

Canaan Budget Committee Meeting
Wednesday, January 9, 2019
Canaan Fire Station, Canaan, NH

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

Approved Minutes

1. Call to Order

Chair Sadie Wells called the meeting to order at 7:30 PM. Committee member Freese stated he would be unable to attend the January 10 Committee meeting. Chair Wells stated that the Committee member terms that are up this year include Wells, Smith Jr. and Duszynski. The Town of Canaan Deliberative Session is scheduled for Saturday, February 9 at the Canaan Elementary School.

Five Budget documents including the Warrant Articles, MS/37, MS-DTB, the proposed 2019 budget and revenues were distributed to the committee members.

A motion was made by Sadie Wells and seconded by Al Posnanski to approve the Canaan Budget Committee meeting minutes of December 20, 2018 as submitted. The motion passed with 7-0-2 (Jukosky, Duszynski abstained).

Town Administrator Mike Samson stated that there was a change to the budget for the cemetery related to the Trustees which impacted the revenue and there were math errors. The Cemetery Expense reimbursement was \$38,000 and there was \$19,000 replacement so that the revenue was \$4,257,809.58. Samson then reviewed the 2019 Revenue Budget items.

Steve Freese made a motion which was seconded by John Bergeron to accept \$4,257,809.58 as anticipated revenue in the town of Canaan for 2019. The motion passed 9-0-0.

Samson then reviewed some changes in expenses.

A motion was made by Denis Salvail and seconded by John Bergeron to accept the Canaan 2019 expense budget in the amount of \$3,829,554. The motion passed with 9-0-0.

2. Warrant Articles

Town Administrator Mike Samson explained the Warrant Articles. Some typos were highlighted in the some of the items on the warrant document.

The Budget Committee reviewed the Warrant Articles:

Article 02 is the General Fund Appropriation as provided in the amount of the most recent Canaan Budget Committee motion and the default budget is \$3,666,706. The Budget Committee recommended the budget: 8 Yes and 1 No (Davis).

Article 03, which is the Canaan water and sewer appropriation (\$194,837 combined) was recommended by the Budget Committee: 8 Yes and 1 No (Davis).

Article 04, which is for the purchase of an asphalt reclaimer hotbox from the Highway Equipment Capital Reserve Fund was recommended by the Budget Committee; 8 Yes and 1 No (Davis).

Article 05, which is for the purchase of a SUV Command Vehicle by withdrawing up to \$30,000 from the Fire Truck Department Capital Reserve Fund was recommended by the Budget Committee: 9 Yes and 0 No.

Article 06, which is for the purchase of a fire utility truck by withdrawing \$45,000 from the Fire Equipment Capital Reserve Fund was recommended by the Budget Committee: 8 Yes and 1 No (Davis).

Article 07, which is for the purchase of a police cruiser by withdrawing \$35,000 from the Police Cruiser Capital Reserve Fund and any proceeds from the sale of the old cruiser will be applied to reduce the purchase price within the appropriated \$35,000, was recommended by the Budget Committee: 9 Yes and 0 No.

Article 08, which is for adding \$140,000 to the Highway Equipment Capital Reserve Fund to come from the Unassigned Fund Balance was recommended by the Budget Committee: 9 Yes and 0 No.

Article 09, which is for \$40,000 to be added to the Bridge 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 \$10,000 to the Revaluation Capital Reserve Fund from taxation to avoid a larger payment in 5 years, was recommended by the Budget Committee: 9 Yes and 0 No.

Article 11, which is for adding \$40,000 to the Government Buildings Capital Reserve to come from the Unassigned Fund Balance. This article was recommended by the Budget Committee: 9 Yes and 0 No.

Article 12, which is for adding \$60,000 to the Revaluation Capital Reserve Fund to spread equipment costs over 25 years to be raised by taxation and the Budget Committee recommended this article: 8 Yes and 1 No (Davis).

