

**TOWN OF CANAAN
CANAAN SELECTMEN MEETING
August 21, 2007
Canaan Fire Station**

Selectmen present: Robert Reagan, Kristina Burnett, and Jay Waldner. Also present were Dana Hadley, Al Posnanski, Sam Frank, Dave Barney, David Heath, John Dow, Patrick Jameson, Jackie Larry, Philip Savail, and the minute taker Christi Berube.

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

Appointment: Dave Barney – Road Maintenance Policy – Goose Pond Road

Dave Barney was in to talk with the Board of Selectmen about the recommended road maintenance policy for Goose Pond Road. He asked the Board of Selectmen to confirm decisions made and what actions have been taken regarding the policy. The Board informed him that this policy has not been officially voted on by the Board. Mr. Barney reviewed the content of the November 14, 2006 memo written to the Board of Selectmen from the Road Salt Working group. He also spoke about areas where improvements are needed to prevent ice problems. He has discussed with Dale Morse, the Road Agent, tools needed to better calibrate the amount of sand being added to the roads and sand removal in the spring.

The Board will invite Dale Morse to the next Selectmen's meeting to discuss how the plan would impact his department. The Board also said that in order for a program like this to be successful there needs to be support of the budget.. Board members specified that more information is needed regarding the condition of the road and the culverts, the number of culverts needed and the cost, the type of equipment needed and cost to remove sand, the type of equipment needed and the cost to calibrate sand, and whether sweeping is necessary to keep the ditches clear.

John Dow asked board members to comment on the plan to update the town's sewer system in order to accommodate Canaan's commercial area. Dana Hadley summarized that he is concerned that a significant amount of groundwater is entering the sewer system and that an accurate measurement is needed before a plan can be proposed. Joe Demore of Water Systems in Henniker has suggested that they begin to keep records of the number of gallons being pumped between the lift station on Depot Street and the sewer plant. Dana Hadley added that he has received a letter from the Department of Environmental Safety that states that no new hookups can be done until capacity improvements have been made at the sewer plant. There was general discussion that no budget funds are available at this time.

Robert Reagan suggested that the use of sump pumps could be adding to the volume. Dana Hadley responded that he is only aware of two sump pumps; one at the veterinary clinic and one at the town office. John Dow expressed disappointment that this issue has not been a higher priority for the town officials to resolve since business and commercial growth in Canaan is dependent on sewer hookup. It was suggested that Joe D'Amour's opinion should be sought regarding the needs at the sewer plant. There was general discussion that state permits will be needed in order to expand the lagoons and that expansion of the lagoons would be a significant project. There was general consensus to invite Joe D'Amour and Mitch Locker, of the Department of Environmental Services, to a future Selectmen's meeting.

There was general discussion with Patrick Jameson regarding the State of NH's regulations regarding screening and set backs of junkyards. The Board asked Dana Hadley to contact various NH towns and Pam Sprague at the NHDES to discuss the issue.

Old Business: Barn Preservation Easement for Mechanic Street Clinic

1. Selectmen Meeting Minutes of June 19, 2007.

Board members reviewed the minutes dated June 19 and suggested four revisions.

MOTION by Jay Waldner and seconded by Kristina Burnett to accept the minutes dated June 19, 2007, as corrected.

VOTE: Unanimous in the affirmative

2. Letter Received from Naleen Mayberry regarding Town Water-Chlorination By-Products

Board members reviewed the letter dated August 10, 2007, from Naleen Mayberry regarding Canaan NH Disinfection By-product Reduction Recommendations and Next Steps. Dana Hadley summarized that the operators at the sewer plant can complete the recommended testing in order to help minimize the testing costs. Dana Hadley offered to invite Naleen Mayberry to the next meeting if additional information is needed.

MOTION by Jay Waldner and seconded by Kristina Burnett to authorize the implementation of Naleen Mayberry's recommendation at a cost of \$1,300, as presented.

VOTE: Unanimous in the affirmative

3. Draft Personnel Policy

Board members reviewed draft copies of the proposed personnel handbooks. Dana Hadley summarized that typos and prior recommendations for revisions have been corrected and added and that he has discussed the proposed handbook with all the department heads.

The following changes were suggested and agreed upon: to change the definition of full time from 30 hours to 35 hours on page 6; to change the definition of part time to "20 or more hours but less than 35 hours" on page 6; to change the work week from Friday through Thursday to Monday through Sunday on page 7; to include a sentence on page 31 that "On call emergency responders are expected to use appropriate discretion when using town vehicles for personnel business"; to include a sentence on page 31 regarding appropriate discretion when using cell phones for personal business; to exempt police officers from the weapons regulations on page 33; to recognize that the intoxication regulation on page 33 would not include police officers while they are performing related duties as part of their job requirement; to add a fifth week of vacation for employees who have worked fifteen or more consecutive years for the Town of Canaan on page 12; to exclude holidays from the holiday time calculation on page 9; and to add the police chief and fire chief as appropriate media contacts on page 36.

MOTION by Kristina Burnett and seconded by Jay Waldner to accept the proposed handbook policy, as amended, and for the policy to be effective on September 15, 2007.

VOTE: Unanimous in the affirmative

Copies of the personnel handbook will be distributed and employee will be asked to sign and return the last page of the personnel handbook.

New Business:

1. Nomination form for Upper Valley Good Citizen

Dana Hadley asked board members to consider suggestions for a nomination. There were no nominations suggested at this time.

