

**Minutes**  
**CANAAN BOARD OF SELECTMEN'S MEETING**  
**TUESDAY, NOVEMBER 13, 2007**

The meeting was opened at 7:00 PM by Chairman Reagan at the Canaan Fire Station. Selectmen Burnett and Waldner were present. Acting Interim Administrator Dexter Bucklin was also in attendance.

**ACCEPTANCE OF MINUTES OF November 6, 2007**

Having reviewed the minutes the Board voted the following: Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to accept the Minutes of the November 6, 2007 meeting as amended.

**Library Basement Expansion**

Mr. Bucklin updated the Board on the proposed plan for the continued renovation of the basement for Library space. The Library Trustees will be reviewing modified plans for the renovations. The April 17, 2007 Phase 2 Basement Renovations Plan prepared by Tennant/Wallace called for renovating 300 square feet for between \$95,000 and \$150,000. The new plans will be significantly less expensive. Mr. Bucklin included the memorandum of Agreement signed by the Trustees and Selectmen in 2005. This agreement stated the Town will support "the use of the building at 1173 US Route 4, Canaan as its Town Library. This will include the main library floor, the second floor of the building that will be updated and developed for library use in the future and approximately 1/2 of the basement level floor." Mr. Bucklin raised the question about addressing any future space needs that might arise for the Town office. Cindy Neilly, a Trustee, stated that the Selectmen have been involved in the planning of the basement renovation and have not raised concerns about the need for additional space. She did mention that the Trustees are meeting Monday night and hoped the Selectmen and Administrator would attend.

**Personnel Policy**

**Health Insurance: Buy Back Provision**

The new Town of Canaan Policy Manual effective September 15, 2007 does not address the option that would allow an employee to opt out of the Town's health insurance benefit, if covered under another plan, for a lump sum payment. It was stated that the Board had previously voted to offer 40% of the cost to an employee who opts out of the plan. There

seemed to be a question about the specifics of the Board's vote. After discussion about options, the Board delayed action, asking Bucklin to review the record regarding the past Board action and wording to place in the Policy Manual, and to report on the policy currently in place in similar towns. It was suggested that Towns used in the past Wage and Salary Survey would be appropriate to consider, and a couple large area employers might also be relevant.

### **Compensatory Time**

The new Policy Manual does not address a provision of compensatory time in lieu of overtime pay. For non exempt employees (employees paid by the hour), both employer and employee must agree to compensatory time, otherwise time and a half will be paid. Exempt employees (salaried) with Selectmen approval could be given compensatory time for hours worked over 40 hours. The issue arose after overtime had been paid to Glen Carey for work done repairing equipment at the Transfer Station when the Station was closed to the public. Mr. Bucklin asked the Board to consider making the Transfer Station Manager an exempt position. The Board would take this under advisement.

### **Grandfathered Addendum**

The new Personnel Policy changed the definition of full time employee from over 30 hours per week to 35 or more hours per week. One employee had been hired as a full time employee under the previous policy, negotiating a 32 hour work week (four, eight hour days) and not receiving health insurance coverage. After discussion the Board preferred to sign a letter to be placed in the personnel file rather than addressing this one time situation in the Personnel Policy.

### **Budget Update**

Mr. Bucklin made several requests for the Board to adjust several line items in the proposed 2008 budget. The Board approved the following changes:

Health Insurance Line from \$313,500 to \$318,500, to pay for an anticipated buy-out, not included in the original calculation.

Transfer Station Hauling Services was increased from \$35,000 to \$40,000, to reflect the 6.25% increase in the contractor's rates.

Increase the Recycling Hauling services to reflect the disposal fee of demolition waste that had previously been included in the tipping fee line. Projected costs in the tipping fee line had not included the \$8,000 C&D disposal costs. There will be offsetting revenue to the Town to cover this cost.

Recreation Hourly Part time salary increased from \$16,000 to \$17,000 to cover \$2,500 in Park Programs. These are programs that generate revenue to recover the costs. The major hourly part time salaries are for the maintenance of the parks and playgrounds. With these increases, the Selectmen's proposed operating budget is less than 4% higher than the \$3,387,415 (including \$130,000 in Warrant Articles) operating budget that the Selectmen are working with in 2007. The default budget for 2007 was \$3,416,804 excluding the \$130,000 in Warrant Articles.

### **Question from the Audience**

Al Posnanski requested, on behalf of Glen Carey, if posts and ropes could be installed around the compactor area to make it a little more difficult for people to drop of trash when the station was not opened. The Board granted permission to have posts and ropes put in place.

Al reported that Glen had collected a week's worth of data and, based on that, recommends that Orange should be charged \$3,000 to allow their residents access to our recycling facility. Glass recycling costs money but does avoid the Lebanon tipping fee. After discussion, Selectman Burnett moved, Selectman Waldner seconded, and the Board voted 3-0 to charge Orange \$1,800 to recycle in Canaan. By next year there should be considerably more information about the real cost to Canaan, and the amount of the charge can be revisited.

At 9:20 Selectman Burnett moved, Selectman Waldner seconded, and the Board voted unanimously to go into non public session under RSA 91-A.3© to discuss a personnel issue.

The Board came back into public session at 9:55 PM and the Meeting was adjourned at 9:58 PM.

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Robert Reagan

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Kristina Burnett

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Jay Waldner  
Canaan Board of Selectmen