Article 13, to add \$30,000 to the Police Cruiser Capital Reserve Fund which will come from the Unassigned Fund Balance and recommended by the Budget Committee: 9 Yes and 0 No.

Samson reviewed the sand and salt situation for the town roads and a plan to acquire a new site for the sand gravel pit. Part of the existing gravel pit would be sold and a new site that has been located would be purchased.

Article 14, which is to raise \$85,000 of the purchase price for gravel pit land from the General Fund Budget -- Road Reconstruction Account and \$100,000 from the Unassigned Fund Balance. The purchase would not occur unless on-site testing confirms the presence of suitable sand and gravel for highway use. The Budget Committee recommended: 7 Yes and 1 No (Davis) and 1 Abstention (Wells).

The Budget Committee decided it was unnecessary to vote on Warrant Articles 15 through 18 since there were no appropriations associated with those articles.

Petitioned Warrant Articles

Article 19 -- Public Health Council in the amount of \$2,940; the Budget Committee Recommends: 5 Yes (Bergeron, Freese, Jukosky, Riese, Wells) and 4 No (Davis, Duszynski, Posnanski, Salvail).

Article 20 -- Grafton County Seniors Citizens Council in the amount of \$12,500; the Budget Committee Recommends: 6 Yes (Bergeron, Duszynski, Freese, Jukosky, Reise, Wells) and 3 No (Davis, Salvail, Posnanski).

Article 21 -- Advance Transit in the amount of \$9,270; the Budget Committee Recommends: 5 Yes and 4 No (Davis, Posnanski, Riese, Salvail).

Article 22 -- Visiting Nurse Association & Hospice in the amount of \$9,700: the Budget Committee Recommends: 5 Yes and 4 No (Davis, Posnanski, Riese, Salvail).

Article 23 -- West Central Behavioral Health in the amount of \$2,200: the Budget Committee Does Not Recommend: 4 Yes and 4 No (Davis, Riese, Posnanski, Salvail) and 1 Abstention (Freese).

The next Canaan Budget Committee meeting is scheduled for January 10, 2019 for a Public Hearing on the Canaan 2019 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 week at the town office.

3. Adjournment

Denis Salvail made a motion which was seconded by Sadie Wells to adjourn the meeting. The motion passed 9-0-0. The meeting was adjourned at 8:26 PM.

Canaan Budget Committee Meeting
Thursday, January 10, 2019
Canaan Fire Station, Canaan, NH

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

Approved Minutes

1. Call to Order

Chair Sadie Wells called the meeting to order at 7:31 PM.

Town Administrator Mike Samson stated that there have been some changes required by the DRA and the Select Board will need to approve the changes at an emergency meeting of the Select Board to be held in advance of the Budget Committee's Public Hearing. The Budget Committee meeting was suspended.

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

At 7:35 PM, the Select Board addressed changes in Article 12 which was \$60,000 instead of \$10,000 and Article 14, which is \$130,000 from the Unassigned Fund and \$55,000 from the General Fund. Al Posnanski made a motion which was seconded by Dave McAlister to accept Article 12 as rewritten and Article 14 as rewritten. The motion passed.

Al Posnanski made a motion which was seconded by Dave McAlister to accept the revised 2019 Canaan Revenue Budget in the amount of \$4,461,964. The motion passed.

Town Administrator Samson explained changes to the 2019 Canaan Budget expenses with HW Road Reconstruction at \$15,000 instead of \$55,000.

Al Posnanski made a motion which was seconded by Dave McAlister to accept the revised 2019 Canaan Budget. The motion passed.

The Select Board emergency meeting was continued if needed for any other changes. The Budget Committee meeting was reconvened at 7:40 PM.

Ellie Davis made a motion which was seconded by Sadie Wells to approve the 2019 Canaan default budget and the revised 2019 Canaan Revenue Budget in the amount of \$4,461,964. The motion passed \$ 0.00.

Chair Sadie Wells opened the Public Hearing and the Committee members then proceeded to review the proposed 2019 Canaan budget.