2. MS-1 Summary Inventory of Valuation for 2007

Dana Hadley requested signatures from the board members and explained that this form is used by the Department of Revenue to set the tax rate. There was some general discussion whether the figures for the conservation restrictions are correct.

3. MS-4 Revised Estimated Revenues

Dana Hadley requested signatures from the board members and explained that this form is completed twice each year.

4. Review of Year to Date Revenues for MS-4 Preparation

Board members reviewed and provided signatures for an Actual and Anticipated Revenues Report dated August 2, 2007.

5. Discussion of Resolution of Tax Deeded Properties

Dana Hadley summarized that the town is accumulating an increasing inventory of properties. The town attorney has suggested that the Town of Canaan could offer mortgage loans to these residents who have lost their properties. Dana Hadley expressed that he is not interested in offering loans.

6. Two letters received from FEMA disbursement of funds for April storm

Dana Hadley summarized that two grants of \$14,505 and \$44,000 have been received. In order for the town to accept the funds, the Board Chair needs to authorize that FEMA will receive a copy of the town's 2007 audit report. There was general consensus for Robert Reagan to authorize the acceptance of the grant funds.

7. Bulk Water Removal from Canaan Street Lake

Dana Hadley reported that he had been made aware of a family who hired a water hauler to extract 32,000 gallons from Canaan Street Lake in order to fill their swimming pool without seeking permission to use town property for access. Dana Hadley explained that the family should have gained permission from the Town to use the Town's access to the lake and also register with the Department of Environmental Services as outlined in their policy.

8. River Bank Erosion at Williams Field

Board members reviewed photos. There was general discussion whether a permit should be sought to excavate the river bed. There was general consensus to consult with the Conservation Commission.

Consent Agenda:

1. Letter received from NHDES regarding town sewer connections
2. Letter received from NHDES regarding Septage Facility
3. Letter from Town Attorney to Town Auditor

There was general discussion regarding a possible lawsuit from the Roberts Family on Cottage Lane.

4. Letter from Department of Transportation regarding removal of DOT endorsement for crossing highway – NH Route 118
5. Letter received from Com-Cast – advise of customer pricing and services
6. Copy of letter received for property owner on Goose Pond road regarding complaint received

There was general discussion that Dave Barney filed a complaint with the Wetland Bureau after his neighbor clear cut his property, which is protected by the Shoreline Protection Act.

7. Letter received from New Hampshire Police Cadet Training Academy
8. Thank you note received from Listen Community Services
9. Thank you note received from WISE
10. Copy of minimum Impact Expedited Application – David Zani for culvert replacement and installation on Canaan Street – Tax Map #17 – Lot 76G
11. Copy of reimbursement package sent to the state oil remediation and compliance bureau for former highway garage site

Other Business:

Dana Hadley informed board members that the garage doors for the FAST squad vehicle were pulled off their track during a power outage. There was general consensus to calculate the budget figure needed to wire these doors to the existing generator.

Dana Hadley requested board member signatures for several timber warrants.

Dana Hadley summarized that the following bills need to be paid; \$1,114 bill for Freightliner, a \$484 bill for Hampshire Fire Protection Co., a \$750 bill for sidewalk striping, and a \$1,720 for garage doors. There was general clarification that the budget accounts were “frozen” by the Board of Selectmen. Board members authorized charging the \$1,114 to the mechanic's budget, charging the \$484 to the maintenance budget, charging the \$750 to the highway budget, and submitting a claim to the insurance company for \$1,720.

Dana Hadley requested board signatures on the Mascoma State Forest Assessment.

Board members asked when the renovations on the Senior Center will be completed. There was general consensus to invite Denis Savail to a future Selectmen meeting.

Pending Items and Status:

Board member reviewed the status of the following pending items:

1. The update and codification of the Code and Ordinance Book is underway with work on the book progressing. This has been worked on this week with typing of several documents.
2. Committee to be chosen for Park Use rules – work in progress
3. Policy Committee regarding Building Permits on Class VI/Discontinued Roads – Planning Board
4. Investment Policy – Cash Management Policy – Treasurer and Deputy Treasurer will present to the Board when they are ready
5. Senior Center Meeting with Grafton County Board
6. Junk Yard Project

Robert Reagan suggested removing the signage at the Transfer Station regarding attendants. There was general discussion whether attendants are responsible for removing garbage bags and recyclables from residents' vehicles.

Al Posnanski summarized that transfer station vouchers are being considered in order to assist residents and the town office staff.

Dave Barney suggested that the Transfer Station should have a voicemail system.

Al Posnanski summarized that a policy is being considered to accept some recyclables from town businesses. Al Posnanski also expressed concern that transfer station ordinances are not being enforced regarding items being left at the gate after hours and noncompliant residents in general.

The Board was made aware that helping residents unload vehicles is not part of the attendant's job requirement and that they could be potential liability issues. The Board also noted that at times, attendants would have to use common sense depending on the situation.

MOTION by Kristina Burnett and seconded by Jay Waldner to remove the signage at the Transfer Station regarding attendants.

VOTE: Unanimous in the affirmative

MOTION by Kristina Burnett and seconded by Jay Waldner to adjourn the meeting at 10:30 P.M.

VOTE: Unanimous in the affirmative

Respectfully Submitted,
Christi Berube, Minute Taker
Minutes Accepted by the Board of Selectmen on September 11, 2007

ROBERT REAGAN

KRISTINA BURNETT

JAY WALDNER