budget Committee: 9 Yes and 0 No.

It was suggested to add the word "estimated" related to taxes to the article.

Article 07, which is for adding \$130,000 to the Highway Equipment Capital Reserve Fund to be taken from funds that are available from the Unreserved Fund Balance was recommended by the Budget Committee: 9 Yes and 0 No.

Article 08, which is for adding \$35,000 to the Bridge Capital Reserve Fund to come from the Unreserved Fund Balance was recommended by the Budget Committee: 9 Yes and 0 No.

Article 09, which is for \$10,000 to be added to the Revaluation Capital Reserve Fund to be raised by taxation was recommended by the Budget Committee: 9 Yes and 0 No.

Article 10, which is for adding \$30,000 to the Government Buildings Capital Reserve Fund from the Unreserved Fund Balance was recommended by the Budget Committee: 9 Yes and 0 No.

Article 11, which is for spending \$55,000 to purchase the chipper and authorize withdrawal of \$55,000 from the Highway Equipment Capital Reserve Fund with payments being made during 2018 and 2019. This appropriation shall be non-lapsing through 2019. This article was recommended by the Budget Committee: 7 Yes and 2 No (Davis and Freese).

#### Petitioned Warrant Articles

Members of the Committee espoused their views about approving public funds for the various community agencies that are requested in many of the petitioned warrant articles. Opposing views included that the agencies should be supported by individuals who choose to support them, and that the agencies need public support because they are seriously underfunded while they provide important services to members of the community. The Committee's split votes on the petitioned warrant articles reflect these views.

Articles 14 - Public Health Council formerly the Mascoma Valley Health Initiative services: the Budget Committee Does Not Recommend: 4 Yes (Bergeron, Freese, Jukosky, Wells) and 4 No and 1 abstention (Reise).

Article 15 - Grafton County Senior Citizens Council: the Budget Committee Recommends: 5 Yes (Bergeron, Freese, Jukosky, Reise, Wells) and 4 No.

Article 16 - Advance Transit: the Budget Committee Does Not Recommend: 4 Yes (Bergeron, Freese, Jukosky, Wells) and 5 No.

Article 17 - Visiting Nurse Association & Hospice: the Budget Committee Does Not Recommend: 4 Yes (Bergeron, Freese, Jukosky, Wells) and 5 No.

Article 18 - West Central Behavioral Health: the Budget Committee Does Not Recommend: 3 Yes (Bergeron, Jukosky, Wells) and 5 No and 1 Abstention (Freese).

Article 19 - WISE: the Budget Committee Does Not Recommend: 4 Yes (Bergeron, Freese, Jukosky, Wells) and 5 No.

### 3. Minutes Approval and Other Business

A motion was made by Al Posnanski and seconded by Sadie Wells to approve amending the Canaan Budget Committee meeting minutes of December 7, 2017. The motion passed with 8-0-1 (Davis). The amendment was to add Roger Lohr as the minutes taker to the document.

A motion was made by Al Posnanski and seconded by Sadie Wells to approve the Canaan Budget Committee meeting minutes of December 21, 2017 as submitted and amended. The motion passed with 7-0-2 (Freese, Wells). The change was to add Roger Lohr as the minutes taker to the document.

A motion was made by Phil Smith and seconded by John Bergeron to accept the Select Board approved budget. The motion passed with 8-1-0 (Davis opposed).

The next Canaan Budget Committee meeting is scheduled for January 11, 2018 for a Public Hearing on the Canaan 2018 budget.

Town Administrator Samson reviewed the process with the DRA. The Canaan Budget Committee members will need to sign the official form for the budget next Monday at the town office.

### 4. Adjournment

Phil Smith made a motion which was seconded by Sadie Wells to adjourn the meeting. The motion passed 9-0-0. The meeting was adjourned at 8:33 PM.

Canaan Budget Committee Meeting  
Thursday, January 11, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron (arrived later), Ellie Davis, Jamie Jukosky, Al Posnanski, Mike Riese, Denis Salvail, Philip Smith Jr., Sadie Wells; Town Administrator: Mike Samson. Public attendees: Scott Borthwick, Dave McAlister.  
Committee member not attending: Patty Duszynski, Stephen Freese.  
Recorded by Roger Lohr

Final Minutes

1. Call to Order

Chair Ellie Davis called the meeting to order at 7:30 PM.

Updated budget documents including the MS-'13', Warrant Articles, and the proposed budget were distributed to the committee members.

The contract with the Canaan police department was incorporated in the Warrant Articles (#14) after the Canaan Budget Committee had approved the articles in the last committee meeting. This change altered the Warrant Articles and figures in the budget. The amount that was inserted in the budget to cover the police contract was \$2.00 because a dollar amount needed to be included in the Warrant Article.

The Budget Committee recommended the Police Contract Warrant Article 14 with 7 Yes and 0 No.

Philip Smith made a motion which was seconded by Denis Salvail to approve the revised 2018 Canaan Budget in the document dated 1/11/18. The motion passed 6-1-0 (Davis opposed, Bergeron did not vote on this motion).

Chair Davis opened the public hearing and the Committee members then proceeded to review the proposed 2018 Canaan budget.

Posnanski reviewed executive, town administration, town clerk, and election expenses.

Smith reviewed printing, bookkeeping, budget committee, assessments, treasurer, trustee expenses, and data processing.

Davis reviewed legal, personnel, planning board, government building expenses, cemetery, insurance, general government, police, ambulance, fire department, building inspection, and emergency management.

Salvail reviewed mechanic, road agent, highway, bridge inspection, and street lighting expense.

Posnanski reviewed transfer station, health, and welfare expenses.

Jukosky reviewed recreation, library, cultural, patriotic, and conservation accounts.

Wells reviewed debt service, capital equipment, and improvements.

Riese reviewed the sewer and water accounts.

Chair Davis then cited the default budget and revenues, and reviewed the Warrant Articles. The Committee requested that the Warrant Articles be consistent with the wording for the Select Board and Committee votes for recommendation. It was stated that the residents at Town Meeting can amend the Warrant Articles but can not go above the Budget Committee recommendations by more than 10%.

Town Administrator Samson will submit the budget information to the DRA and expects to receive the MS' for the Budget Committee to sign. He asked the members of the Budget Committee to stop by the town office to sign the MS' document on Wednesday.

The public hearing was closed at 7:55 PM.

Chair Davis expressed appreciation for the work done on the budget by the committee members, the chair and particularly the Town Administrator Samson.

## 2. Meeting Schedule

The Deliberative Session will be held on February 3rd at 1:00 PM at the Canaan Hall (Speedway).

The next Budget Committee meeting will be held on Thursday, March 29, 2018 at 7:00 PM for a reorganization meeting, to approve minutes, and share the annual committee schedule of meetings. The committee members who have terms that are up include Ellie Davis, Denis Salvail and John Bergeron.

## 3. Adjournment

Denis Salvail made a motion which was seconded by John Bergeron to adjourn the meeting. The motion passed 8-0-0. The meeting was adjourned at 8:05 PM.

Canaan Budget Committee Meeting  
Thursday, April 5, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Stephen Freese, Jamie Jukosky, Al Posnanski, Philip Smith Jr., Sadie Wells; Town Administrator: Mike Samson.

Committee member not attending: Patty Duszynski, Mike Riese, Denis Salvail.

Recorded by Roger Lohr (not in attendance)

Approved Minutes

1. Call to Order

Chair Ellie Davis called the meeting to order at 7:01 PM.

2. Minutes Approval

Al Posnanski made a motion which was seconded by Sadie Wells to approve the December 7, 2017 Canaan Budget Committee meeting minutes as submitted and amended. The motion passed 7-0-0. The change included adding two public attendee names.

Al Posnanski made a motion which was seconded by Steve Freese to approve the December 7, 2017 Canaan Budget Committee meeting minutes as submitted and amended. The motion passed 7-0-0. The change included adding the number of votes in the adjournment.