Ellie Davis reviewed the Warrant Articles as presented and the Committee agreed to not address articles 15-18. It was stated that the Tri County Cap petition article was delivered too late to be included on the Canaan Warrant Article document.

A typo was found in Article 12. The Select Board addressed the change.

Al Posnanski made a motion which was seconded by Dave McAllister to accept Article 12 as revised. The motion passed.

Ellie Davis made a motion which was seconded by Mike Riese to accept article 12 as revised. The motion passed 8-0-0.

Ellie Davis made a motion which was seconded by Denis Salvail to accept article 14 as revised. The motion passed 7-1-0 (Davis opposed).

Davis reviewed executive, town administration, town clerk, tax collection, and election expenses. Davis left the meeting.

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

Duszynski reviewed legal, personnel, planning board, and government building expenses.

Bergeron reviewed 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, welfare expenses, and recreation expenses.

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

Wells reviewed debt service, capital equipment, and improvements.

Riese reviewed the sewer and water accounts.

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 by the end of the week.

The public hearing was closed at 8:02 PM. The Select Board emergency meeting was adjourned.

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

3. Adjournment

Denis Salvail made a motion which was seconded by John Bergeron to adjourn the meeting. The motion passed 7-0-0. The meeting was adjourned at 8:02 PM.

Canaan Budget Committee Special Meeting
Thursday January 24, 2019
Canaan Fire Station, Canaan, NH

FINAL Apr. 9, 2019

Attendees: Budget Committee members: John Bergeron, Jamie Jukosky, Al Posnanski, Michael Riese, Denis Salvail, Sadie Wells. Ellie Davis joined the meeting approximately 7:40 Public attendees: Canaan Town Administer Mike Samson
Committee members not in attendance: Stephen Freese, Philip Smith, Patty Duszynski

The special meeting of the Budget Committee was called to discuss a \$2100 Petitioned Warrant Article (33 signatures) submitted by WISE (Women's Information Service). The meeting was called to order at 7:30 PM by Chair Sadie Wells.

Town Administrator Mike Samson reviewed for the Board a recent development that requires Board action. He just this week discovered the above mentioned Warrant Article as an attachment to an unrelated email. The email, dated January 3, 2019, was submitted prior to the January 9, 2019 deadline for such submissions and prior to final Budget Committee approval of the 2019 Budget. Mr. Samson presented three options for Board consideration and the balance of legality in each case with regard to MS:737 and Municipal Budget Law, section 32:5. The issue is primarily the inability to schedule a public hearing with 7 day notice prior to the January 28, 2019 budget deadline. He also summarized counsel he received from the town and municipal attorneys. His recommendation to the Board was to vote on the Warrant Article, have Selectman post the budget by January 28, 2019 as required and to schedule a public hearing for February 4, 2019 for the proposed budget.

Chair Sadie Wells described a lengthy phone conversation and advice she received from DRA. As instructed, she asked Town Administrator Mike Samson if he was prepared to defend in court if challenged on his recommendation. He affirmed he was, after discussions with town and municipal attorneys earlier in the day.

John Bergeron made a Motion to vote on the \$2,100 Petitioned Warrant Article submitted by Wise. There was no Second, and discussion resumed.

Further discussion clarified for the Board that no option exists to fully comply with Municipal Budget Law, section 32:5 and MS:737, specifically the need to post notice of a public hearing.

John Bergeron made a Motion, Seconded by Al Posnanski to vote on the \$2100 Petitioned Warrant Article submitted by WISE. The motion passed 2-1-3. Ellie Davis was not present to vote.

John Bergeron made a Motion, Seconded by Michael Riese to hold a public hearing on February 4, 2019. Motion passed 6-0 (Ellie Davis did not vote).

Town Administrator Mike Samson asked if the attending Board members would sign the MS-737 at the conclusion of the meeting. Four of six agreed to.

There being no further business to discuss, Jamie Jokosky made a Motion, Seconded by Michael Riese to adjourn the meeting. Motion passed 6-0 (Ellie Davis did not vote).

