

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, JULY 14, 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: Al Posnanski, Philip Salvail and Richard Schatz. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Richard Schatz**

Mr. Schatz was present to see if the Board had any questions with regard to an outstanding water and sewer matter. The Board did not have any, but Chairman Reagan asked Mr. Schatz if he had any comments to make. Mr. Schatz mentioned to the Board that he had hired a local contractor to handle the renovations and thought he had secured the necessary permits for the work to be done. He provided the Board with some additional background on the matter. The Board had no further comment or questions for Mr. Schatz. Mr. Schatz thanked the Board for their time and Chairman Reagan thanked Mr. Schatz for coming in to the meeting.

**Minutes of June 23, 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 June 23, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

**Budget vs. Actual**

Michael reviewed the 7/13/09 budget worksheet with the Board and those present. He noted that 28 weeks into the budget year account balances should be near 46.00%. The overall balance is at 49.98%. Michael reviewed some of the areas that may need to be supplemented with funds from other sections of the budget, most notably the welfare rent and utilities assistance lines. The Board reviewed the budget and discussed the possibility that supplemental funds for the welfare lines should come from the regional associations section of the budget.

Michael also reviewed some of the budget lines that should have no further expenditures against them for the balance of the year. In most instances they were small amounts, but it was part of an overall review that Michael has undertaken to identify other areas of the budget that could be cut to compensate for lagging revenues.

Selectmen Borthwick made a motion that the Board limit overtime expenditures in the budget. Selectman Lewis seconded the motion and the Board voted 3-0 to limit overtime. Michael noted that some provision needed to be made for public safety emergencies. There would also need to be additional guidelines reviewed with respect to compensation. The Board asked Michael to put together the information for their review prior to sending out a memo to all Town departments.

Selectman Lewis made a motion to lower the amount of a purchase requisition requiring Board approval to \$250.00. He felt that given some of the potential revenue losses, we may need to cut back on expenses and , although it would require some additional paperwork, it would afford the Board the opportunity to more closely evaluate overall Town spending. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor. They asked Michael to prepare a memo to be distributed to all Town departments, boards and committees.

### **Review/Approve Letter of Agreement on Construction Phase of River Road Bridge**

This item had been discussed at a previous meeting and Michael had requested some additional time to verify some of the new information contained in the agreement prior to having the Board review and sign it. He was now comfortable that the content was accurate. Individual Board members had reviewed the document and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed both copies of the agreement.

### **Review/Approval of Municipal Agreement for River Road Bridge Project**

This document had been prepared by the State and outlined the responsibilities of both the Town and the State with regard to the River Road Bridge project. Individual Board members had reviewed this document as well and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed all three copies of the agreement.

### **Project Updates**

Michael informed the Board that the engineers would be doing some additional loading on the RIB's at the waste water plant next week to collect more modeling data. There was a minor issue with the flow meter at the water plant that had been corrected and Wright-Pierce was going to extend the testing period to collect more test data from the site.

Michael mentioned that he had been contacted by Wright-Pierce regarding an issue with the second water quality test sample at the well site. There appeared to be a discrepancy between some readings from the October 2008 sample as they compared to the June 2009 sample. Wright-Pierce was requesting that the lab recheck to see if there was a sampling error or was it, in fact, a valid reading. This might require some additional sampling at the well site, but we would not know if that was necessary until at least next week.

Selectman Lewis mentioned that he thought it might be a good idea for the Town to retain the 1.4 acre site on Follansbee Road (Map 15C Lot 2) as a possible well site. Given the proximity of the lot to the water system infrastructure, if a well were to be developed there, it could be incorporated into the system rather easily. The Board agreed that it would be a good location for a well. Selectman Lewis also suggested that some marketable timber could be removed from the lot as well providing additional revenue for the Town.

### **Other Business**

Michael wanted to double check with the Board members to see if anyone was planning to attend the Goose Pond Lake Association Meeting on Sunday, July 19, 2009. The Board members reaffirmed that they would not be able to attend. Michael mentioned that he would send an email to Dave Barney to let him know.

Michael informed the Board that he had just received a copy of the State Revolving Fund Loan agreement from DES. He had reviewed it and had sent an email with his initial questions back to Rick Skarinka. The questions were with regard to clarification of the term of the agreement and the rate of interest charged for any funds used. Michael will have a copy of the agreement available in the office for the Board to review.

Michael asked the Board if they would review the copy of the Maintenance Report submitted by Tom Guillette to see if they had any questions regarding the project priority ranking. Tom wanted to be certain that everyone is in agreement with the order in which the projects would be processed.

Michael asked the Board if they wished to discuss the requisition for truck tires that had been submitted by the Town Mechanic, Larry Brabant. Selectman Lewis thought that capped tires should be considered for all of the vehicles and that some additional quotes should be obtained to get the best price and service. The other Board members agreed and asked Michael to pursue additional price quotes.

Michael informed the Board that he had received notification from the Local Government Center (LGC) that they were considering taking legal action against the State for the downshifting an additional 5% of Retirement expenses for employees to the Towns. They considered this an unfunded mandate and as such were seeking a possible legal remedy to relieve the Towns of the additional financial burden. Over the next State budget cycle it is estimated that this will add more than \$7,200 to the Town budget and more than \$86,000 to the School Budget. Michael will have a copy of the LGC letter in the office for the Board to review.

Selectman Borthwick asked about the front stairs at the library. Michael mentioned that Tom was planning on patching them in the short term. Selectman Borthwick suggested that the Board consider removing the old stairs entirely and replacing them with another set of cement stairs or building some wooden ones instead. The Board asked Michael to check on pricing for each alternative.

Selectman Lewis asked about the no smoking signs that were put up at Williams Field. He wanted to know who put them up and why there were not any by the horse shoe pits. Michael said he would look into the matter.

Al Posnanski asked if the Board would meet with him and Transfer Station Manager, Glenn Carey to discuss possible changes to the operation of the Transfer Station. Given the change in recycling markets, Al felt that it would be useful to discuss options as to how most efficiently operate the facility. The Board asked Michael to place this topic on the agenda for the July 24, 2009 meeting.

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

With no further business before the Board, at 9:03 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 advice from legal counsel. At 10:35 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 10:35 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 10:36 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

