

**CANAAN BOARD OF SELECTMEN MEETING
WEDNESDAY, FEBRUARY 4, 2009**

The meeting was brought to order at 8:05 AM by Chairman Bob Reagan at the Fire Department. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Police Chief (Sam Frank), Dale Morse (for Highway Department), Transfer Station Manager (Glenn Carey), Mechanic (Larry Brabant), Cemetery Sexton (David Heath), Welfare Director (Nelson Therriault), Building Inspector/Health Officer (Bill Wilson).

Chairman Reagan led those in attendance in reciting the pledge of allegiance.

2009 Proposed Budget and Warrant

Michael reviewed a copy of the 2009 Proposed Budget and Warrant with those in attendance. He mentioned that the copies provided included the changes discussed at the deliberative session on Saturday, January 31, 2009.

Health Insurance Update

Michael informed the departments that the Town was considering new health insurance programs. He noted that informational meetings would be set up to provide employees with information regarding the new plans prior to implementing any changes.

Work Orders

The Board informed the departments that they would like to implement a more formal procedure for tracking repairs to Town vehicles and equipment. They distributed a simplified repair order form that departments could use to submit repair requests to the Town Mechanic. The use of a standard form by all departments would allow for more accurate record keeping and provide information with regard to the overall condition and maintenance costs of the Town's vehicles and equipment that could be used to help make replacement purchase decisions. In addition, the Board felt that maintaining better records would be helpful in the event the Town needed to demonstrate the level of preventative maintenance done on the equipment should a liability claim be brought against the Town.

There was considerable concern expressed by the Town Mechanic with regard to the effectiveness of this system. He felt that the present system was adequate to make those types of decisions. The Board disagreed and in addition to restating the previous benefits also noted that it would be an effective tool to evaluate the most efficient use of employee labor hours.

Michael mentioned that he would draft up a procedure to be used in conjunction with the forms and get them distributed to the departments next week.

Other Business

Michael mentioned that he was preparing a letter to be sent to residents who were using the Transfer Station without a permit. He would circulate it for review next week. In addition he had received clarification from Town Counsel with regard to the proper enforcement procedure to follow.

Larry asked the Department representatives present if they were happy with the level of service received from the Town Mechanic. Those present responded in the affirmative.

Non-Public Session (RSA 91 – A.3-c)

With no further business before the Board, at 9:24 AM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to enter into non public session to discuss a personnel matter. At 10:58 AM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by a roll call of the Board. At 10:58 AM, Selectman Borthwick made a motion to seal the minutes of the non-public session. The motion was seconded by Selectman Lewis and the Board voted 3-0 by roll call in favor of the motion. Selectmen Borthwick made a motion to adjourn the meeting that was seconded by Selectman Lewis. The Board voted 3-0 in favor of adjournment at 10:59 AM

Robert Reagan

Scott Borthwick

Tim Lewis
Canaan Board of Selectmen