Respectfully submitted,

Michael G. Riese
Budget Committee Member

Canaan Budget Committee Public Hearing
Monday February 4, 2019
Canaan Fire Station, Canaan, NH

Attendees: John Bergeron, Ellie Davis, Patty Duszynski, Al Posnanski, Denis Salvail, Sadie Wells and Town Administrator Michael Samson.

~~DRAFT~~ MINUTES *FINAL* Approved 4/4/19

The public hearing was opened at 7:31pm

Sadie Wells read Warrant Article 22, petitioned article by WISE in the amount of \$2100.

Ellie Davis had a question about the wording of the vote by the budget committee. After discussion it was determined that the wording would remain as presented.

John Bergeron made a motion to recess the public hearing until immediately following the deliberative session on February 9, 2019. Motion was seconded by Al Posnanski and carried by unanimous vote.

Meeting adjourned at 7:35pm.

Respectfully submitted by Sadie Wells

Canaan Budget Committee Meeting
Thursday, April 4, 2019
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nathan Deleault, Stephen Freese, Jamie Jukosky, Al Posnanski (Select Board liaison), Mike Riese, Denis Salvail, Sadie Wells, Karen Wolk; recorded by Roger Lohr.

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

John Bergeron made a motion which was seconded by Stephen Freese to approve the January 9, 2019 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members. The change was to include Stephen Freese in the meeting attendees.

John Bergeron made a motion which was seconded by Ellie Davis to approve the January 10, 2019 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members.

John Bergeron made a motion which was seconded by Stephen Freese to approve the January 24, 2019 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members.

Stephen Freese made a motion which was seconded by John Bergeron to approve the January 9, 2019 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members.

3. Committee Officer Election

It was suggested by Michael Riese that the same slate of last year's Budget Committee officers be re-elected.

Al Posnanski nominated Sadie Wells as Canaan Budget Committee Chair, Stephen Freese as Vice Chair and Ellie Davis as Secretary and the nominations were seconded by Ellie Davis. There being no other nominations, the Budget Committee members voted unanimously to elect the officers as nominated.

4. Introductions and Future Meetings

Committee Chair Sadie Wells welcomed the new Canaan Budget Committee members Nate DeLeault and Karen Wolk and the members introduced themselves.

Ellie Davis will reserve the Fire Station for Budget Committee meetings next (Sept-Jan.)

and the schedule is to meet on the third Thursdays each month during that period.

Al Posnanski commented that Canaan residents have expressed that are satisfied about how things are going in the town with the Budget Committee, Select Board and various activities.

4. Adjournment

Denis Salvail made a motion which was seconded by John Bergeron to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 7:10 PM.

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Canaan Budget Committee Meeting
Thursday, September 19, 2019
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nate Deleault, Stephen Freese, Jamie Jukosky, Al Posnanski, Mike Riese, Sadie Wells, Karen Wolk; Town staff: Canaan Town Administer Mike Samson, Nelson Therriault, Vicky McAlister; recorded by Roger Lohr

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

Karen Wolk made a motion which was seconded by John Bergeron to approve the April 4, 2019 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members.

3. Budget Update

A. Overview

Town Administrator Mike Samson distributed the documents including the 2019 Budget dated 9/19/19, bullet point highlights, an overview memo regarding the 2020 budget, the DRA Request to Exceed sheet and forms.

The extraordinary expenses included the flood \$175,000 and the Fairpoint settlement \$334,000. According to the state and auditors, Canaan has an unassigned fund balance of \$1.2 million. The state view of the unassigned balance includes capital reserves while the town shows about a \$300,000 real unassigned balance amount.

The list of significant increases \$243,800 and decreases \$67,000 to the budget showed a negative variance of \$176,800. The proposed 2020 budget \$4,017,950 is an increase above the 2019 budget by \$188,396.

Samson explained how the state handles the process for a town to exceed its budgeted appropriations.

