

**TOWN OF CANAAN**  
**CANAAN SELECTMEN MEETING**  
**June 5, 2007**  
**Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Eleanor Davis, Matt Wilson, Mr. and Mrs. David Heath, Gloria Koch, Amy Thurber, Ellen Wilson, Barry Cox of Local Government Center, and the minute taker Christi Berube.

Robert Reagan called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

**Appointment: Barry Cox of Local Government Center and Town Personnel Committee  
Proposed Personnel Handbook**

Dana Hadley summarized that Gloria Koch, Amy Thurber, Ellen Wilson, and David Heath were selected to work with Barry Cox of Local Government Center to update the town's personnel handbook. A revised draft dated April 1, 2007, was presented to the Board of Selectmen for review and approval.

Barry Cox summarized that he and the committee reviewed the current personnel handbook created in 2002 and identified the following areas for revisions: the "safe harbor" section, the sexual harassment policy, the Family Medical Leave Act policy, and the military leave policy. Barry Cox explained that many of these areas needed revision due to changes in federal legislation. The bold text in the revised draft indicates language that was added or changed from the current personnel handbook. Barry Cox noted that the draft included a handout summarizing required and optional policies. Barry Cox suggested that the proposed handbook should be reviewed by legal council before approval. Barry Cox summarized that the draft proposal is a close expression of what the committee is recommending for approval and that any collective bargaining agreements would supersede this proposal. Barry Cox recommended that the personnel handbook should be thoroughly reviewed every six to eight years.

The following changes were discussed: the net addition of one paid holiday, that the department heads should approve the requested vacation days of town employees and not the Board of Selectmen, increasing the number of sick days to 120 days.

Gloria Koch clarified that the paychecks do not include any information regarding accrued vacation time or sick time. She provides this information as requested or as infrequent reports to the department heads.

Jay Waldner suggested that referencing vacation time and sick time in terms of hours may be easier to manage.

There was general discussion whether town employees should be required to take full days for vacation. Committee members recommended that employees should be able to take half days. The general consensus of the Board of Selectmen was to include this recommendation in the draft. Barry Cox offered to make the revision.

There was general discussion that fathers are entitled to take leave from work when a child is born or ill due to the Family Medical Leave Act.

Jay Waldner suggested that the individual who grants leave requests should be listed under the heading of “Time Away From Work and Other Leave Benefits” on page 10 for clarification. There was general discussion and consensus that the department manager would be the individual who makes the final decision.

When reviewing the section regarding the Family Medical Leave Act, there was general consensus to delete the sentence which includes language taken from the “boiler plate” example regarding multiple workplace locations.

The Board of Selectmen noted that a number of spelling errors need to be corrected but that a list could be supplied.

There was general discussion that Sam Frank and Larry Brabant have suggested that the current work week of Friday through Thursday should be changed in order to help with scheduling. Dana Hadley offered to collect additional information regarding this suggestion from Sam Frank. Barry Cox noted that the work week and pay period can be whatever and the Town is required to post the work week and pay period,

Ellen Wilson asked whether this handbook will be reviewed annually by the Board of Selectmen. The general response is that the Board of Selectmen are entitled to review and amend the handbook at will but that an advisory committee should not be needed for a full review for some time.

Barry Cox noted that the recent Civil Union legislation will need to be considered and should be included in the handbook. Barry Cox summarized that the Local Government Center should have some guidance on this issue in the near future.

Jay Waldner asked whether Local Government Center keeps town officials apprised of changes in the law. Barry Cox responded that his services are available to the Town of Canaan and that Local Government Center provides conferences but that town officials would most likely become aware of significant legislation changes through the general media. Dana Hadley added that he sends personnel to conferences whenever possible.

There was general consensus that the Board of Selectmen will take action on the committee’s recommendation to approve the personnel handbook at the June 19<sup>th</sup> meeting. Kristina Burnett and Dana Hadley expressed appreciation for the committee members’ time and effort on this project.

### **Old Business: Barn Preservation Easement for Mechanic Street Clinic**

The Board of Selectmen reviewed a letter drafted by Jay Waldner to the residents of the Mechanic Street Clinic. Jay Waldner summarized that town officials should “take into account the tax laws” and should be concerned with the attorney fees and the amount of time that will be required. There was general discussion that the assumption is that the town prepares the easement but that the cost should be shifted to the applicant. Jay Waldner noted that the Mechanic Street Clinic is a complex

situation and is unlike the previous easements that have been granted. There was general board consensus to have Dana Hadley prepare the draft letter for signature by board members.

**New Business:**

1. Letter received from NH Fish and Game Department

Dana Hadley summarized that the letter is in regards to a guide book that advertises public boat launches at lakes and ponds that are 10 acres or greater. Dana Hadley and Jay Waldner expressed concern that advertising would provide no advantage for the residents of Canaan. There was general consensus to not participate in the publication.

**Consent Agenda:**

1. Auditor's Report – Upper Valley Lake Sunapee Regional Planning Commission

Dana Hadley summarized that this report explains the financial position, balance sheet, revenues, membership dues, and general economics of this Planning Commission.

Dana Hadley added that applicants for the vacated Director position are being considered at this time.

**Other Business:**

Dana Hadley noted that he has not received the audit report yet but that a review will be scheduled for the June 19<sup>th</sup> meeting.

Ellen Wilson asked why a park committee was established when the town already has a Parks and Recreation Committee. There was general discussion that this new committee is only charged with drafting recommendations for the downtown park and business area, which is used by individuals to use to sell items on various days of the week. Eleanor Davis suggested that the picnic table in front of the deli market should be considered in the recommendation for guidelines.

Dana Hadley informed board members that the Transfer Station Committee met this afternoon to discuss options regarding the disposal of electronics. Town residents will no longer be able to recycle electronics through the Town of Lebanon. Dana Hadley added that no other surrounding town has expressed any interest in working collaboratively. The committee has discussed finding or purchasing a storage container in order to accommodate a future plan.

Dana Hadley clarified that a hazardous waste collection day is scheduled on Saturday, June 9<sup>th</sup>.

Robert Reagan asked Dana Hadley to check on the permitting authorization for a local resident, who has a dealer license but not a junkyard permit.

Robert Reagan suggested that no trespassing signs should be posted at the Cozy Corner property. Dana Hadley noted that the Cozy Corner building will be demolished soon.

There was general discussion regarding the dangerous condition of the public docks. David Heath offered to inspect the docks and agreed to remove and dispose of the docks tomorrow. There was general note that the buoys need to be installed on Canaan Street Lake.

David Heath informed board members that Norman Daignault has offered to purchase a flag and flagpole for the Canaan Street Cemetery in honor of his deceased father. David Heath asked whether town officials would be willing to purchase a plaque for the flag pole in honor of the Daignault