3. Election of Committee Officers

Al Posnanski nominated Sadie Wells as Canaan Budget Committee Chair and the nomination was seconded by John Bergeron. There being no other nominations, the committee voted and Sadie Wells was elected Chair by a vote of 6-0-1 (Wells abstained).

John Bergeron nominated Stephen Freese as Canaan Budget Committee Vice Chair and the nomination was seconded by Al Posnanski. There being no other nominations, the committee voted and Stephen Freese was elected Vice Chair by a vote of 6-0-1 (Freese abstained).

Stephen Freese nominated Ellie Davis as Canaan Budget Committee Secretary and the nomination was seconded by Sadie Wells. There being no other nominations, the committee voted and Ellie Davis was elected Secretary by a vote of 7-0-0.

4. Next Meetings

The next Budget Committee meetings were scheduled in a document that had been sent from Ellie Davis. Additionally the committee members expressed appreciation to Ellie Davis for chairing over the years. The committee also discussed posting the meeting warnings and minutes in the town office and on the town website.

## 5. Adjournment

Steve Freese made a motion which was seconded by Al Posnanski to adjourn at 7:22 PM. The motion passed 7-0-0.

Canaan Budget Committee Meeting  
Thursday, October 18, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Patty Duszynski, Stephen Freese, Al Posnanski, Mike Riese, Denis Salvail, Philip Smith Jr., Sadie Wells; Public attendees: Canaan Town Administer Mike Samson, Joe Frazier, Cindy Neily, Amy Thurber, Laura McDermott, Kathleen Peters, Denise Reitsma; recorded by Roger Lohr  
Committee member not in attendance Jamie Jukosky.

Approved Minutes

1. Call to Order

Committee Chair Sadie Wells called the meeting of the Canaan Budget Committee to order at 7:00 PM.

2. Minutes Approval

Al Posnanski made a motion which was seconded by Denis Salvail to approve the April 5, 2018 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members.

The Canaan Budget Committee Non Meeting document for the gathering held on September 20, 2018 was reviewed and in the fifth section the wording in the parenthesis about trash and recycling costs was removed.

3. Budget Update

A. Overview

Town Administrator Mike Samson distributed the updated 2018 Budget vs Actual document and he stated that there are some significant changes to programs and staff. These changes are in the police department salaries for part time and full time, dispatch, personnel administration for health insurance, police department for equipment including body cameras and a server, the legal case attorney costs, welfare for rent assistance, and highways for bridge projects that will not be done. About \$200,000 has been moved around but there is no change to the budget bottom line.

B. Trustees of the Trust Funds

Cindy Neily reviewed the trust funds where there are few changes. The committee discussed the donation box and John Bergeron stated that he will look into it.

C. Mechanic

Mike Samson reviewed the mechanic budget and stated that things are going well in the department with \$10,000 savings in supplies and \$25,000 unspent in repair parts to this point.

D. Water/Sewer

Mike Samson reported that there were no significant changes to the Water and Sewer budget. Health benefits were added. He explained the situation with the Capital Reserve



for replacing aspects of the system, which is in a "run until failure" mode. The operating parts of the system such as motors and pumps are being replaced when needed. He explained the septic part of the system which currently only requires a minimal amount of maintenance. More users would be needed to increase regular revenue for the Water/Sewer system.

#### E. Library

Amy Thurber distributed documents of the library budget and library-related statistics and she reviewed highlights of the documents. She noted the Friends of the Library support that is outside of the Canaan budget. She noted offerings, programs, and participation numbers that were in the data. Circulation has been similar for print and digital which is somewhat of a surprise. There is reciprocal usage with residents from Grafton and Enfield. There is a larger inventory of DVD at the library and museum passes are available. The Committee discussed the revenue disparity from Dorchester compared to the other towns. Active library users are being tracked to consider improvements to service.

#### F. Treasurer

Joe Frazier reviewed the treasurer and book keeper budgets, which have minimal increases. He also reviewed the 11 accounts, which include 7 in the Mascoma bank and 4 in the state investment pool.