B. Welfare

Nelson Therriault reviewed the welfare budget which has only minor increases in miscellaneous and medical assistance. Rent assistance is the largest aspect of welfare in Canaan. The food assistance has been covered well by the two pantries in town. The miscellaneous line is mostly used for cremations. It was reported that three patients have been helped by the Mascoma Community Health Center.

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C. Mechanic

Mike Samson reviewed the mechanic budget and stated that things are going well in the department with a \$2,000 reduction in the proposed supplies budget put forward to help offset the increase in salary.

D. Planning Board

John Bergeron reported that there were no significant changes to the Planning Board budget as what comes in also goes out. The town Master Plan, which is updated every 10 years has been completed and is expected to be published within two weeks. The plan was produced by the Planning Board volunteers.

E. Assessing

The increases in Assessing are for salaries and the Appraiser is projected to be under the \$27,000 that is in the budget. A reappraisal will be needed in Canaan in two years and that is projected to cost about \$100,000.

F. Town Clerk and Elections

Vicky McAlister reviewed the proposed budget for town clerk and elections. There will be an increase in dog licenses and the left-over amount is used for tags in the following year. The revenue for dog licenses is \$5,000 annually. There will be four elections resulting in a \$3,000 increase in that line item.

G. Building Inspector

Mike Samson commented that the decrease in the building inspector lines is for salary, which was moved out of the account but there is an increase in subscriptions. It was stated that wetlands and floodplains were being checked.

4. Overspending Discussion

Mike Samson explained the Fairpoint settlement, which entailed a tax refund associated with nine years. The flood repairs had a total cost of about \$400,000 that included about \$220,000 of manpower and equipment from the town. It is expected that about 75% of the expense will be reimbursed. The road paving that was delayed last year will be done this year. He also discussed the water line break and expressed appreciation for the town departments working together so well. Other towns also participated. The situation with the water for 200 users in the village was explained as the economics are challenging but the cooperation between town departments helps to keep the costs reasonable on the water projects. The costs of the water line repair may total about \$4,000 plus another \$2,000 for the fire department. The Fairpoint payoff and flood repair projects are responsible for the town exceeding 2019 appropriations and will necessitate legal action by the town.

John Bergeron made a motion which was seconded by Al Posnanski to approve the resolution to authorize exceeding the Canaan appropriation budget, and sign the required DRA form to request the action. Approved by all voting committee members.

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Samson reviewed the proposed town staff salary increases for 2020 and he also spoke about the police department salaries.

5. Canaan Budget Committee Meeting Schedule

The Committee decided to schedule the next meeting for October 3, followed by October 17 and November 7. Minutes taker Lohr commented that the Budget Committee dates are often the same as another of his accounts, and that he will rotate between the two while using the recording when he is unable to attend the meetings.

6. Adjournment

John Bergeron made a motion which was seconded by Al Posnanski to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:22 PM.

Canaan Budget Committee Meeting
Thursday, October 3, 2019
Canaan Fire Station, Canaan, NH

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Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nate Deleault, Jamie Jukosky, Al Posnanski, Denis Salvail, Sadie Wells, Karen Wolk; Town staff: Canaan Town Administer Mike Samson, Cindy Neily, Sam Frank; recorded by Roger Lohr

Absent: Mike Riese Stephen Riese Freese

Absent Ellie Davis
Stephen Riese
Mike Riese Freese

~~Draft~~ Minutes accepted 10/17/19

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 Nate Deleault to approve the September 19, 2019 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members.

3. Budget Update

A. Overview

Town Administrator Mike Samson distributed documents and referenced a list of municipal aid funding that showed Canaan is projected to get about \$141,000. This "block grant" amount would be put into the unassigned fund balance and a Warrant Article would be needed to use it. A different grant from the state for the Canaan School District is also expected.

B. Trustees of the Trust Funds

Cindy Neily reported that there are minimal changes to the Trustees of the Trust Fund budget account. The fee for managing the accounts is sixth tenths of one percent and the funds are kept at Mascoma Savings Bank. Samson commented about the fact that the NH investment pool may have a better rate but does not have the same insurance protection as the Mascoma Savings Bank.

