

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, FEBRUARY 10, 2009**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator Michael Capone were also in attendance. Others present: Ellie Davis, Al Posnanski and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Acceptance of Minutes of the January 27, 2009 Meeting**

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the minutes of the meeting of January 27, 2009 as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the report with the Board and those present. He mentioned that this was still not an approved budget and as such was subject to revision pending the outcome of the Town meeting vote on March 10, 2009. Overall the total expenditures for the first six weeks of the year were in line with the original estimates with just a few exceptions. The bill from the Grafton County Prosecutor for 2009 was about \$1,600 below the 2008 amount. The dues for NHMA were about \$100 below projections. However rental assistance expenditures from the Human Services budget were up from last year.

**Transfer Station Enforcement**

Michael mentioned that everyone who had reviewed the draft of the enforcement letter was in agreement that it was OK to send out. The Police department was going to have to check license plates to get names and addresses for mailing.

Michael briefly discussed with the Board the option of mailing a permit sticker with each letter, but the Board felt it was unnecessary.

**Crown Uniform Contract**

Michael suggested that discussion of this issue be continued to next weeks meeting. He had not received the pricing information he had requested from Crown.

**Other Business**

Michael mentioned that he was going to schedule an informational meeting for employees with regard to some new health insurance policies under consideration.

Michael informed the Board that the new work order procedure and work order forms had been forwarded to the Highway, Police, Fire, Transfer Station and Cemetery departments for them to begin using.

The Board reviewed the meeting schedule and agreed that the March meetings would be on the 3/17, 3/24, 3/31. Michael will amend the posted schedules to reflect the change.

Michael informed the Board that he was contacted by Bill MacDonald with regard to some issues with the Assembly of God parking lot. Michael will meet with church representatives to get a sense of what the issues are and who should address them.

The Board reviewed a request from the Friends of Canaan Village Inc, to use the Town Common for the weekly Farmers' Market. The 2009 market season will begin on May 24 and run through October 11. There were concerns expressed with regard to maintenance of the common area and the use of electricity, but the Board was in favor of allowing the group to use the common. Michael said that he would review the Boards concerns with representatives of the group to determine to what level they will assume responsibility for maintenance and electricity.

Michael informed the Board that he had completed the 2009 Fire service and Recycling billings for Orange. They have been sent to Charlie Sova in Orange.

Michael mentioned that he had been contacted by the insurance company representing the Trucking firm that damaged the light at the intersection of Canaan Street and Route 4 in August of 2008. They agreed to a settlement of \$2,067.00. Michael and Tom Guillette had reviewed the pricing for the repairs and were in agreement that the payment would cover the costs.

Selectman Lewis suggested that given the deteriorating economic conditions, the Board consider a freeze on hiring new employees as well as replacing employees that leave. Selectman Borthwick and Chairman Reagan were in agreement and asked Michael to draft a memo to send to all departments.

Al Posnanski asked if the Town Mechanic has any kind of planned maintenance schedule for Town vehicles and equipment. Selectman Lewis replied that there was no formal schedule, but at the department meeting on February 4, 2009, the Board discussed a new procedure for the use of work orders to track repairs and maintenance on all Town vehicles and equipment. The new process would help address this issue because departments could develop a maintenance schedule and request the work be done by the Town Mechanic through the repair order process.

Ellie Davis asked if the Board could request that yearly mileage usage on the vehicles be tracked. Michael mentioned that the repair order form had a place on it to track mileage.

**Non-Public Session (RSA 91 – A.3-c)**

With no further business before the Board, at 8:21 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss a personnel matter. At 8:51 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 8:51 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 8:52 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

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Robert Reagan, Chairman

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen