

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, FEBRUARY 17, 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: Bob Scott, Earl Smith, Ellie Davis, Al Posnanski and Philip Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

Acceptance of Minutes of the February 4, 2009 Meeting

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the meeting of February 4, 2009 as written. The Board voted 3-0 in favor of the motion.

Acceptance of Minutes of the February 10, 2009 Meeting

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the meeting of February 10, 2009 as written. The Board voted 3-0 in favor of the motion.

Road Agent Bob Scott – Discussion of Work Order Process

The Board and the Road Agent discussed the new work order process to be certain there was no confusion over what should be captured on work orders. It was agreed that the replacement of items such as light bulbs and wiper blades would be captured on the inspection logs the drivers complete when they check over their vehicles. Work orders would be used to capture repairs. Parts costs could also be tracked on the work order.

While present, Bob reported to the Board that he was going to be trying a new road database (RSMS) that was under development by UNH for use by municipalities. This inexpensive system would allow Bob to build a database of Road information including length and width of roads, road surface types and condition. It would also allow for the mapping of culvert and sign locations. This information could be used to help the Highway department plan for road improvements.

Al Posnanski asked how the new treated road salt was working. Bob responded that it was working very well and had reduced salt usage by about 30%.

Crown Uniform Contract

Michael presented the Board with an outline of some of the options he was reviewing to replace our current uniform contract. The existing contract, which included the laundering of uniforms, has become too costly. Among of the options presented were:

- Switch to a lease no wash program with a vendor where they would supply uniforms and replace damaged or worn pieces, but not wash any garments. This would require employees to wash their own garments.
- Have the Town purchase uniforms for the employees and replace worn items as required. Employees would wash their own garments.

Based on estimates provided by Crown, it would appear that it would be less expensive for the Town to switch to a lease no wash program rather than supply employee's uniforms. The Board asked Michael to contact other uniform providers and explore what other options might be available. In the interim, Michael will prepare a formal termination notice to be mailed to Crown cancelling our existing contract.

Town Report

Michael informed the Board that he is reviewing a final draft of the Town report with the printer. If they stay on schedule, Town reports will be available by March 2, 2009.

Transfer Station Enforcement

Michael informed the Board that he had received an updated list from the Police Department with names and addresses of residents who had dumped trash at the Transfer Station without permits. He is going to start sending out warning letters, but will not send them by registered mail unless the Board wants him to. The Board did not feel it was necessary to do that at this time. Michael will begin sending out the letters next week.

Other Business

Michael informed the Board that Road Agent, Bob Scott, was sending out notices to residents with regard to tree cutting he was going to be doing on Town roads. Per RSA 231:145 and 231:146, he is required to notify abutters of any cutting he is going to do along the Town right of way.

Michael informed the Board that he had received a thank you letter from a resident who appreciates the effort the Highway crew has put forth to maintain a usable pile of sand for use by residents.

Michael provided the Board with a copy of the work order that Tom Guillette has been using for repair and maintenance projects requested by departments. Michael wanted the Board to review the form to see if they were OK with using it to track building maintenance and repair costs. The Board was fine with using the form.

Chairman Reagan mentioned that about 30 DVD's had been taken from the Library. The staff has take measures to better monitor the DVD collection to avoid future issues.

Selectmen Borthwick mentioned that due to scheduling conflicts, he would not be able to attend the March 17th and March 31st meetings.

Selectman Lewis mentioned that our Town Counsel, Bernie Waugh, will be at the March 12, 2009 Planning Board meeting to present a Municipal Law Update which includes major statute and case law changes for the year 2008. This is a free service that Attorney Waugh provides to the communities for which he serves as Counsel/

With no further business before the Board, at 8:05 PM PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Tim Lewis
Canaan Board of Selectmen