C. Police Department

Police Chief Sam Frank referenced the budget account for the police department which is similar to last year's budget except for salary and benefits. The retirement expenses are based on state decisions. Each officer will have a dedicated cruiser, and a new cruiser will be acquired with the CIP. He discussed switching to Explorer Hybrid vehicles over the next few years which will save expenses on fuel. He also commented that new cameras will be added to the vehicles and the cost of the cameras is covered by a grant.

D. Treasurer

There will be a 2% increase in salaries for the Treasurer budget account.

E. Bridges

There is a placeholder in the Bridges budget account but the town will be using CIP funds and state funding to work on two bridges in the upcoming year including Potato Road and Grist Mill Hill. There will be state funding for the majority of these projects. A third bridge (going to the Transfer Station) suffered flood damage and that project should get FEMA mitigation funding. Samson explained the bridge inspection and replacement process.

F. Transfer Station

Samson discussed the costs associated with recycling and trash on the local, regional and international levels. He also said that the town will conduct a bulky waste drop-off three or four times per year. He commented that he is considering a compost program, which could lower costs for the town's trash program.

G. Water/Sewer

Mike Samson commented that there is no significant change in the water/sewer budget. The revenue includes an amount for the reserve fund as the end-of-year-water budget account balance automatically is transferred to a reserve fund. He reviewed the water/sewer situation in the village including user fees, maintaining the population in the village, investing in system upgrades, and conserving water. Currently there is about 35,000 gallons of water being used daily and 40,000 gallons of sewage produced daily in the village of Canaan.

4. Canaan Budget Committee Meeting Schedule

The Committee decided to schedule the next meeting for October 17. Minutes taker Lohr commented that the meeting will need to be recorded as he is unable to attend the October 17 meeting.

5. Adjournment

Denis Salvail made a motion which was seconded by Karen Wolk to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:35 PM.

Canaan Budget Committee Meeting
Thursday, October 17, 2019
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nate Deleault, Steve Freese, Jamie Jukosky, Al Posnanski, Mike Riese, Sadie Wells, Karen Wolk; Town staff: Canaan Town Administer Mike Samson, Amy Thurber; Library Trustees: Angie Robinson, Laura McDermott, Denise Reitsma. Committee member absent: Denis Salvail; recorded by Roger Lohr

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 John Bergeron to approve the October 3, 2019 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members with 3 abstentions (Davis, Freese, Riese). The change was to add the Committee members that were absent from the meeting.

3. Budget Update

A. Budget Overview

Town Administrator Mike Samson spoke about the tax rates. It is projected that the school tax rate increase will be 3.5% and the town tax rate increase will be 3.25%. The justification for the increased town taxes includes the last winter and other issues and there are no overlays and few revenue and expense variables that can provide any discretion.

B. Highway

Mike Samson reviewed the change to the Highway budget from \$239,000 to \$305,000. There will be increases in overtime and salaries and fuel. It could be as high as \$30,000 on fuel expenses this year depending on November and December weather. The supplies will be reduced by \$5,000. The town spent \$170,000 on road reconstruction this year. It is expected that funds for paving will come from some of the FEMA reimbursement funds. There are substantial increases to the budget for road reconstruction and road salt (expected to be \$50,000). The gravel increase will be associated with hard pack for roads.

There was a discussion about the 2% salary increase and some other account variances. The blinking traffic light which is state-owned was also a discussion.

C. Emergency Management

There is not a significant variance in the Emergency Management budget account. There

was a discussion about a tower. There was a discussion regarding contamination showers.

D. Fire Department

The Committee discussed the pay scale and commitment in the Canaan Fire Department. Samson cited how impressive the Fire Department staff is in Canaan. There are increases for fuel in the budget and allocations for the town departments. The equipment line has increased for CIP purchases. There is an attempt to maintain the CIP equipment lines in the town budget under \$90,000 each.