#### G. Bridges and Transfer Station

Mike Samson commented about the major bridge projects underway including Potato Road and a culvert under Prospect Hill Road. There is a placeholder on this budget account, but when needed funding comes from the Capital Reserve and grants. There is a \$6,000 increase in the Recycling/Hauling budget related to the uncertainty in the materials market. A bulky waste drop off day is scheduled for November 10.

#### H. Canaan Budget Committee Meeting Schedule

The Committee decided to schedule the next meeting for November 15 and the November 29 meeting will likely be unnecessary.

#### 3. Adjournment

Steve Freese made a motion which was seconded by Denis Salvail to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:30 PM.

Canaan Budget Committee Meeting  
Thursday, November 29, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Stephen Freese, Jamie Jukosky, Al Posnanski, Mike Riese, Denis Salvail, Sadie Wells;  
Public attendees: Canaan Town Administer Mike Samson, Claude Lemoi, Bill Bellion, Bob Scott, Sam Frank, Phil Neily; recorded by Roger Lohr; Committee member not in attendance Patty Duszynski, Philip Smith Jr.

Approved Minutes

1. Call to Order

Committee Chair Sadie Wells called the meeting of the Canaan Budget Committee to order at 7:00 PM.

2. Minutes Approval

**Ellie Davis made a motion which was seconded by Al Posnanski to approve the October 18, 2018 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members.**

3. Budget Update

A. Overview

Town Administrator Mike Samson distributed the updated documents and he stated that the budget is \$3.8 million, which is a 4% increase. The increased expenses in the legal area continue due to the town's law suits. Health premiums are not final yet. The conservative estimate of 2019 revenue is \$4,216,000 and the budget proposal shows \$4,239,000 which is a \$22,000 variance. The unassigned fund balance will be added in the amount of \$417,519 over three years to help balance the capital reserves. He also referenced a fundraising subscription that is not included in the budget and is projected to be supported by about 25% of the households. The tax increase is projected to be about 3%.

The revenue increase includes about \$50,000 of motor vehicles taxes, and there are other additions associated with the block grants, FEMA, an increase in timber yield, and a late payment that did not arrive in the previous year.

B. CIP

Canaan's Capital Improvement Program was reviewed. It contains capital items submitted by town departments, with modifications by the CIP Committee. The advisory report identifies anticipated capital needs, and doesn't ensure that funds will be expended in this manner, since needs and priorities will change as time progresses. The reserve is stable and some of the CIP issues in the report are related to a variance in the six year purchase window for equipment. The town office is reaching capacity and has some legal and safety deficiencies and there is a \$300,000 item for the town office but a plan to start work is undecided at this time. A fire truck will need to be replaced and bridge work is included in the CIP.

Committee Ellie Davis spoke about what the voters will not vote on and clarified some items in the CIP. Other clarifications were discussed. Samson discussed the water/sewer rates and related issues such as equipment replacement in the system including the oldest pipeline. He also commented about road maintenance.

#### C. Emergency Management and Fire Department

Bill Bellion reviewed the emergency management area. The dispatch is projected to be the same as last year. In the fire department there will be budget increases in equipment and training, which were explained. The increase in the fire chief salary has been explained previously. A question about salaries was discussed.

#### D. Highway

Bob Scott reviewed the highway department budget. The increases include payroll related to overtime, and fuel expenses. Samson referenced the bridge replacement projects and roadwork for paving and dirt roads.

#### E. Police

Police Chief Sam Frank reviewed the police department budget which is similar to last year. Increases were associated with salaries, retirement, and equipment. The open positions have been filled. The prosecution and dispatch costs are proportional to the other towns in the region that use these services and Canaan has a high number of criminal acts for a town its size. The town is basically covered by 4 officers despite being one of the busiest departments in the region.

The committee discussed the causes of Canaan's crime problem and whether programming or funding would impact solutions to it. Samson cited positive prevention activities for youth and intervention. Drug abuse is an issue and treatment is one of the ways to address it. According to Samson it is estimated that about 15% of the population are using drugs and a higher percentage of youth are using them. He reviewed the healthcare issues that are related to drug abuse treatment and insurance coverage/health services for citizens that are unable to afford it. The chief and Samson commented that crime is also caused by societal problems such as dysfunctional family situations. The legalization of marijuana was mentioned as a concern.

#### F. Canaan Budget Committee Meeting Schedule

The Committee decided to schedule the next meeting for December 20.

### 3. Adjournment

**Ellie Davis made a motion which was seconded by Denis Salvail to adjourn the meeting. Approved by all voting committee members.** The meeting was adjourned at 8:20 PM.

Canaan Budget Committee Meeting  
Thursday, December 20, 2018  
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Stephen Freese, Al Posnanski, Mike Riese, Denis Salvail, Sadie Wells; Town Administrator Mike Samson. Committee member not in attendance Patty Duszynski, Jamie Jukosky, Philip Smith Jr. recorded by Roger Lohr.

Final Minutes

1. Call to Order

Committee Chair Sadie Wells called the meeting of the Canaan Budget Committee to order at 7:05 PM.

2. Minutes Approval

Al Posnanski made a motion which was seconded by Denis Salvail to approve the November 29, 2018 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members.

3. Items for Discussion or Action

A. 2019 Budget Changes Update

Town Administrator Mike Samson distributed the updated documents for the proposed 2019 budget, and actual and budget revenues.

The overall health insurance increase is 7.5% and there are increases in legal fees, dispatch and liability insurance. Samson informed the Committee that one of the law suits involving the town has been eliminated.

The Committee discussed the current employee health insurance benefits. A single employee health insurance plan cost \$11,000; 2-person plan is \$18,000; family plan is \$24,000. There are no deductibles paid by the employees. Employees hired 2015 or later pay 15% for family members. Samson commented about the plan in conjunction with employee salaries compared to other towns. There are 20 Canaan employees on the health insurance plan. The Committee discussed the "buyout" option for employees that choose to not take the health insurance benefit, whereby they are given \$6,000. It was commented that the insurance was a "Cadillac" plan that may be more than what is currently offered by businesses and other towns and is funded by taxes. It was suggested that an analysis of the Canaan employee health plan benefit be conducted in comparison to other towns.

Samson reviewed the Canaan Emergency Medical Service and the new accounts that have been set up for it. The town put \$110,000 toward CEMS this year and will incorporate CIP investments to replace CEMS ambulance vehicles in the future. The revenue for CEMS will be in a revolving account and will also come from other towns, other revenue sources, and fundraising. The CEMS is within the Canaan Fire Department and has responded to 400-600 incidents annually. There will be a Warrant Article put to

the Canaan electorate regarding CEMS. Samson also cited the high level of training for the staff at the Fire Department and CEMS.

The other area that Samson referred to was the Welfare Department that could reach 45 households. There are 5-6 people in need currently. The assistance is for fuel but mostly to subsidize rent.

The 2019 proposed Canaan Budget will increase by 4.4% and revenues will increase 3.2%. The tax rate is projected to increase from \$7 to \$7.23.

#### B. Canaan Budget Committee Meeting Schedule

The Canaan Budget Committee scheduled for January 3 was cancelled. The next Canaan Budget Committee meetings are scheduled for January 9 and 10 at 7:30 PM at the Canaan Fire Station. These meetings will be for voting on the Warrant Articles and a Public Hearing, respectively. The Deliberative Session is set for February 9 in the Canaan Elementary School at 9:00 AM.

#### C. Motions on Proposed Budget

Steve Freese made a motion which was seconded by John Bergeron to accept the 2019 Town of Canaan Budget in the amount of \$3,830,223 as proposed. Approved 6-1 (Davis opposed).

Ellie Davis made a motion which was seconded by Sadie Wells to accept the 2019 Town of Canaan Budget Revenue in the amount of \$4,253,042 as proposed. Approved 7-0-0.

#### 4. Adjournment

Denis Salvail made a motion which was seconded by Sadie Wells to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:08 PM.