E. Canaan Emergency Medical Service

After the change to the EMS services in Canaan, the amount for next year is \$135,000 and Samson explained how the CEMS will be handled in the Canaan budget. The CEMS will also be funded from a variety of other sources including contributions, insurance payments per mile, and a formula for other towns to support it. There will be one fundraising campaign annually.

Samson reviewed the CEMS budget line-by-line. The staff coverage and budget was reviewed. The staff is intertwined with the Fire Department and the challenge of replacing the staff in the future at salaries that would be enough to attract new experienced staff was explained. There is a \$5 million liability insurance policy. There are some unknowns for this newly organized service and if the CEMS budget is not used it will go into the Capital Reserve account. The uniform budget could cover the cost of winter or rain gear clothing. Samson briefly compared the CEMS to the former Fast Squad.

F. Library

Librarian Amy Thurber distributed a document of statistics to the Committee members. There are 3,434 registered borrowers at the library but 1,869 active users who are associated with the 36,000 circulation. The library is participating in a national report and there were 86 people in the library this week. There is a program for about 25 elementary school children who visit the library in the afternoon. The equipment budget line increase is to replace a computer that was not acquired as planned last year. The balance of the \$6,000 budget increase is due to salaries. Ms. Thurber discussed the on-line and subscription cost aspect of the library. There are reciprocal relations with the libraries in Enfield and Grafton.

4. Canaan Budget Committee Meeting Schedule

It was announced that the next Committee meeting is scheduled for November 7.

5. Adjournment

Steve Freese made a motion which was seconded by John Bergeron to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:35 PM.

Canaan Budget Committee Meeting
Thursday, November 21, 2019
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nate Deleault, Steve Freese, Jamie Jukosky, Al Posnanski, Mike Riese, Denis Salvail, Sadie Wells, Karen Wolk; Town staff: Canaan Town Administer Mike Samson; Public Claude Lemoi; recorded by Roger Lohr

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

Denis Salvail made a motion which was seconded by Jamie Jukosky to approve the October 17, 2019 Canaan Budget Committee meeting minutes as submitted and amended. Approved by all voting committee members with 1 abstention (Davis). The changes were to update some categories on the roster and on item 2E to replace \$35,000 with \$135,000.

3. Budget Discussion

A. Capital Improvement Program

Claude Lemoi reviewed the 2020-2025 Capital Improvement Program printed materials. The Fairpoint settlement was cited as the significant reason that nothing will be added to the fire, police and highway CIP in 2020, but Capital reserve funding of these accounts will resume in 2021 and they should be sufficiently funded. The amount of total town funds for capital items in 2020 is \$571,227 and over six years it is \$3,849,627.

He reviewed the big ticket items in the six year window including bridges, vehicles for police, fire, highway, and so on. The Town Hall building project is slated for 2024 but the amount is undetermined.

Town Administrator Mike Samson cited an application for about \$14 million for Canaan flood mitigation projects through the Economic Development Administration on the Federal level. A document of the projects that could be included in the grant application was distributed to the Committee. Overall, grants would cover a substantial portion of projects that would include upgrades of some of the water lines, bridge and trestles replacements, raising roads, and so on.

A question was asked regarding items in the mobile-oriented category but this category will be reconfigured next year and is not a factor for the budget amounts. Additionally, Samson commented about the high number of trailers that the town owns.

4. Canaan Budget Committee Meeting Minutes and Schedule

The Committee discussed what it prefers for the meeting minutes document. There is RSA law that states if a committee member misses four consecutive committee meetings without excuses, that he or she could be dismissed from the committee. Other Canaan committees were referenced in the discussion. The Committee chair would be responsible for communicating the dismissal from the Committee if warranted in such an instance. The Committee discussed whether it wanted the minutes document to cite members' meeting absences, tardiness, and leaving meetings early.

Karen Wolk made a motion which was seconded by Nate Deleault to have the meeting minutes only reflect the names of Canaan Budget Committee members who are present during the Canaan Budget Committee meeting, and to show votes approved or rejected without a tally except where required by law or town decision. The motion was approved by all voting Committee members.

It was announced that Canaan Budget Committee meetings are scheduled for December 3 and 17, with the likelihood that the December 3 meeting will be cancelled.

5. Budget Updates

Mike Samson reviewed updates to the proposed budget. These included on page 7, the Canaan Emergency amount was increased by \$10,000 to \$137,500 and on page 11 the Recreation budget was increased for supplies and a \$3,600 increase in the hourly part time salary to reflect increased responsibilities. He also cited the budget changes on the tax rate, which will be a 3% increase.

Samson also informed the Committee about projected staff retirements within a few years that will increase the budget by about \$200,000. Some of this cost will be absorbed by juggling the budget but most of it will be perpetual with more town responsibilities and specialties that are currently being done by individuals which will be replaced by multiple people. The positions include for example the town administrator, fire chief, transfer station, accounting, and water/sewer. One of the methods to address this future issue is to ignore about 1% per year of some funding sources. Information about insurance rate increases is expected soon.

6. Adjournment

Denis Salvail made a motion which was seconded by John Bergeron to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:15 PM.

Canaan Budget Committee Meeting
Thursday, December 19, 2019
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Nate Deleault, Steve Freese, Al Posnanski, Mike Riese, Denis Salvail, Sadie Wells, Karen Wolk; Town staff: Canaan Town Administer Mike Samson; recorded by Roger Lohr

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

Denis Salvail made a motion which was seconded by Nate Deleault to approve the November 21, 2019 Canaan Budget Committee meeting minutes as submitted. Approved by all voting committee members with 1 abstention (Davis).

3. Budget Changes

Town Administrator Mike Samson distributed three documents including the proposed 2020 Canaan budget from 12/19/19, project list information, and the proposed town revenue budget.

There are changes to the 2019 budget associated with the flood and settlement that were approved by the DEA. Samson explained the changes in the 2019 budget and then reviewed the changes in the 2020 proposed budget. These changes for the 2020 budget included increases or decreases in DP salary, mortgage search, PA health insurance, PD chief salary, CEMS emergency, FD heating and chief salary.

Samson reviewed a list of the proposed six projects totaling \$7,510,000 and associated grants. Three bridges are being replaced. For the equivalent cost of one and a half bridges, the town will get projects covered for three bridges, trestles, pump station and flood control. The funding will come from the state Economic Development Administration, FEMA on the Federal level, and the town bridge account.

The projects will go out to bid by the end of the year and construction will occur during 2020 and mostly into 2021. Warrant articles will need to pass for \$71,357 for paving and \$108,988 for repair and replacement to the pump station, transfer station bridge, and raising Potato Road.

The proposed 2020 expense budget for Canaan is \$4,257,575.66. The projected tax rate is an increase of 3%, and 2.5% of the increase involves the Fairpoint settlement.

The committee discussed staff health insurance and Samson explained the reasoning

behind the levels of benefits. There are about six employees under the new formula which charges for family insurance coverage. Other town plans have been investigated to compare Canaan benefits program. The committee expressed interest in exploring options for the health benefits.

A motion was made by Ellie Davis and seconded by John Bergeron to establish a subcommittee to look at alternative health insurance plans with a team of three committee members and a representative from the town. All attendees voted in favor.

4. Revenue Budget

Mike Samson reviewed the proposed revenue budget highlighting the significant variances from last year. The highlighted variances included the timber yield tax, motor vehicle tax, block grant, sale of property, and interest on investments (which was associated with a new sweep account). The total of projected revenue is \$5,455,620.

5. Adjournment

Denis Salvail made a motion which was seconded by John Bergeron to adjourn the meeting. Approved by all voting committee members. The meeting was adjourned at 8:04 PM.

The next meeting of the Canaan Budget Committee is scheduled for Wednesday, January 15, 2020.